

Candidate Instruction Sheet

“Welcome to the **DATA ENTRY OPERATOR EXAMINATION**”

Exam Duration:

Part-1 (CBT of 100 MCQs) : 1 Hour (60 minutes)

Part-2 (Typing Test for English & Hindi) : 10 minutes each

Exam Timing:

Batch-1: (Part-1) - 9:00 AM to 10:00 AM & (Part-2) - 10:30 AM to 10:50 AM

Batch-2: (Part-1) - 12:30 PM to 1:30 PM & (Part-2) - 2:00 PM to 2:20 PM

Batch-3: (Part-1) - 4:00 PM to 5:00 PM & (Part-2) - 5:30 PM to 5:50 PM

Note: There will a break of 30 min between Part-1 & Part-2 exam in each batch.

Total Marks for the Exam is: 100

Marks for every correct answer : 1

Negative Marking for every wrong answer : NIL

General Instructions for Actual Exam:

1. Reference is made to your registration for **DATA ENRTY OPERATOR EXAMINATION**.
2. Please ensure that you are not in possession of any prohibited items and **you must ensure that you only have your Admit Card and ID proof (in original) with you.**
3. On the Computer Screen available in front of you, you are required to type your **Roll Number & PASSWORD** as indicated on your Admit Card.
4. Please read the Instructions carefully, then click on **“I HAVE READ THE INSTRUCTIONS”**.
5. You will be required to go through a **SAMPLE TEST** before you access the **Main Exam**.
6. Note that the items listed below are strictly **NOT** allowed inside the examination centre campus: Mobile Phone, Bag, Handbag, Water Bottle, Papers, notes, books, calculator, electronic gadgets, etc. It is clarified that there shall be no arrangements at the Examination Centre for keeping the aforesaid items. If any item is lost, the Centre or AIMA will not be responsible for such loss. Candidates are, therefore, advised either not to carry the aforementioned items to the test centre or to make their own arrangements for keeping such items in safe custody at their sole risk. Any candidate found using or to be in possession of such unauthorized material or indulging in copying or adopting unfair means is liable to be summarily disqualified.
7. In case you face **any technical issue while logging into the examination or during the exam**, please contact the Invigilator immediately to address the issue. You are requested to **avoid touching** the wires and cables as it could lead to the **computer** shutting down.
8. In the event of any technical issue faced during the exam, Candidates are requested to be seated inside the lab for further instructions by the examination conducting authority. Any candidate walking out of the lab before the completion of the exam time i.e. the stipulated **1 hour (60 minutes)**, without the permission of examination functionaries such candidates under any circumstances will not be permitted to reenter the examination lab and it may also be noted that his/her candidature will be cancelled. On completion it is mandatory to handover the used scribble pad back to the Invigilator
9. **Please make sure you sign in the space provided against your details in the Attendance Sheet. Signing on the Attendance Sheet is mandatory and without signing the attendance sheet your candidature will be NULL and VOID.**

10. Candidates are NOT required to provide their personal particulars like mobile no., email id, address etc. to anybody in or outside the centre to appear in the test.

11. All Exam Labs are under **Video Surveillance** and all activities of candidates are being closely **monitored**. You are therefore strictly cautioned not to **indulge in any unfair means**. Such activities would lead to **cancellation** of your candidature for this exam and you may also be **debarred** from future exams conducted by the **Commission**.

About Actual Question Paper:



1) The Question Paper consists of multiple choice objective type questions with 4 options out of which only 1 is correct.

2) The computer based exam will be in **English** Language only.


3) There is a **TIMER (Clock)** available on the **TOP RIGHT HAND CORNER** of the Screen; you are requested to keep an eye on the **TIMER (Clock)** for knowing the time remaining for the completion of the exam.



4) Each question carries **1 mark**.



5) For Each correct answer candidate will get **1 mark** and **NO marks** will be deducted for wrong answer. Also, **No** marks will be deducted for unanswered questions.

6) Only one question will be displayed on the computer screen at a time. To attempt next question the candidates should click on  or to go back click on  button provided at the bottom of the screen


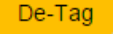
7) The questions can be answered in any order within the given time frame. The candidate should click with the mouse on the correct choice, from 4 options given. In case, the candidate does not wish to attempt a question, it can be left blank.

8) The candidate can change the option of a question later by selecting a new option in case he/she wishes to. In case candidate does not want to answer the question, he/she can deselect the answer by clicking  provided against the question.

9) To move back and forth between questions, candidates should use the  OR  button or click on the question number on the right hand side of the computer screen where question numbers would be displayed along with the `attempted` and `not attempted` status

10) The answers will be saved and marked green in right side question palette whenever the candidate goes for next question, by clicking on  OR  button.

Note: "Candidates are requested to Click on  only once while moving from 1 question to the other. Clicking the  multiple times will lead to the Page freezing and the exam will have to be restarted."

11) Candidates have the option to bookmark a question in case they want to review it at a later stage by clicking on the  button available at the bottom of the screen. The Bookmark on a particular question can be removed by clicking on 

12) The question palette at the right of the screen shows the following status of each of the questions numbered



You have answered the question




You have not answered the question and marked for review




You have answered the question but marked for review



You have not answered the question

PS: Questions which are attempted and marked for review would be treated as attempted questions only as long as the candidate does not  the option selected.

13) On the completion of the test duration, even if the candidate does not click on the  button, his test will be automatically submitted by the computer.

14) The candidate will not be able to submit the test before completion of the stipulated **1 hour (60 Minutes)**. The system will automatically submit the test on the completion of stipulated time i.e. **1 hour (60 Minutes)**.

"ALL THE BEST"