

**ICMR-National Institute of Malaria Research**  
(Sector-8, Dwarka, New Delhi – 110077)

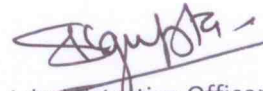
Dated : 15.09.2017

**Instructions for the candidates appearing for Skill (Typing Test) in Hindi**

**Sub : Typing test for LDC (Hindi Typist) Scheduled to be held on 23.09.2017 at 10.30 A.M.**

Reference to the Typing Test of Hindi for the post of LDC (Hindi Typist) candidates are hereby informed that :

1. The Hindi Typing Test to be administered on the Computer only and Computer will be provided by NIMR at the venue of examination. The Test will be in MS Word format.
2. Candidates will be given time for a trial test, before the Typing Test.
3. Candidates can opt for type test in Hindi in the following Keyboards/fonts:
  - Remington (Any font in hindi language)
  - Inscript (Mangal)
4. The duration of the typing test will be 5 minutes only.
5. This Typing Skill Test is of qualifying in nature and candidates acquiring minimum prescribed typing speed of 30 w.p.m. correspond to 9000 KDPH an average of 5 key depressions for each word to be tested by NIMR.
6. **NATURE OF MISTAKES**
  - A. Full Mistakes :** The following errors are treated as full mistakes :--
    - For every omission of word/ figure.
    - For every substitution of a wrong word /figure.
    - For every addition of a word / figure not found in the passage.
  - B. Half Mistakes :** The following errors are treated as half mistakes :--
    - (i) Spacing Errors : Where no space is provided between two words, e.g. 'Ihope' or undesired space is provided between the words or letters of a word e.g. hope I have, 'I hxxave'.
    - (ii) For every spelling error committed by way of repetition, or addition or transposition or omission or substitution of a letter/letters, e.g. the word spelling' typed as 'seeplings' etc.
- NOTE-1 : Any corrections made by pen or pencil are ignored and no credit is given to such corrections. Therefore, candidates, in their own interest are advised not to use pen/ pencil for correcting the typed material.
7. After conclusion of the test of 5 minutes duration on PC, print out of the typed passage by the candidates will be taken out for each candidate. Candidates would be required to affix their signature and thumb impression on the print out of their respective transcript
8. Candidates must start typing from the starting of the question paper and must complete the whole paper. If any candidate finishes the paper before the allotted time, he/she should restart the same passage and continue typing until expiry of the time. After completion of passage, copy/paste would not be permitted and would be treated as disqualification.
9. The candidates must return the model passage paper along with their transcripts to the Invigilator after the examination is over. They should not take out of the examination hall either the model passage paper or transcript or any other blank typing paper. They should not tear any sheet given to them. If a candidate uses more than one sheet, he/she should fasten all the sheets securely before handing over to the Invigilator.

  
Administrative Officer