IMPORTANT INSTRUCTIONS FOR ALL CANDIDATES

1. Candidates are advised to go through the instructions printed on the Admit Card carefully before going for the Examination and follow them strictly. Candidates must carefully check the particulars/photograph/signatures/Post detail etc. shown on the Admit Card.
2. Candidates will not be permitted to enter the examination venue without the following:
   a. Admit Card downloaded from the SCI website (a clear printout on A4 Size paper) duly filled in.
   b. Original Valid ID Proof.
3. Typing Speed Test would on computer screen. Candidates are advised to strictly follow the instructions as may be appearing on Computer Screen before start of Typing Test.
4. The Admit Card is issued provisionally to the candidate, subject to his/her satisfying the eligibility criteria. Issuance of Admit Card/Appearing in the Test does not confer any right of appointment/selection. Appointment/Selection is subject to final verification at various stages by the Recruiting Department.
5. If it is found that the candidate has furnished any false/fabricated information or has concealed the truth ,the Supreme Court of India reserves the right to reject/cancel/terminate the candidature/selection/appointment at any stage, including post-appointment stage.
6. No Candidate will be allowed to appear at the Examination Centre, on a Date and Time other than that mentioned in his/her Admit Card.
7. No candidate shall be permitted to enter after the Gate Closing Time.
8. No candidate shall be permitted to leave the Examination Room/Hall before the end of the examination.
9. On completion of the examination, please wait for instructions from the Invigilator and do not get up from your seat until advised. The candidates will be permitted to move out, one at a time only.
10. All candidates are required to download and read carefully, the Instructions given with the Admit Card and strictly adhere to them.
11. This Admit Card consists of five pages(**Page 1** contains the Centre details, **Pages 2 to 5** have “Important instructions for all candidates”, "Instruction to Candidates" and "Important Instructions regarding Typing Speed Test". The candidate has to download all five pages.
12. The Admit Card is provisional, subject to satisfying the eligibility conditions.
13. **Candidates are advised to verify the location of theTest Centre, a day in advance so that they do not face any problem on the day of the test.**
14. If religion/customs require you to wear specific attire, please visit the Centre early for thorough checking and mandatory frisking.
15. **No Candidate will be allowed to enter the Examination Centre, without Admit Card and Valid ID Proof and Proper frisking will be carried out without physical touch.**
16. Candidates will be permitted to carry only the following items with them into the examination venue
    a. Personal transparent water bottle,
    b. A simple transparent Ball Point Pen
    c. Admit Card downloaded from the SCI website(a clear printout on A4 size paper).
    d. Original valid ID proof
17. Candidate must carry “Any one of the original and valid Photo Identification Proof issued by the Government" — PAN card/Driving License/Voter ID/ Passport/Aadhaar Card (With photograph)/E-Aadhaar/Ration Card. All other IDs/Photocopies of IDs will NOT be considered valid ID Proof.

Additional instructions only for PWD/PWBD Candidates(Point 18-23):

18. Candidates belonging to ‘Persons with Benchmark Disabilities/Persons with Disabilities’ Category and who have limitation in writing/typing would be granted compensatory time as per the OM Nos.F.No.34-02/2015-DD-III dated 29.08.2018 and F.No.29-6/2019-DD-III dated10.08.2022 of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities(Divyangjan) in addition to the prescribed duration of the examination irrespective of whether they are availing the facility of Passage Reader OR NOT subject to furnishing of the certificate in the prescribed format (Annexure-I or Annexure-IA)
19. In case of candidates opting for own Passage Reader,the qualification of such Passage Reader should be below the qualification prescribed for the candidate as mentioned in the advertisement. Such candidates shall be required to submit details of the own Passage Reader in Annexure-II or Annexure-IIA . In addition, the Passage Reader has also to produce a valid ID proof (Voter ID Card, PAN Card, Driving License, Photo ID issued by any government organization or recognized educational institution, Passport, Aadhaar) in original. A photocopy of the ID proof of the Passage Reader signed by the candidate as well as by the Passage Reader will have to be submitted along with Annexure-II or Annexure-IIA .
20. All such candidates, who have opted for Passage Reader facility or for compensatory time without Passage Reader, will be allowed 5 minutes’ time in the test in addition to the prescribed time.
21. PwBD/PwD candidates, who have opted to avail the facility of Passage Reader in the examination, should note that Passage Reader will not be allowed to type the passage on their own. The Passage Reader will be allowed to read out the passage to the candidate, and then the candidate only will type the passage.

