

MADRAS HIGH COURT
INSTRUCTIONS TO CANDIDATES FOR
SKILL TEST FOR THE POST OF COMPUTER OPERATOR AND TYPIST

1. The Skill Test will be conducted only in the computers. For Tamil Typewriting test on computers, only **“MCL BHARATHI”** font is permitted, which is already made available to the candidates in the Recruitment Portal of the High Court, Madras to download and practice.
2. Candidates are required to report in their respective seat, atleast half-an-hour before the commencement of the test.
3. In the allotted Computer, a default Web browser (set in Google chrome) will appear. Candidates have to click the **‘GET START’** button **(STEP-1)** to login into the system. Then, a login page **(STEP-2)** will appear, in which the candidates have to login, by entering their Registration Number as Login ID and their Date of Birth furnished in the application as the Password in the **DD/MM/YYYY** format.
4. After such Login, a Screen containing **‘Important Instructions to candidates appearing for Skill Test’** will appear **(STEP-3)**. Candidates are requested to thoroughly and carefully read the said instructions. Thereafter, the candidates can move to the next level by ticking the box “I have read and understood all the instructions”. Then they have to click the **“PROCEED”** button.
5. Then, the screen will show a **“KEYBOARD CHECKING LAYOUT”** **(STEP-4)**. This will enable the candidates to check the functionality of the required keys in the Key Board.
6. The candidates have to check the keyboard, by pressing all the keys in the Keyboard, which will be in "Black colour" on the Screen. The keys, after pressing, will turn to "red colour" **(STEP-5)** in the screen, which is an indication that the key is functioning and active. The typed key will be indicated in the upper blank box. If any key is not turned into Red colour even after pressing, please place the cursor by clicking the mouse in the upper blank box and then press the key again. If any Key is found inactive (i.e. if any key is not turned to red colour, after pressing), please inform the invigilator to replace the Key Board, if found defective.
7. After completion of the keyboard checking, a screen will appear as **“KEY BOARD CHECKING COMPLETED”** **(STEP-6)**.
8. Wait at this stage without proceeding further, till the Invigilator instructs the candidates to proceed. From the said time of proceeding further, the total examination time of 120 minutes will start running. While doing so, the candidates would be required to certify as follows:-
“I did key board checking and I found that all the required keys are working. I want to proceed for the test in English and Tamil” and then click **‘PROCEED’** to move to the next stage.
In the meantime, the candidates shall verify the Question Booklet supplied to them and ensure that no page is left blank. In case any printing defect is found in the booklet, they can request for replacement of the same from the Invigilator immediately.

9. After the Invigilator instructs to proceed, the candidates can click the dialogue box appearing on the screen showing Then, a screen will appear **(DASHBOARD) –(STEP-7)**, wherein the name and registration number of the candidates will appear. This DASH BOARD will show the total examination duration as 120 minutes which will start running from the time of entering into this DASH BOARD. (This 120 minutes will include checking of personal details appearing in the screen. This timing will end with the end of the session.)
10. Candidates are required to verify their personal details appearing in the **DASHBOARD** before proceeding to test. If the name or registration number of the candidate (or both) are found incorrect, the candidates should close the window and to login again.
11. The tests to be attended by the candidates will appear under separate headings, viz.
SECTION – A: English-Typing Test – 10 minutes.
SECTION – B: Tamil-Typing Test – 10 minutes and
SECTION – C: Computer Skill Test – 90 minutes.
12. Candidates have to click the ‘Start’ button, first for the English-Typing Test. They have to complete the English Typing Test (45 wpm) within the prescribed time of 10 minutes. The time of examination begins only when the ‘START’ button is pressed.
13. During **SECTIONS-A and B Typist Tests**,

(a) Type the given passage in the blank box. As you start typing, the screen will continuously display the remaining time of the Typing Test at its top left hand corner and the total remaining time of the entire examination on the top Right Hand Corner.

(b) **All the keys in the key board are enabled, including backspace and delete keys.**

(c) The font (For Tamil Typing ‘MCL BHARATHI’ font has been installed, as already notified in the Notification), font size, line spacing, borders, page layout are already set in default. Therefore, candidates, after clicking the ‘START’ button for typing test, can straight away start typing the passage and need not try to fix the font, font size. The typed passages even if not appearing as justified during the typing, while taking the print out it will be auto justified. Therefore, candidates need not try to justify the passage.

The duration of English and Tamil typing test will be 10 minutes each.

(d) The typed passage will be automatically saved. Candidates need not press ‘save’ button from the toolbar or Ctrl+S for this purpose.

