

Off-line application developed by CEPT for Conducting Data Entry Skill Test [DEST] – User Manual

Pattern of the Test:

As per Directorate letter no. F.No.17-08/2018-SPN-I dated 19.12.2022.

Purpose:

LDCE for recruitment to the cadre of PA/SA from Postman/MG/MTS/GDS (or) Postman/Mail Guard from MTS/GDS .Data Entry Skill Test [DEST] for those candidates who qualified in both Paper I and Paper II.

Key Features:

1. It is an off-line application for conducting Data Entry Skill Test [DEST] to the candidates qualified in LDCE for PA/SA (or) LDCE for Postman/Mail Guard.
2. Application has to be installed in all the Desktops/Systems where candidates have to attend the Test. As it is a client based application, Internet connectivity to the desktop/system is not mandatory. Printer has to be connected [Standalone /Network printer] for taking print out of the Evaluated answer sheet].
3. Duration of the Test is 15 Minutes. Test to be attended in **“ENGLISH”** only.
4. Data Entry of 1000 Key depressions (+-5%) have to done for PA/SA exam and Data Entry of 600 Key depressions (+-5%) has to be done for Postman/Mail Guard.
5. Maximum Marks for the Test– 25 Marks. All the letters of the paragraph are case sensitive. Candidate has to enter Capital and Small letters as per paragraph given.
6. Minimum Qualifying Marks for the Test w.r.t. community of the Candidate:
 - a) General/OBC/EWS -75%,
 - b) SC/ST/PWD-60% (if not exempted for skill test)
7. No login credentials required. Candidate has to Run the application and enter basic details of Roll Number, Name and Community correctly in the columns provided. Candidate has to read all the instructions given and click on Check Box to enable the **“Start Test”** Button.
8. Once **“Start Test”** button is clicked, timer will run for 15 minutes showing the time left to the candidates.
9. After **“Start Test”**, display screen will show two windows one for the given paragraph and the other for the candidate to type the paragraph.
10. Top window will display the first sentence of the master paragraph with **“Next”** button. Candidate has to type the sentence and click on
11. **“Next”** button to display the second sentence. Then second sentence will display with **“Next”** button and candidate has to type the sentence and click on **“Next”** button.

12. Full Stop/Dot is taken as a separator for each sentence. Therefore, candidate has to put the full stop/dot at the end of each sentence as per “master paragraph” to enable the “Next” button.
13. The above process will continue till the end of the master paragraph with last sentence displaying the “Review” button. After doing the data entry of the last sentence candidate has to click on “Review” button to display the entire paragraph. Candidate can do corrections to the paragraph entered comparing with the master paragraph with in the time limit of 15 minutes.
14. After completion of 15 minutes time, Timer comes to Zero and application will perform “Auto Submit” to SAVE the data. Print option will be provided to take print out of the evaluated Answer sheet.
15. Evaluation of answer sheet of the candidate w.r.t. “Master Paragraph” configured will be done by the application and store in PDF format with Roll Number as file name in the application folder.
16. Evaluated Answer sheet will display the basic details entered by the candidate i.e.; Candidate Name, Roll Number, Community, Test Date/Time, Marks Obtained (Out of Max:25) and Percentage. Paragraph entered by the candidate as it is will also be displayed in the Evaluated Answer Sheet.
17. Signature of the candidate and the Supervisor has to be obtained on the evaluated answer sheet. No candidate can be permitted to leave the examination hall without signature being taken on the evaluated answer sheet.
18. Soft copy of Pdf files of the Evaluated answer sheets of the candidates are to be preserved by the circle concerned for further reference.

Pre-requisites for conducting the Test:

- i) Computer Systems [Desktops/Laptops] to be made ready for attending the test by the candidate.
- ii) Printer to be connected [Standalone /Network printer] for taking print out of the Evaluated answer sheet].
- iii) Application to be installed in all the Systems in which the test to be conducted. Shortcut menu of the application can be placed on the desktop for ease of the candidate.

Logic Build for Evaluation:

1. System first counts the total number of words of the “Master Paragraph” configured. Master paragraph will be of 1000/600 Key impressions [+5%]
2. Maximum marks of 25 will be divided by the total number of words and marks to be awarded for each correct/matched word will be calculated.
3. Checking of each word entered by the candidate from the beginning of the paragraph will be made through system for correctness/matching word. If matching word is found within the first 5 words of the master paragraph, the word will be considered as correct word for awarding the marks.
4. Next word entered by the candidate will be checked for another 5 words of the master paragraph excluding the matched word for correctness/matching word. If matching word is found, the word will be considered as correct for awarding the marks.