22. Passage Reader arranged by the PwBD/PwD candidate should not be a candidate of this Examination .A person acting as a Passage Reader for one candidate cannot be a Passage Reader for another candidate. Otherwise, candidature of both the candidates will be summarily rejected/cancelled without any communication in this regard and the decision of the Registry of this Court shall be final. PwBD/PwD candidates shall ensure to bring their requisite certificate and undertaking as mentioned in common instructions.
23. Visually challenged candidates may use magnifying glasses which they have to arrange at their own end. No examination materials shall be provided in Braille Script for Typing Speed Test.
24. Persons with Disabilities candidates who claim to be permanently unfit to take the Typing Speed Test because of a physical disability may be exempted from the requirement of appearing and qualifying at such test, provided such a candidate submits a Certificate in the prescribed format (Annexure-A) to the Supreme Court of India from the competent Medical Authority, i.e. the Civil Surgeon of a Government Health Care Institute declaring him to be permanently unfit for the Typing Speed Test because of a physical disability. In addition, such candidates must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed format as per Annexure-B , Annexure-C or Annexure-D as may be applicable, at the time of Typing Speed Test. Otherwise their claim for seeking exemption from Typing Speed Test will not be entertained by the Supreme Court of India.
25. Candidates are NOT allowed to carry any other personal belongings including electronic devices, mobile phone, Bluetooth devices, smart watches to the Examination Centre. Examination Officials will not be responsible for the safe keeping of personal belongings and there will be no facility for storage of such personal belongings.
26. Shoes/footwear with thick soles and dresses with large buttons are NOT permitted.
27. No Candidate should adopt any unfair means or indulge in any unfair examination practices. All the Examination Centers are under surveillance of CCTV.
28. **If a candidate is found using any unfair means/malpractices in the examination, his/her candidature is liable to be cancelled, and action/legal action as deemed fit will be initiated against him/her.**
29. Candidates are advised to check updates on SCI's website, i.e. https://www.sci.gov.in regularly. They should also check their mail box on the registered E- mail address and SMS in their registered Mobile No. for latest updates and information regarding the exam.
30. For any clarification/assistance, you can raise the query through grievance portal or call at Helpline number 7353009191.

Instruction to Candidates:

English Typing test of SCI will be conducted in following manner.

Exam	Typing Passage	Exam Structure	Exam Duration
English Typing	350 Words	Mock Test (5 mins) + Break (10 mins) + English Typing (10 mins)	25 mins

1. Candidates are advised to carefully read the instructions given, in order to avoid disqualification, error and timely loss. After reading the instructions carefully, click on the check box to proceed.
2. The Question Paper for Typing Test will be in English
3. 10 minutes will be given for actual Typing Test (English)
4. Candidates will be able to do a practice typing test for5 minutes before the actual typing test
5. There will also be a break of 10 minutes between Mock / Practice and the Actual Typing Test.
6. Keyboard layout for English Typing will be **English (US).**
7. Candidates appearing for English Typing should chose the Typing Test Keyboard Layout as **English (US) Keyboard.**
8. Candidates must use the scroll bar carefully to navigate the passage given for typing while typing the text from the said passage.
9. Even if there is no technical fault in the keyboard and candidate insists to replace the keyboard, the said act of the candidate will be considered as a hindrance/obstruction in the examination and action will be taken.
10. The typed text can be edited with the help of Backspace key to correct any incorrect word. (Candidates can use navigation key/arrow keys for any editing or correction)
11. Do not use special keys or any key at the time of the examination, which is not necessary for the typing of the words given in the displayed text. Do not type any special characters / symbols except those mentioned in the displayed text.
12. Candidates will have to select the Keyboard Layout before starting their Test. Do not change the layout during the exam.
13. Keyboard Layout selection Pane can be moved to the side of the computer screen so that it does not disturb while giving the Typing Test.
14. Keyboard Layout selection Pane can be moved by clicking on the MOVE button given on the Keyboard Layout Pane and holding it with the help of Mouse.