(e) After completion of English Typing Test, the candidates have to click the “START” button for the Tamil Typing Test (45 wpm), which has to be completed within the prescribed time of 10 minutes.(45 wpm). After completing the Tamil Typing Test, candidates should press the “SUBMIT” button, if completed before the prescribed time of 10 minutes. After the prescribed 10 minutes, the Tamil Typing Test will be automatically closed.

(f) Candidates should not retype any passage, even if they complete the typing test, before the prescribed ten minutes.

(g) Even before completion of the prescribed 10 minutes time for the typing test, if the candidates completed typing test, they can submit the typed passage by clicking the 'FINISH TEST' button, appearing below the blank box. On clicking the 'FINISH TEST' button, a dialogue box will appear as "Do you want to Finish Exam?" Press 'SUBMIT' button. Then, your test is completed. After the prescribed 10 minutes, the Typing Test will be automatically closed. After submission of the passage, you cannot reopen it again. Therefore, candidates are strictly advised to be careful if they want to SUBMIT the passage even before completion of the prescribed time.

(h) Don't use Ctrl or Alt or Home button either individually or in combination with any other key, while typing the passage. Likewise, Don't try to copy, drag, paste etc., or use malicious keys. Such unnecessary usage may lead to technical issues including closure of the typing window. Therefore, candidates are strictly instructed to avoid usage of unnecessary keys. The candidates will be responsible for the loss of time or any inconvenience caused. No extra time or chance will be given in such case.

(i) The functional keys viz. Esc., F1 to F12 etc., which are not relevant to the typing test would remain non-functional during typing test.

(j) In case, your typing session is closed abruptly, the passage upto the level of your last typing is auto-saved. Likewise, the balance time to type the passage is also saved. Re-login into the system and again click 'START' button for the same typing passage and continue typing the balance passage in the balance left over time. If you face any problem during the exam session, please remain seated quietly and contact the Invigilator immediately.

After completion of both the Typing Tests, print outs of the papers of the candidates concerned will be taken by the Invigilators' concerned and will be given to the candidates for verification. Candidates have to verify their Registration Number and Name printed therein and sign at the bottom right hand side corner of each page. Candidates have to retain the signed typed passage papers safely with them till they complete SECTION-C - Practical Skill Test also in order to give it collectively.

14. **During the course of SECTION-C Practical Test,**

(a) **The Practical Skill Test will be in a Question and Answer form only and not in the form of demonstration.** The given Question/Problem has to be answered in the manner required. The usable data for the candidates like Diagrams, Graphs, Pictures etc., has been saved in the separate drive (MAP DRIVE) under the name 'Skill test for the Computer Operator and Typist'.

Candidates can open the said Drive, by accessing through 'My Computer'. Candidates can make use of the said data provided in the MAP DRIVE, during the course of the SECTION-C Practical Test.

(b) While attending each question in the SECTION-C Practical Test, the candidates are strictly advised to minimize the **DASHBOARD and not to close the same at any point of time**. Closure of the DASHBOARD, will lead to abrupt closure of the session and the Candidates will be solely responsible for the loss of time or data or inconvenience occasioned in this regard. In such cases, No extra time or chance will be given to the candidates.

(c) Likewise, for SECTION-C Practical Test, three empty folders have been created in the desktop of each computer as (1) FIRST SESSION (2) SECOND SESSION and (3) THIRD SESSION. The Candidates appearing in the respective session, shall open and save the answer sheets in the respective folder ALONE as Word, Excel, PowerPoint doct. etc. and after completion of answering each question, they have to upload the respective file through the DASHBOARD by pressing "SUBMIT" button provided under the column "PRACTICAL SKILL TEST FILE UPLOAD" for each question.

(d) While answering each question in the SECTION-C Practical Skill Test, the candidates have to create footer with a minimum height of one inch. In such footer, they have to type their Name, Registration Number and Page No.(in the format of 1 of 3, 2 of 3 and 3 of 3 etc.), without fail. If they fail to incorporate the above said particulars, the answer script will lead to invalidation.

(e) **Candidates are strictly instructed to save the files they are working on, frequently, WITHOUT FAIL, during the course of SECTION-C Practical Test.** The candidates will be solely responsible for any loss of data / typed portion in the SECTION-C Practical Test, on account of non-saving of the document by them. No additional time /chance will be given to the candidates.

(f) The candidates are strictly instructed to upload the answer files of each question of SECTION-C Practical Test, immediately after completion of answering such question, so as to avoid last minute rush and possible system hangover/crash due to large number of hits at a time.

(g) After completion of SECTION-C Practical Test, the print outs for all the questions will be taken by the Invigilator. The candidates have to verify the same and sign at the right hand bottom side of each page without fail. If the candidates fail to sign each paper of the print-out, it will lead to invalidation.

15. The candidates who intend to leave the examination hall before the completion of the prescribed time of 120 minutes, can be permitted to leave the hall, but they are not permitted to carry the question booklet with them.

