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 11.12.2019.

Purpose:

LDCE for recruitment to the cadre of PA/SA from Postman/MG/MTS/GDS has been conducted on 15.9.2019. Paper III of the examination ie; Data Entry Skill Test [DEST] for those candidates who qualified in both Paper I and Paper II of the above examination dated 15.09.2019 is to be conducted by the Circles. Hence, the release of this application.

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.
2. Application folder has to be copied in all the Desktops/Systems where candidates has 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.
4. Data Entry of 600 Key depressions (+-5%) has to done.
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: General -50% [12.5], OBC/EWS-45% [11.25], SC/ST-40% [10] , PWD-40% [10]
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 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.
11. 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 5 key depressions should be typed for enabling the 'Next Sentence' button.
12. 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.
13. 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.
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 ie; Candidate Name, Roll Number, Community, Test Date/Time, Marks Obtained 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. Application folder to be copied in all the Systems in which the test to be conducted. Shortcut menu of DEST application can be placed on the desktop for ease of the candidate.

iii. Printer to be connected [Standalone /Network printer] for taking print out of the Evaluated answer sheet].

iv. Adobe software to be installed in the System, for printing of output file [Evaluated Answer Script] directly from the System after completion of test.

v. For any technical assistance in this regard, Circles can send mail to CEPT via email cept@indiapost.gov.in

Logic Build for Evaluation:

1. System will first count the total number of words of the 'Master Paragraph' configured. Master paragraph will be of 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 600 Key depressions (+-5%) has to 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 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.
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 one 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.
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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

Master Paragraphs [Sample Text for testing purpose]

Set:1 [98 words]

Vision and Mission of India Posts. India Posts products and services will be the customers first choice. Sustain its position as the largest postal network in the world touching the lives of every citizen in the country. Provide mail, parcel, money transfer, banking, insurance and retail services with speed and reliability. Provide services to the customers on value for money basis. Ensure that the employees are proud to be its main strength and serve its customers with a human touch. Continue to deliver social security services and to enable last mile connectivity as a Government of India platform.

Set:2 [87 words]

DoP comes under the Ministry of Communications and Information Technology. The Postal Services Board is the apex management body of the Department. The Board is headed by Secretary (Posts) and it comprises of six Members responsible for various operational areas. Members hold portfolios of Operations, Planning, Human Resource Development, Personnel, Technology and Postal Life Insurance. Deputy Directors General, Directors and Assistant Directors General provide the necessary functional support for the Board at the Directorate. Joint Secretary and Financial Advisor (JS&FA) is a permanent invitee to the Board.

Set:3 [83 words]

Philately division caters to the philately hobbyists by selling commemorative and definitive stamps through DoP network. Commemorative stamps are issued to commemorate important events, prominent personalities in various fields, aspects of nature, beautiful or rare flora and fauna, environmental issues, agricultural activities, national/international issues, games etc. These stamps are available only at Philatelic Bureau counters or under the Philatelic Deposit Account Scheme. Definitive stamps are used for day to day postal mailing purposes and are available in various denominations at all postal counters.

