IMPORTANT INSTRUCTIONS TO CCTP LEARNERS – YEAR 2026

(Certificate of Computer Typing Proficiency – CCTP)
Issued by MKCL

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1. Introduction

The **Certificate of Computer Typing Proficiency (CCTP)** is an optional add-on test offered exclusively to MS-CIT learners to help them acquire professional typing proficiency in English, Marathi, or Hindi at **30 or 40 words per minute (WPM)**.

This document contains important instructions, rules, procedures, and guidelines that every CCTP learner must carefully read and follow throughout the test, right from admission until certification.

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2. Eligibility

1. The CCTP test is **available only for MS-CIT learners**.

2. Learners can enrol for CCTP test along with MS-CIT through re-registration facility; standalone CCTP admissions are **not permitted** without enrolling for MS-CIT.

3. Previously passed MS-CIT learners can enrol for CCTP test through re-registration using their MS-CIT Learner code.

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3. Admission Instructions

CCTP admission is processed **simultaneously with MS-CIT admission** through the SOLAR 3.0 system.

3.1. Key Points

1. CCTP is a **supplementary and optional** test. Enrolling for CCTP is the learner's choice.

2. Learners may choose **only one CCTP option** at the time of admission. Multiple CCTP enrolments are currently not allowed.

3. CCTP mode will be the **same as the MS-CIT mode**:
   - MS-CIT @ALC → CCTP @ALC
   - MS-CIT Online → CCTP Online

4. Learners must ensure that all personal details provided during admission are accurate. These details will be printed on the certificate.

3.2. CCTP test Options

Learners can select any **one** of the six combinations:

1. English – 30 WPM

2. English – 40 WPM

3. Marathi – 30 WPM

4. Marathi – 40 WPM

5. Hindi – 30 WPM

6. Hindi – 40 WPM

3.3. Fee Payment

- MFO Fee (MKCL Share): **₹200** (inclusive of GST)

- ALC Service Fee: **₹2,300** (to be collected by ALC)

Note: Fees once paid are **non-refundable**.
CCTP test Fee is **independent of MS-CIT Course Fee**.

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4. CCTP Test Structure

4.1. Total Duration

- **50 Hours** (1 hour per session)

- Typically completed within **2–3 months**

4.2. Learning Platform

All learning will be conducted through the **ERA Digital Learning Platform**, using interactive practice tools, analytics, and speed-building modules.

4.3. Learning Components

1. Typing fundamentals

2. Keyboard layouts

3. Finger positioning and ergonomics

4. Remington layout practice

5. Speed & accuracy drills

6. Practice tests & mock exams

4.4. Keyboard Layout Requirement

- The **Government-approved Remington Keyboard Layout** must be used for practice and examination.

- Devanagari typing will be practiced using **Mangal/DevLys fonts**.

5. Learning Instructions

1. Learners must complete **all 50 sessions** in the ERA system.

2. Regular practice is essential to meet the required WPM speed.

3. Learners must maintain active progression; incomplete progression may lead to ineligibility for the final exam.

4. The ERA login will remain active only for the designated batch duration.

5. Practice outside the ERA system (at home/ALC) is strongly recommended.

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6. Internal Assessment & Progression

CCTP learners are evaluated internally based on:

1. Completion of ERA sessions

2. Internal typing practice scores

3. Progress milestones

4. Achievement of minimum WPM speed

Minimum Requirement:
Learners must demonstrate the required **30 WPM or 40 WPM speed** in internal practice to qualify for the final exam.

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7. Final Examination

7.1. Exam Structure

- The CCTP Final Online Exam will be conducted **immediately after the MS-CIT Final Online Exam**.

