

**RAJASTHAN HIGH COURT, JODHPUR**

**Typewriting Test for the recruitment to the post of Jr. Judicial Assistant  
scheduled to be held on 7<sup>th</sup> July, 2013**

**GENERAL INSTRUCTIONS FOR THE CANDIDATES**

1. Candidates are required to reach the examination centre as directed in the Admission Card. The candidate must bring printout of the admission card available on official web site ([www.hcraj.nic.in](http://www.hcraj.nic.in)). They must also bring one of the recognized photo ID proofs viz driving licence, voters ID card, aadhar card etc. to establish their identity.
2. The candidates will be required to produce their admission cards before entering the concerned computer lab. and to take their seats 20 minutes before the commencement of the examination.
3. The High Court will provide the Computer System for the test.
4. The candidates will be required to check the computer and all its peripherals such as key board, monitor etc. provided to them. If any peripheral or machine is found out of order, candidate may ask the invigilator to replace/repair it. The candidate should not shout or disturb others, but should inform the Invigilator while remaining seated quietly.
5. Every candidate will be required to sign the attendance sheet and the certificate to this effect that he/she has checked the computer and all its peripherals provided to him/her and found by them up to the mark. He/she is fully satisfied with the same.
6. **Scheme of the test:** The candidates will be provided a question paper containing printed text in Hindi on the one side and English on the overleaf. Candidates are required to type the text given in the question paper either in Hindi or in English as per their choice within the 10(Ten) minutes. **If whole text of question paper is typed by the candidate before the expiry of the 10(Ten) minutes, he/she may again start typing the same text from the beginning for improving the speed.**
7. **No editorial tools such as navigation, spell check etc. shall be available on the computer.** The candidates are, therefore, advised to type with due care.
8. **Steps for typewriting on Computer:-**
  - a. Candidates are required to login the computer by entering their roll numbers and passwords provided by the invigilator.
  - b. Fill up the information regarding his **roll number, name & option regarding the language** in which he/she will type etc. on the computer screen in the columns specified for this purpose.
  - c. Only when the invigilator asks to start typing, candidates will **click on "START" button situated at top left corner of the screen to enable the machine for typing.**

- d. As soon as candidate clicks on Start button, the timer will begin and **after lapse of 10(Ten) minutes the computer will automatically be disabled**. Candidates are, therefore, advised not to waste their time after clicking on Start button.
  - e. After typewriting is completed, **only invigilator or any other person authorized by him will click the "print" button one by one roll number wise**. Candidates shall remain seated until respective printouts are got signed by them and collected by the invigilator. **Candidates shall not take anything except the question paper out of the Examination Hall and will leave it only when allowed to do so.**
  - f. **Any attempt to minimize the program will close down it.**
9. Candidate should not tear any sheet of printout. Nobody shall be allowed to create disturbance during the test.
10. Travelling and other expenses must be borne by the candidates themselves.
11. **Possession of mobile phone, Bluetooth or any other electronic gadget in the examination hall is strictly prohibited**. Failure to do so shall invite such disciplinary action as may deem fit, including cancellation of candidature. Candidates are advised in their own interest not to bring these gadgets to the examination centre as there will be no facility for their safe-keeping.
12. **Any request for change in time/date/centre will not be entertained under any circumstances.**
13. **Candidates must abide by further instructions, if any, which may be given to them by the Supervisor/Invigilator in the examination centre. If any candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable to expulsion from the test or such other penalty as may deem fit.**