INSTRUCTIONS TO THE CANDIDATES – APPEARING FOR THE EXAMINATION OF STENOGRAPHER-GRADE III AND JUNIOR CLERK, IN RESPECT OF TYPING TEST ONLY.

1. The Trial Test for 3 minutes. If any difficulty persists, disclose it immediately.

2. The Candidate will have three minutes practice time on computer and for checking of the keyboard, thereafter no time would be granted after the practice time is over.

3. **ALL FUNCTIONS and ARROW KEYS are DISABLED.**

4. Candidate will fill in the Roll Number in the top field only and wait for the examination period to start.

5. Do not touch OR see OR type the Typing Test paper, till Supervisor says **"START"**.

6. When Supervisor says **"STOP"**, stop the typing and press the keys **[Ctrl+S]** to save the typed paragraph. Thereafter, stand up at your place, by taking about turn and wait for Technical Supervisor to take Print Out. Do not type any word after Main Typing test is over, otherwise candidate will be declared disqualified.

7. After taking out printout of typed sheet by the Technical Supervisor, candidate should sign on his Answersheet and then the Invigilator will also sign on print-out in front of the candidate.

8. Do not leave the Computer Lab till Supervisor instructs to do so.

9. Without signature of the Candidate as well as of Invigilator, the typed paragraph will not be checked/evaluated.

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By order.

Registrar,
District and Sessions Court,
KOLHAPUR.