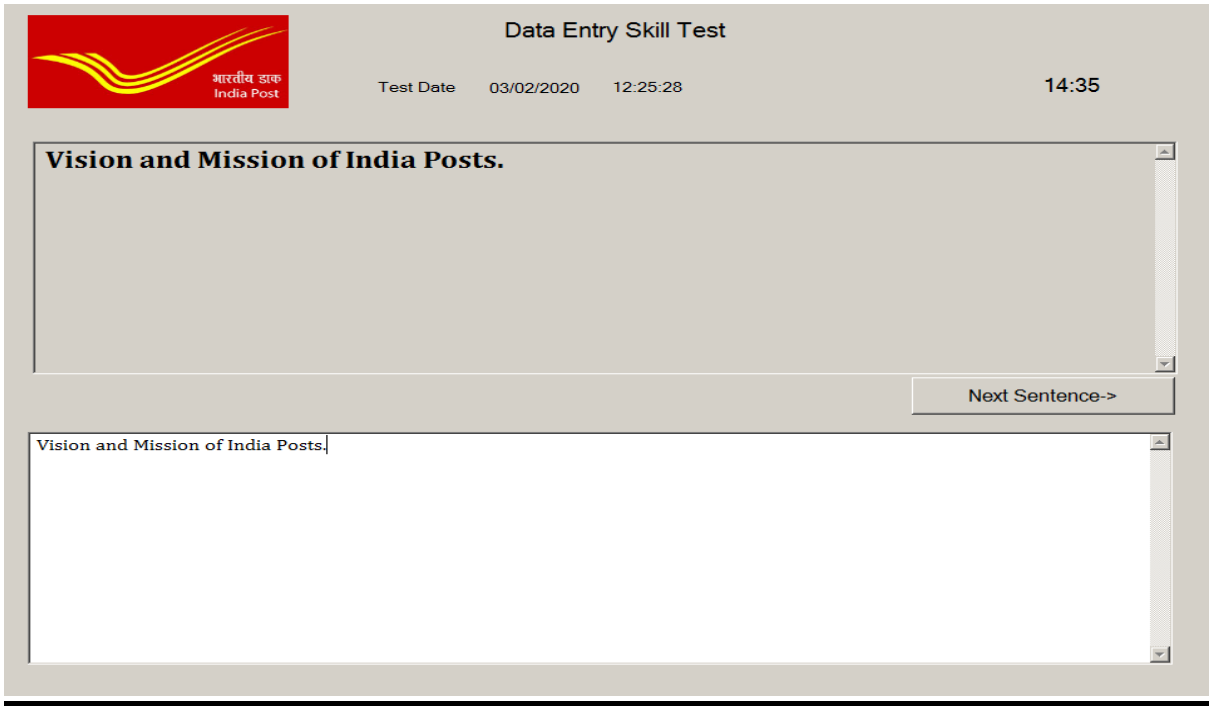
Set:4 [94 words]

Postal Training Centres have been established to conduct training for DoP workforce. There are 6 PTCs located at Darbhanga, Guwahati, Madurai, Mysore, Saharanpur and Vadodara. The Centre for Excellence in Postal Technology (CEPT) is located at the PTC Mysore campus. Postal Staff College of India is located at Ghaziabad. It imparts induction as well as inservice training to the Officers of Indian Postal Service Group A and Postal Service Group B. Further, there are Regional Training Centres (RTCs) and Workplace Training Centres (WTCs) across the Circles to cater the training needs of DoP employees.

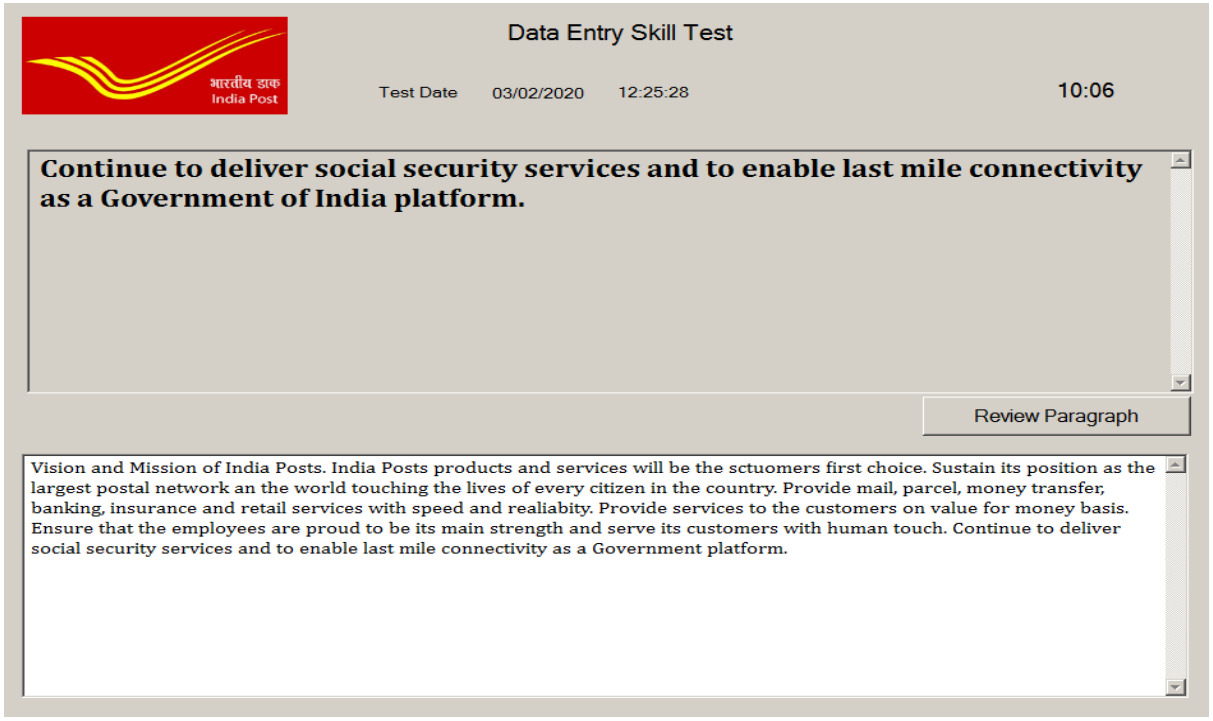
Screen Shots:

