

No.4(128)/2026-E.I

Dated: 18.09.2026

अधिसूचना NOTIFICATION

Sub: Instructions regarding conduct of Proficiency Test in Computer Typing Speed and in using computer – CLRI Advt. No. 02/2026 – Reg.

The candidates who have been shortlisted to participate in the Proficiency Test in Computer Typing Speed and in using computer, which is scheduled to be held on 20.09.2026 (Sunday) are hereby instructed that:

1. Candidates will be provided with a 350-word passage on paper, which they must reproduce accurately using Microsoft Word on the computer allotted to them.
2. The **BACKSPACE** and **DELETE** keys will be completely disabled.
3. All **FUNCTION KEYS (F1 to F12), Ctrl Key and Windows Key and Arrow Keys** will remain disabled throughout the test.
4. MOUSE will not be provided, and candidates must operate the keyboard only.
5. The system is enabled with an Auto-Save feature.
6. Printing of the typed scripts will be handled exclusively by CLRI Officials. Candidates should neither attempt nor request to print their scripts.
7. Candidates must type their Name, Registration Number and Batch Number at the top of the page for both the TRIAL passage and the MAIN passage.
8. Candidates will be provided with a 2-minute trial run before the commencement of the actual test.
9. After completing the TRIAL passage, candidates must use the ENTER key to move to the next page and begin typing the MAIN passage.
10. Once the MAIN passage is completed, candidates MUST NOT re-type the passage.
11. Candidates who complete the test before the given time must remain seated quietly without disturbing others until the test duration is over.
12. After the test, candidates must sign the hardcopy of their typed script and the attendance sheet before leaving the test hall. Failure to do so shall render their candidature invalid.
13. Candidates will not be allowed to leave the test hall without completing the formalities of signing the documents.
14. Any violation of these instructions may lead to disqualification from the test.



(K M Sridhar)

Senior Controller of Administration