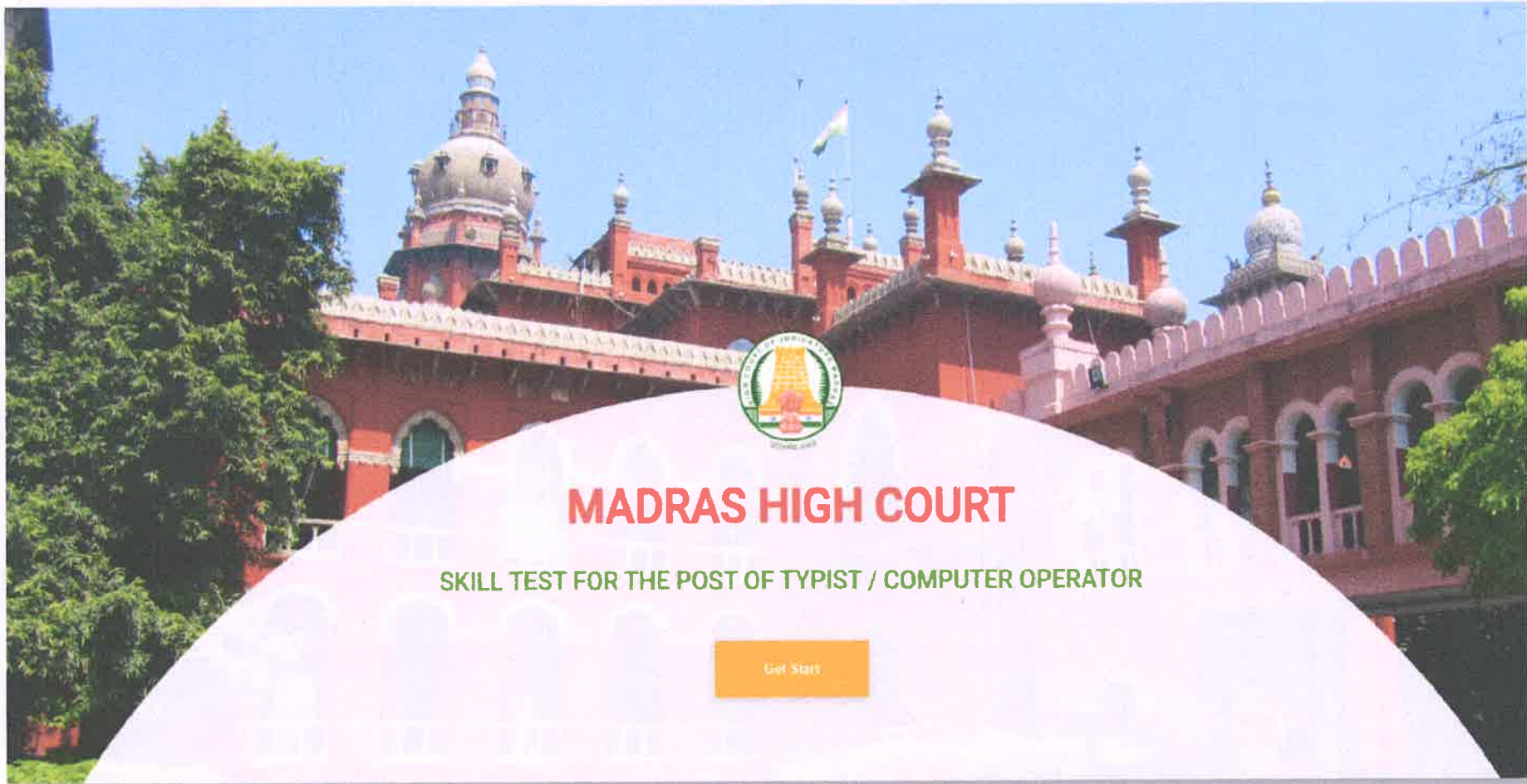
16. Candidate must abide by further instructions, if any, which may be given to them by the Invigilator/Supervisor.

17. Using Whitener/Blade/Eraser or any kind of tampering to change the answers on typed answer sheet will lead to invalidation.

The Screen shots of the respective pages are uploaded herewith for ready reference of the Candidates along with a model page with footer (to be used for each question in SECTION-C Practical Test ONLY FOR INFORMATION PURPOSE.

