# NITTTR Chennai
## Junior Secretariat Assistant (JSA)
## Phase -1 and Phase – 2 Exam Pattern 2023

**Date of Exam : 16.07.2023**

| Particulars | JSA - Phase – 1 Exam | JSA - Phase – 2 Exam |
|---|---|---|
| Exam mode | Online Skill Test (Computer-Based Test) | Online Written Test (Computer-Based Test) |
| Exam type | English typing @ 30 w.p.m. | Objective type – Multiple Choice Questions |
| Exam duration | 10 Minutes | 90 Minutes |
| Language of paper | English | English |
| Number of questions | -- | <table><tr><th>Subject</th><th>No of Questions</th></tr><tr><td>General Intelligence</td><td>20</td></tr><tr><td>General Awareness</td><td>20</td></tr><tr><td>Quantitative Aptitude (Basic Arithmetic Skill)</td><td>20</td></tr><tr><td>English Language (Basic Knowledge)</td><td>20</td></tr><tr><td>Computer Proficiency</td><td>20</td></tr><tr><td>Total</td><td>100</td></tr></table> |
| Total marks | 50 | 100 |
| Qualifying marks * | 25 and above | ● Top rankers with one waitlisted candidate will be identified as per the number of posts (in each reservation category) which is given below:<br>o SC 1 post – Rank 1 (Selected list) Rank 2 (Waitlisted)<br>o OBC 2 posts – Rank 1 and Rank 2 (Selected list) Rank 3 and Rank 4 (Waitlisted)<br>o UR 5 posts – Rank 1 to Rank 5 (Selected list) Rank 6 to Rank 10 (Waitlisted) |

*All the shortlisted candidates will be allowed to appear for both Phase 1 and Phase 2*

*Phase 1 typing test is a qualifier one and Phase 2 written test papers will be evaluated for those qualified in Phase 1 only.*

* **NATURE OF MISTAKES IN TYPING**

   **A. Full Mistakes** : The following errors are treated as full mistakes :-

      i.   For every omission of a word/figure.
      ii.  For every substitution of a wrong word/figure, except transposition of words.
      iii. For every addition of a word/figure not found in the passage.
      iv.  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.
      v.   For repetition of word/figure, e.g. 'I shall shall be grateful              '
      vi.  Incomplete words (half typed words will be treated as mistake).


   **B. Half Mistakes :** The following errors are treated as half mistakes :-

      i.   <u>Spacing Errors</u> : Where no space is provided between two words, e.g. 'Ihope', or undesired space is provided between the words or letters of a word e.g. 'I have',  'I h  ave' (space left between  a word).
      ii.  <u>Wrong Capitalisation</u> : Wrong typing of a capital letter for small letter or vice-versa.
      iii. <u>Punctuation Errors</u> : Where the punctuation mark is omitted or added or substituted by another.
      iv.  <u>Transposition Errors</u> : Where words are transposed, e.g. the words 'I hope' typed as 'hope I'.
      v.   <u>Paragraphic Errors</u> : Half mistake 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 half-mistake.
      vi.  Candidates are required to use **Tab Key** for beginning of any Para; rather than giving spaces manually. Every Para, where the space given without pressing the **Tab Key**, will be treated as a half-mistake.
      vii. Any word arising due to any reason, will be treated as one full mistake.

## NOTE :

Any corrections made by pen or pencil will be treated as a Mistake.

**Instructions to the Candidates :**

   ➢ The candidates are expected to type the words/figures and numerical/years in the manner as given in the Question Paper in English.  Mistake will be treated if a candidate types differently or in other language.
   ➢ Candidates are **Not** required to repeat the passage, if he/she has completed the passage once and has time in his/her disposal.
   ➢ Any irrelevant matter/numerical typed will be treated as a full mistake.


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