- **Duration:** 10 minutes

- **Mode:** Online Typing Test

- **Keyboard Layout:** Remington

7.2. Exam Eligibility

A learner becomes eligible only after:

1. Completing MS-CIT & CCTP ERA learning

2. Achieving required WPM speed

3. Completing internal progress milestones

7.3. Exam Attempt Policy

- **1 Main Attempt + 2 Re-exam Attempts** (Total 3 attempts)

- **Re-exam Fee:**

  - CCTP-only failed/absent: **₹100 per attempt**

  - If both MS-CIT and CCTP failed/absent: **₹527 per attempt**

    (As per MSBTE rules)

7.4. Hall Ticket Instructions

- Hall Ticket is mandatory

- Valid Photo ID is compulsory

- Exam center instructions must be strictly followed

- Examination will be monitored under CCTV surveillance

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8. Certification

1. Learners who pass the CCTP Final Online Exam will receive a **Government Certificate jointly issued by MSBTE & MKCL**.

2. Learners passing MS-CIT and CCTP will receive **two separate certificates**.

3. Learners passing only CCTP will receive the CCTP certificate only.

4. Certificates must be collected from ALC within **3 months** of availability.

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9. Rules & Regulations

1. Learners must comply with all MSBTE and MKCL rules.

2. Examination dates, rules, and evaluation norms may change as per MSBTE notifications.

3. Misconduct, malpractice, or misuse of learning systems may lead to cancellation of admission.

4. MKCL reserves the right to use learner data for academic and communication purposes.

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10. Important Notes

- CCTP test Fee and MS-CIT Fee are **separate**.

- Admission to CCTP is **optional**, not mandatory.

- Fees once paid are **non-refundable**.

- Data entered in SOLAR 3.0 will be used for certificates; ensure accuracy.

11. General Guidelines

- It is mandatory to use a biometric device at the time of Final Examination.

- Learner has to mark his/her attendance through biometric device to appear for FinalExamination.

- If ALC has marked the concerned Learner for 'Postpone Facility' from their login, then such Learners will not be considered for further exam processing of that particular examevent.

- The final examination will be conducted under surveillance of camera. Hence learners Photo and Video will be captured by the camera throughout the exam period.

- MKCL and Exam Body will use the Photo and Video data for further processing.

- System will capture Learner's photo and video during Learning process and Examination process. MKCL will use the same for further processing.

- Collect appearing certificate printout after the final exam from the exam center.

- Learner should collect final Printed CCTP Certificate within 3 months from date of received Certificate at ALC end.

- If Learner will not collect final printed Certificate within stipulated time, then MKCL or ALC will not be responsible for any kind of loss. In such cases, Learner may have to apply for Duplicate Certificate by following MSBTE process and paying amount directly to MSBTE at his/her end.

- Normally the exam will be scheduled in same center where learner is learning. But in some case exam will be scheduled in another center. In this case the learner has to travel to the exam center at his/her owncost.

- While appearing for the examination, the learner has to carry the printout of Hall Ticket and original Identity proof.

- It is hereby declared that all rights regarding the conduction of Certificate of Computer Typing Proficiency (CCTP) vest with Maharashtra Knowledge Corporation Ltd. (MKCL). Further, Maharashtra State Board of Technical Education (MSBTE) is the examining body for CCTP and all norms, rules, regulations, policies, etc. regarding the conduction of the examination of CCTP is decided by MSBTE. Therefore, MKCL is not responsible regarding matters concerning conduction of CCTP examination.

- It is further declared that as MKCL is not responsible regarding matters concerning conduction of CCTP examination, any person registering for the CCTP test understands that no guarantee, promise can be made either by MKCL or by its Authorized Learning Centers (ALCs) regarding the dates, timing, venue, etc. of conduction of the CCTP examination. The same is decided by MSBTE. Learners are cautioned to note the aforesaid and accordingly take informed decisions while registering for CCTP.

- MSBTE may conduct the examination through Quasi-Online Mode or Truly Online Mode depending upon the situation. MSBTE reserves the right to change the Examination Mode without any prior notice and MKCL shall not be liable to anyone for any such modification/s.

- MKCL reserves the right to modify the terms and conditions without any prior notice and MKCL shall not be liable to anyone for any such modifications.

- MKCL reserves the right to modify the Academic Pattern, Evaluation Pattern and Certification Pattern without any prior notice and MKCL shall not be liable to anyone for any such modification/s.

- MKCL may use the learners' information for marketing & communication purposes.

- MKCL reserves the right to modify the Fees during the year without any prior notice and MKCL shall not be liable to anyone for any such modification/s.