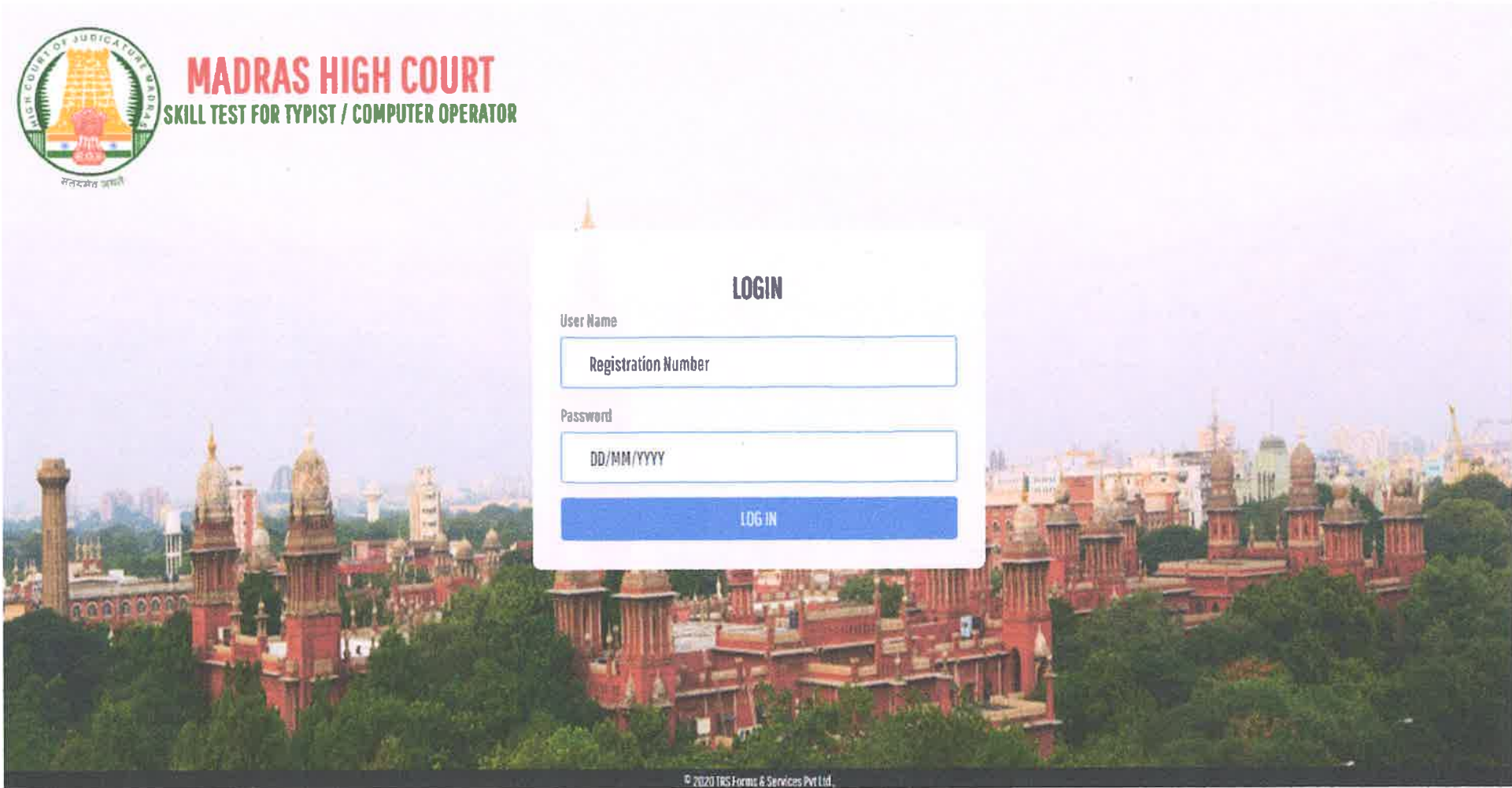


STEP – 1



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STEP - 2



The image shows a login interface for the Madras High Court Skill Test. The background is a photograph of the Madras High Court building. In the top left corner, there is a circular logo of the High Court of Judicature at Madras with the motto 'सत्यमेव जयते' below it. To the right of the logo, the text reads 'MADRAS HIGH COURT' in red and 'SKILL TEST FOR TYPIST / COMPUTER OPERATOR' in green. The main content is a white login box with the title 'LOGIN' in bold. It contains two input fields: 'User Name' with the placeholder 'Registration Number' and 'Password' with the placeholder 'DD/MM/YYYY'. A blue 'LOGIN' button is positioned below the password field. At the bottom of the page, there is a small copyright notice: '© 2020 TRS Forms & Services Pvt Ltd.'

