



Institute of Development Studies, Jaipur

INSTRUCTIONS FOR CANDIDATES - JOA TYPING TEST

1. The typing test shall be conducted for a total of **28 marks** and shall consist of the following two components:
 - (i) **Typing Speed Test (English & Hindi):**

The candidates shall be required to demonstrate typing speed in both English and Hindi.
Marks: 07 marks for English typing and 07 marks for Hindi typing (**Total: 14 marks**).
 - (ii) **Ability to Articulate:**

The candidates shall be required to type **one letter in English and one letter in Hindi** on the prescribed themes/topics.
Marks: 07 marks for English and 07 marks for Hindi (**Total: 14 marks**).
2. The typing font style used for Hindi typing is Devlys010 & English is Calibri or Times New Roman.
3. The test will be conducted on a **computer system** using a **standard QWERTY keyboard**.
4. Candidates should type a paragraph in both **English & Hindi typing** in prescribed duration.
5. The **duration of the typing test shall be 7(seven) minutes**. A short practice time may be provided before commencement of the test for the checking the keyboard.
6. The maximum speed for securing full marks is as under:
 - o **English:** 50 words per minute (WPM)
 - o **Hindi:** 40 words per minute (WPM)
7. The typing software will automatically calculate **typing speed and accuracy**. Excessive errors beyond the permissible limit may result in **disqualification**.
8. Use of the **Backspace not allow after space key (one word backspace)**.
9. The highlighter feature provided in the typing software shall be available on the screen for the candidates
10. Candidates must follow the instructions displayed on the computer screen. Any attempt to **tamper with the system or software** will lead to immediate disqualification.
11. Candidates are **not allowed to bring any electronic devices**, notes, or papers into the typing test hall.
12. Candidates must produce their **Admit Card and valid Photo Identity proof** for verification.
13. The decision of the **Competent Authority** regarding the typing test shall be **final and binding**.
14. All the candidates reporting for the typing test under IDSJ JOA Exam 2025 are required to bring one passport-size photograph (preferably similar to one attached in their Application Form). The candidate should mention only the roll number on the back of the photograph.

Vandev Jain
Controller of Examination