5. The process will go on till the last word entered by the candidate.
6. Mistakes due to extra space, tab and enter keys will be ignored and no deduction in marks to the candidate for this evaluation.
7. No deductions in the marks for the unmatched/extra words entered by the candidate in the process. Marks will be awarded only for the correct/matched words entered by the candidate w.r.t master paragraph.
8. At the end, system will count the total matched words and display the marks, percentage secured by the candidate for maximum marks of 25.

*** END ***

Instructions to the Candidates:

1. Duration of the Test is 15 Minutes.
2. Data Entry of 1000 Key depressions (+5%) has to be done for PA/SA Exam and 600 Key depressions (+5%) for Postman/Mail Guard exam. Maximum Marks for the Test: 25 Marks.
3. All the letters of the paragraph are case sensitive. Candidate has to enter Capital and Small letters correctly as per paragraph displayed for getting the marks.
4. Enter basic details of Roll Number. Name and Category correctly in the columns provided. Candidate has to read all the instructions given and click on Check Box to enable the "Start Test" Button.
5. Once "Start Test" button is clicked, timer will run for 15 minutes showing the time left to the candidates.
6. After "Start Test", display screen will show two windows on for the given paragraph and the other for the candidate to type the paragraph.
7. Top window will display the first sentence of the master paragraph with "Next Sentence" button. Candidate has to type the sentence and click on "Next Sentence" button to display the second sentence. Then second sentence will display with "Next Sentence" button and candidate has to type the sentence and click on "Next Sentence" button.
8. Full Stop/Dot is taken as a separator for each sentence. Therefore, candidate has to put the full stop/dot at the end of each sentence as per "master paragraph" to enable the "Next Sentence" button. Further, at least five key depressions should be typed for enabling the "Next Sentence" button.
9. The above process will continue till the end of the master paragraph with last sentence displaying the "Review Paragraph" button. After doing the data entry of the last sentence candidate has to click on "Review Paragraph" button to display the entire paragraph. Candidate can do corrections to the paragraph entered by comparing with the master paragraph with in the time limit of 15 minutes.
10. Application will not allow "BackSpace" button during the Test as it will erase the complete text typed by the candidate due to long press of the "BackSpace" button by mistake. For the purpose of corrections, candidate can use arrow keys/mouse, delete button and do corrections.
11. After completion of 15 minutes time. Timer comes to Zero and application will perform "Auto Submit" to SAVE the data. Print option will be provided to take print out of the evaluated Answer sheet.
12. Candidate has to put his signature in the Evaluated Answer Sheet before leaving the Examination Hall.

Check Box: Certified that I have read the above instructions and entered the details of Roll Number, Name and Community correctly in the columns provided.

Start Test

Instructions



DEPARTMENT OF POSTS - INDIA

Data Entry Skill Test

Enter Roll Number *

Test Date 06-01-2022

Enter Name *

Select Category *

Instructions to the Candidates:

1. Duration of the Test is 15 Minutes.
2. Data Entry of 800 Key depressions (~5%) has to be done. Maximum Marks for the Test 25 Marks.
3. All the letters of the paragraph are case sensitive. Candidate has to enter Capital and Small letters correctly as per paragraph displayed for getting the marks.
4. Enter basic details of Roll Number, Name and Category correctly in the columns provided. Candidate has to read all the instructions given and click on Check Box to enable the 'Start Test' Button.
5. Once 'Start Test' button is clicked, timer will run for 15 minutes showing the time left to the candidates.
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9. The above process will continue till the end of the master paragraph with last sentence displaying the 'Review Paragraph' button. After doing the data entry of the last sentence candidate has to click on 'Review Paragraph' button to display the entire paragraph. Candidate can do corrections to the paragraph entered by comparing with the master paragraph with in the time limit of 15 minutes.
10. Application will not allow 'BackSpace' button during the Test as it will erase the complete text typed by the candidate due to long press of the 'BackSpace' button by mistake. For the purpose of corrections, candidate can use arrow keys/mouse, delete button and do corrections.
11. After completion of 15 minutes time, Timer comes to Zero and application will perform 'Auto Submit' to SAVE the data. Print option will be provided to take print out of the evaluated Answer sheet.
12. Candidate has to put his signature in the Evaluated Answer Sheet before leaving the Examination Hall.

☐ Certified that I have read the above instructions and entered the details of Roll Number, Name and Category correctly in the columns provided.

Start Test