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STEP 3

IMPORTANT INSTRUCTIONS TO BE FOLLOWED DURING THE EXAMINATION

1. Candidates are requested to check their details appearing on the screen viz. their Name & Reg. No. If any discrepancy found kindly inform the Invigilator to rectify the same.
2. Before proceeding to test, candidates are strictly instructed to check all the keys in their keyboard. All the keys to be checked will be displayed in "Black colour" on the Keyboard Checking Layout Screen. After verification the verified keys will appear in "Red colour" on the screen.
3. Only when all the keys are checked, candidates should confirm that all keys in their keyboard are working properly and then Proceed to the typing test.
4. The time of examination begins only when the 'START' button is pressed. Candidates are instructed to perform English typing test, followed by Tamil typing test and Practical Skill Test.
5. During examination, screen will continuously display the remaining time at its top right hand corner.
6. You have to complete the test within the prescribed time. After completion of prescribed time for each typing test, the system will 'auto logout'.
7. For Practical Skill Test, candidates should minimise the session screen and then continue with the practical exercises provided. On completion for each exercise, the candidates should upload the documents in the Practical Skill Test File Upload phase and Click on 'Submit'.
8. If you are getting any problem in your computer, please inform immediately to the Invigilator.
9. Do not close any window when you are taking the test.

I have read and understood all the instructions.

Proceed

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STEP - 4

KEYBOARD CHECKING LAYOUTS

Typing test Here !



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STEP - 5

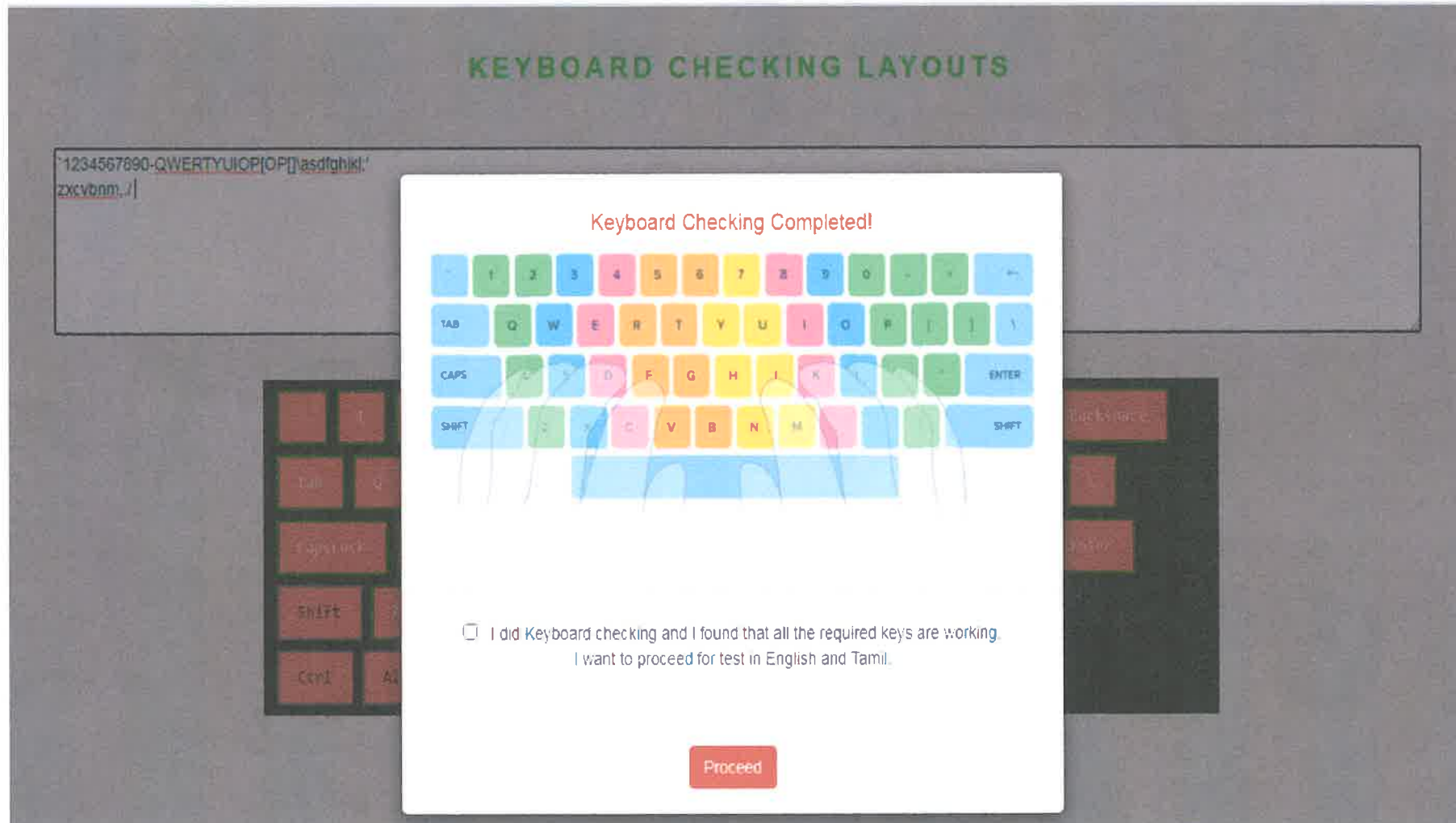
KEYBOARD CHECKING LAYOUTS

```
1234567890-QWERTYUIOP[OP]asdfghkl'  
zxcvbnm,./
```



