



ONLINE ASSESSMENT PLATFORM - Instruction for Candidates - CPCT – Certification

INSTRUCTION FOR HINDI TYPING

1. Carefully read all the Do's & Don'ts and follow the same to avoid any time loss/disqualification.
2. If you don't know Hindi typing, be patient. CPCT score card will be provided for the attempted section(s) (MCQ / English Typing / Hindi Typing).
3. After reading Instructions, accept the declaration and click on "I'm ready to begin".
4. A Hindi Typing Mock will start for 5 minutes to get familiar with the assessment.
5. At the start of Mock, do change the Language Input from the language bar to Hindi (Language bar will be visible on Right Top Corner).
6. Verify the opted keyboard layout (IN-Script / Remington (GAIL)): refer your admit card.
7. The desired keyboard layout can be changed by selecting keyboard icon on right bottom corner



8. Then choose the desired keyboard from the provided list.



9. Type the **highlighted** word. **Green Color** indicates correct way of typing.
10. **Red Color** indicates wrong way of typing (Refer don'ts below).



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11. If you have typed correct word and if it's displaying **RED**, then please ensure that there is no double space before the word displayed wrong(गलत... ..टाईपिंग).
12. The typed text can be edited at any point of time till the given text completes.
13. Submit button will only be enable once the complete content is typed.
14. **If your typing is completed, immediately submit the test.** This time will be referred for calculating your typing speed (NWPM).
15. If not submitted, your actual typing assessment will be auto submitted after allotted 15 minutes.
16. In case of any of the following error, Please be patient and contact to the invigilator
 - a. Keyboard error
 - b. Machine auto lock
 - c. Power disruption
 - d. Browser Cache
 - e. Forced session time-out
17. Do not worry, in case of above technical failure, you would be allow for re login and complete assessment time will be provided for test evaluation.
18. Any malicious activity or unfair means used in the test will lead to a legal action and a FIR against the candidate(s) will be lodged.

Do's

1. Before actual test, take Mock test to ensure Hindi language Input and your opted keyboard layout is selected. Refer point 5-8 above.
2. Type the word highlighted in given text; as that only will be evaluated.
3. Make sure there is no extra space between two words as it would be assessed wrong for all words typed after this extra space.
4. **Submit as soon as you complete the test.**

Don'ts

1. Don't use any **other key or key combination apart** from those that is required to type the given text.



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2. Don't enter any special character/symbol other than mentioned in the provided text. (This could skip words, leads to typing error, could be evaluated as typing mistake).
3. Don't toggle between language and keyboard inputs for any reason.
4. **Don't press back space or any other key once the test is submitted and summary is displayed.**