15. Be patient during examination and keep calm. You can contact the invigilator for any problem, such as:-
    a. Key-board error
    b. Machine automatic shutdown
    c. Machine auto lock
    d. Power interruption
    e. Forced session time-out
16. Type the word as shown in the Passage displayed above.
17. Candidates eligible for a Scribe (Passage Reader) or Compensatory Time will be given 5 minutes extra in Typing Test.
18. Wherever there is a new paragraph kindly press ENTER to move to next line.
19. Any malicious activity or unfair means used in the test will lead to disqualification and possible legal action.
20. Please Note: Printout will NOT be provided for the Typing test.
21. Candidates are supposed to leave the Examination Hall peacefully after completing their exam.
22. Candidates are requested to kindly Do not Press "Any Key" during Break time.
23. If typed Paragraph is completed before the allotted time, submit button will be enabled and candidate can submit the Typed Passage and speed will be calculated as if the candidate has typed the passage in full allotted time.

Do's

1. Before actual test, take Mock test to ensure **English (US)** Keyboard layout is selected. Refer points mentioned above.

Don'ts

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

Important Instructions regarding Typing Speed Test

The evaluation of Typing Speed Test on Computer will be based on the following:-

Calculation of a mistake:-

1. For every omission of a word (automatically number of character decreased).
2. For every substitution of a wrong word.
3. For every addition of a word/figure not found in the passage.
4. For every spelling error committed by way of repetition, or addition, or omission, or substitution of a letter/letters, e.g. the word 'spelling' typed as seeplings; seplling; speling; seepling; spelling etc.
5. For repetition of word, e.g. 'I Found Found …….'
6. Incomplete words (half typed words will be treated as mistake).
7. Wrong Capitalisation: Wrong typing of a capital letter for small letter or vice-versa.
8. Paragraphic Errors: Shall be treated for each irrational para, where the space given before starting of any paragraph is not uniform, i.e. paragraph given manual spaces; without pressing the Tab Key, will be treated as a mistake.

Instructions to the Candidates:-

- Typing passage will contain 350 words (1750 key depressions) exactly and 5 characters including spaces will constitute a word.
- Candidates are Not required to repeat the passage, if he/she has completed the passage once.
- After every Punctuation mark, only one space is to be inserted, e.g. after comma, full stop, mark of interrogation etc. However, candidates are advised to follow the Question paper scrupulously in this regard.
- Any press of a keyboard button as given below is counted as a key stroke/depression:
  - All alphabets – capital and small (A,B,C…a,b,c…)
  - All numbers (1,2,3,…)
  - All symbols (!@#$...)
  - Space bar, Enter key, Tab key
- Any press of a keyboard button as given below are not Considered as key strokes/depressions:
  - Shift, backspace, delete, Caps lock, which do not print anything on screen are not considered as key/depression

The **evaluation** will be based on the following cases:-

Case No.1:

First word of the candidate is matched with the first word of the test paragraph. If it matches, then the word is marked as correct and then next word is matched and so on.

Case No. 2:

If from case no 1, the word is not found to be correct, then next word is checked. If it matches, then the respective word of the test paragraph will be marked as an omission and pointer will be set to the next word.

Case No. 3:

If even from case no 2 the word is not found to be correct, then the next 3 words of the typed passage by the candidate are checked and in the main paragraph if 3 words are found together it will be assumed that the student wrote directly from here and the checking starts from here and all the words before it are taken as an omission.

Case No. 4:

If case no 3 also does not produce the correct word, then the next word of the student in paragraph is read, but not the next word of the main paragraph and the next word is checked and so on.

CALCULATION OF KEY DEPRESSIONS, MISTAKES AND MARKING ETC.

Candidates have to type 1750 key depressions during typing test (with space) including 3% permissible mistakes and there must not be any omission of characters/space. In case of omission of word(s), comma, full stop etc., the key depression will automatically be less leading to decrease of prescribed speed of 35 w.p.m.

Illustration of Key Depression, Mistakes and Omission

Key Depressions

- I am going to School to study Science Papers, History and Geography

(67 key depressions i.e. 55 alphabets, 1 comma and 11 spaces)

Mistakes

- I am going to Wchool to study science Papers, history and Geography

(67 key depressions i.e. 55 alphabets, 1 comma and 11 spaces. Committed 3 mistakes i.e. Wchool (School), science (Science), history (History), but typed all the 67 key depressions)

Omissions

- I am going to School to study Science Papers History and Geography

(66 key depressions i.e. 55 alphabets, 11 spaces and omitted one key depression viz., comma after Paper. So 1 key depression is less)

Marking Formula for Typing Speed Test on Computer

No. of mistakes	Marks to be awarded out of maximum 50 marks
0	50.00
1	47.73
2	45.45
3	43.18
4	40.91
5	38.64
6	36.36
7	34.09
8	31.82
9	29.55
10	27.27
11	25.00