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STEP - 6



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(NOTE: CANDIDATES ARE REQUESTED TO WAIT AT THIS STAGE BEFORE CLICKING THE DIALOGUE BOX TILL THE INVIGILATOR INSTRUCTS YOU TO PROCEED)

STEP - 7 DASHBOARD



MADRAS HIGH COURT
SKILL TEST FOR TYPIST / COMPUTED OPERATION

Name :	<input type="text"/>	Centre Name :	<input type="text"/>
Registration number :	<input type="text"/>	Lab Name : LAB	<input type="text"/>
Login Date & Time :	<input type="text"/>	Exam Duration :	120 Minutes.

Sl No	Exam Subject Name & Code	Exam Date	Exam Start Time	Exam End Time	Exam Duration	
1	English -Typing Test - E0001	<input type="text" value="00.00.2020"/>	<input type="text" value="00.00 AM/PM"/>	<input type="text" value="00.10 AM/PM"/>	10	<input type="button" value="Start"/>
2	Tamil- Typing Test - T0001	<input type="text" value="00.00.2020"/>	<input type="text" value="00.15 AM/PM"/>	<input type="text" value="00.25 AM/PM"/>	10	<input type="button" value="Start"/>

3. Practical Skill Test File Upload 1

 No file chosen

Practical Skill Test File Upload 2

 No file chosen

Practical Skill Test File Upload 3

 No file chosen

Practical Skill Test File Upload 4

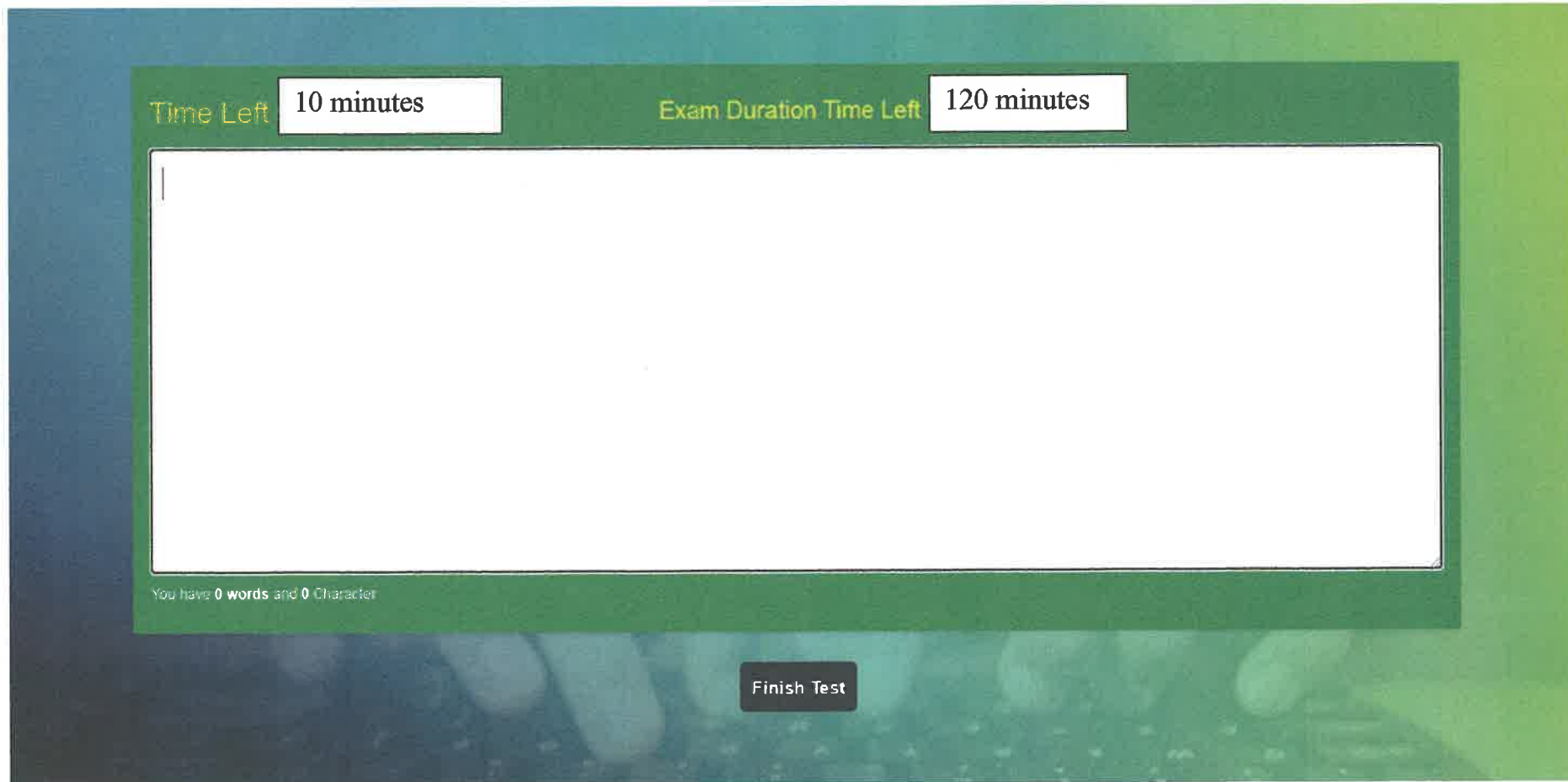
 No file chosen

Practical Skill Test File Upload 5

 No file chosen

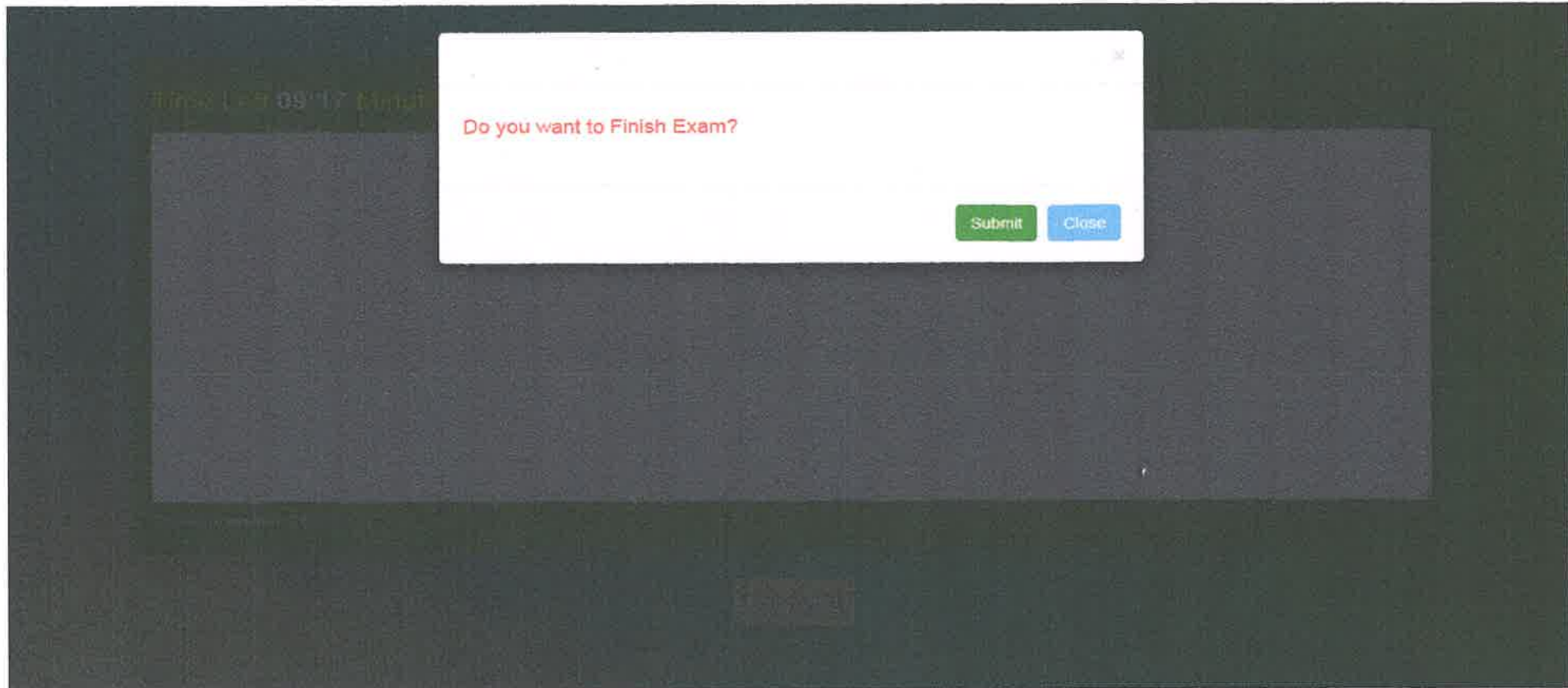
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MODEL SCREEN FOR TYPING TEST