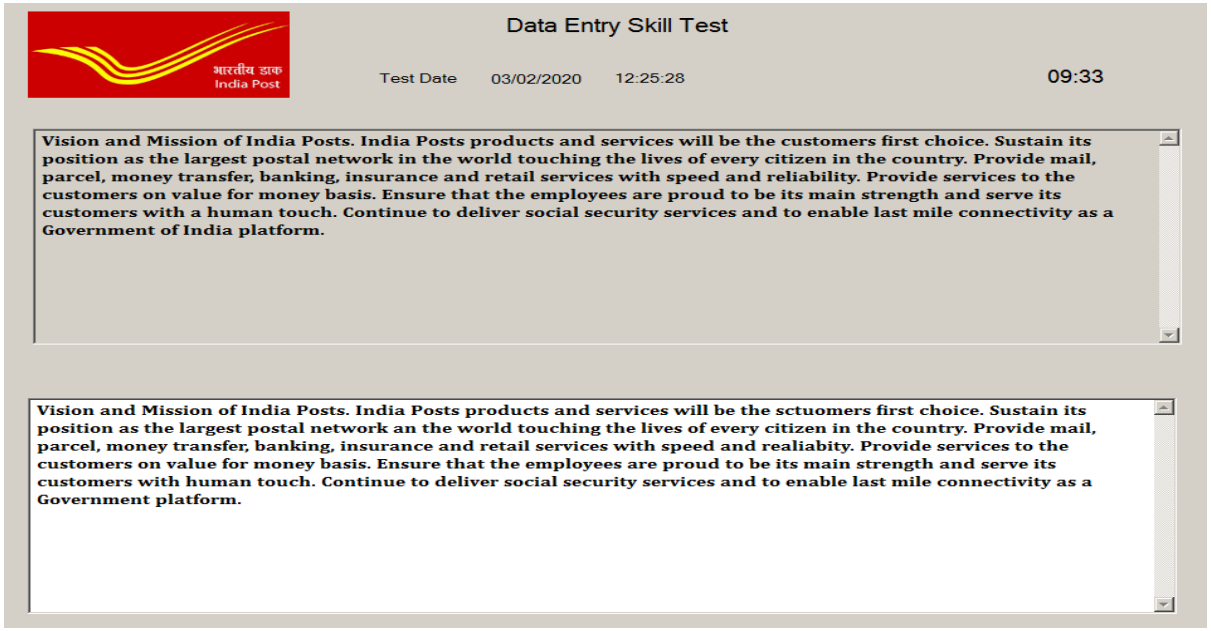
Application first page after running the DEST.exe

Second Page having Two Windows for displaying each sentence and for typing the sentence.