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SCREEN FOR CLOSURE OF TYPING TEST (WILL APPEAR IF 'FINISH TEST' IS PRESSED BEFORE PRESCRIBED 10 MINUTES TIME)



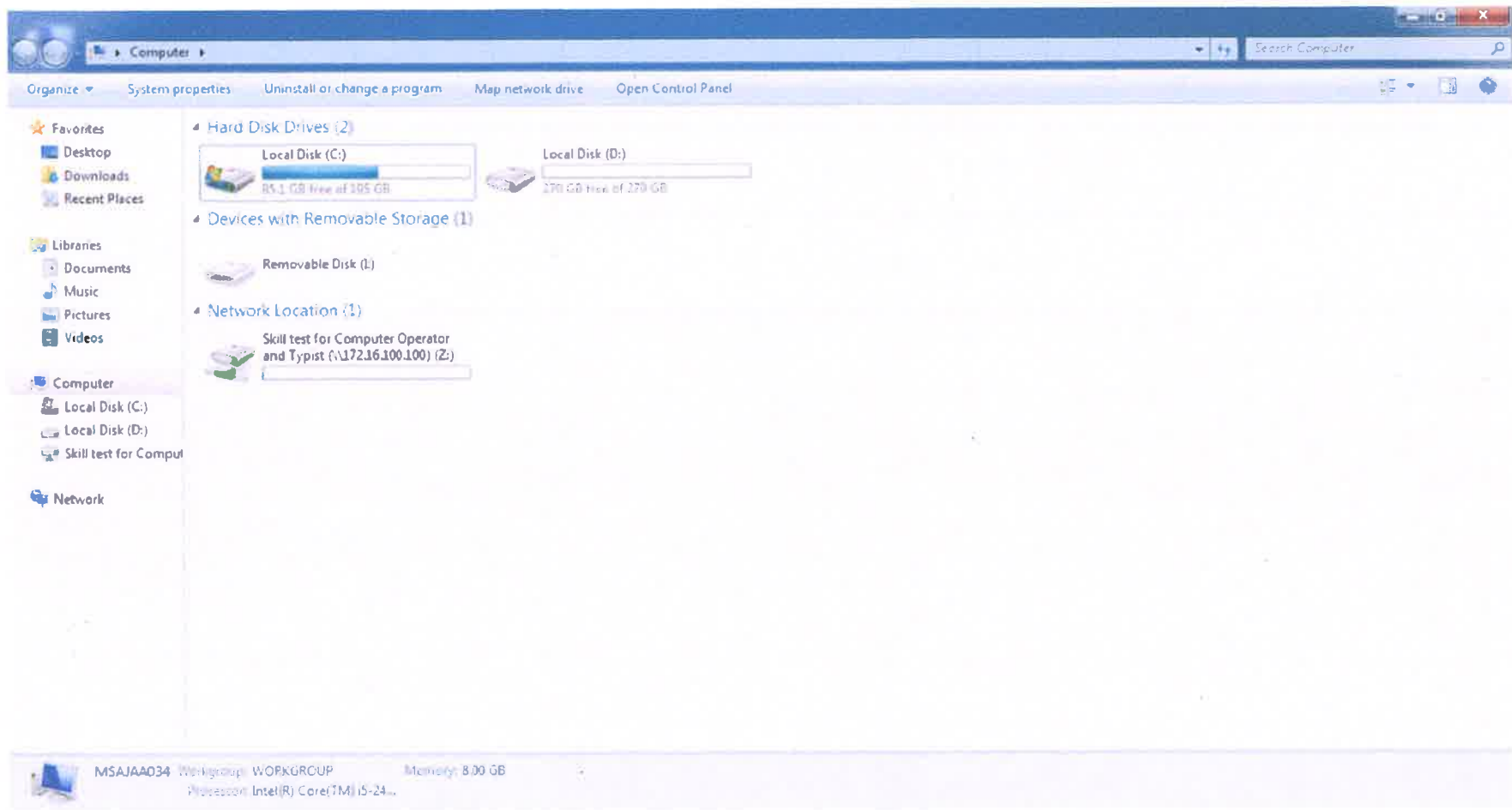
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DESKTOP SHOWING SESSION WISE FOLDERS FOR PART – C PRACTICAL TEST



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MAP DRIVE IN MY COMPUTER



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**MODEL PAGE TO BE USED FOR EACH QUESTION IN SECTION-C
PRACTICAL TEST (OBSERVE THE FOOTER TO BE INSERTED IN
EACH PAGE WITH REQUIRED DETAILS THEREIN)**

NAME OF THE CANDIDATE :
REGISTRATION NUMBER :

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