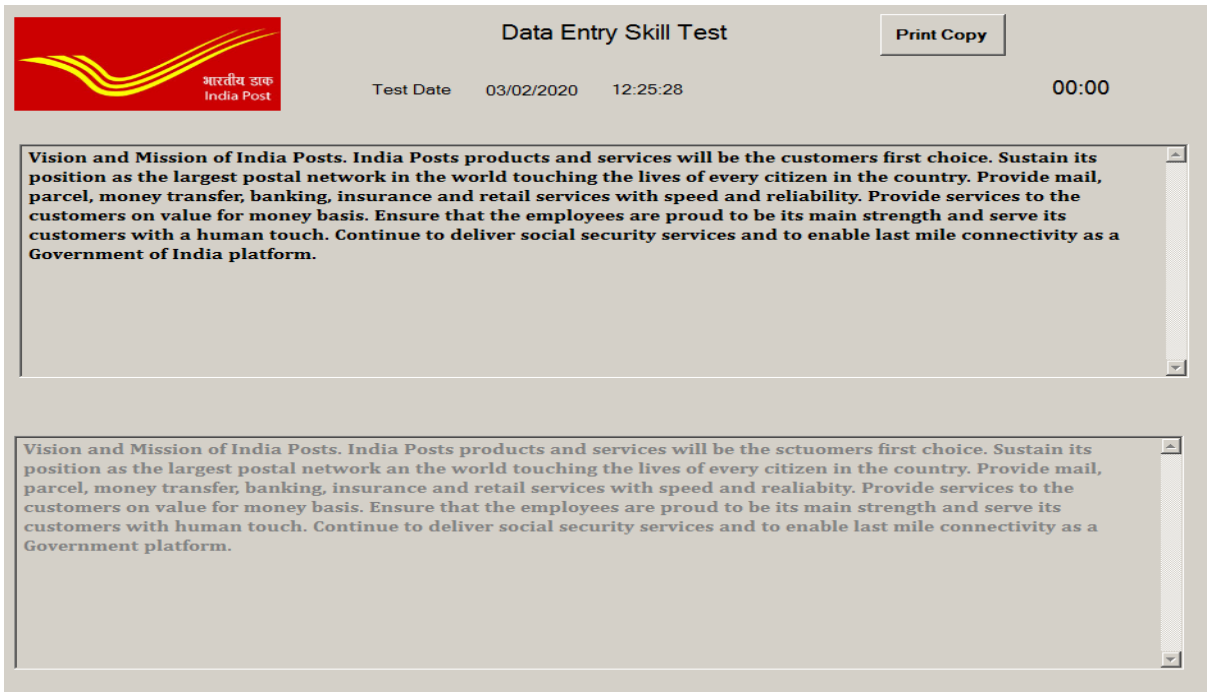


Review Button will enable the candidate to do corrections to the paragraph typed w.r.t. master paragraph within the time limit of 15 minutes.





After completion of 15 minutes time, timer will come to Zero and Evaluation will be done with option to Print Copy.



Evaluated Answer Sheet of the Candidate.

Department Of Posts - India

Data Entry Skill Test

Name	Roll Number	Community
ABC	123456	GEN

Test Date	Test Start Time	Maximum Marks	Marks Obtained	Percentage
03/02/2020	12:25:28	25	23.46	93.84%

Total number of words in master paragraph	Number of words Correctly entered by the candidate (Excluding mistakes and omitted words)
98	92

Vision and Mission of India Posts. India Posts products and services will be the sctuomers first choice. Sustain its position as the largest postal network an the world touching the lives of every citizen in the country. Provide mail, parcel, money transfer, banking, insurance and retail services with speed and realiabity. Provide services to the customers on value for money basis. Ensure that the employees are proud to be its main strength and serve its customers with human touch. Continue to deliver social security services and to enable last mile connectivity as a Government platform.

End Of the File

Signature of the Supervisor

Signature of the Candidate