



रेलवे भर्ती प्रकोष्ठ, पश्चिम मध्य रेल
Railway Recruitment Cell, West Central Railway
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Special Instructions to Candidates Appearing in the Typing Skill **Test Against GDCE-01/2022**

- i. Candidates are requested to read the On-screen instructions carefully.
- ii. Typing Skill Test will be conducted in English/Hindi on Computer as per the language option chosen by the candidate. In case the option was not exercised by a candidate, the Typing Skill Test for such candidates will be in English. The Typing test consist of three parts viz:
 1. Practice Typing for one minute to familiarize with keyboard
 2. Break for 30 seconds.
 3. Typing Test for 10 minutes which will be taken for evaluation. The Typing Test will be conducted on computer without editing tools and spell check facility.

For those candidates who appear for Typing Skill Test in Hindi, containing KrutiDev and Mangal (Inscript / Remington Gail / Remington CBI) fonts will be made available on computers.

- iii. The duration of the test is 10 minutes. The candidates are required to type the test paragraph containing 300 words during the test so as to attain a minimum speed of 30 words per minute in English Typewriting. Similarly, a candidate appearing in Hindi Typewriting should type the test paragraph containing 250 words in order to attain a speed of 25 words per minute. The transcripts of those candidates who do not type 300 words in English or 250 words in Hindi within the prescribed time will not be evaluated.
- iv. Candidates must start typing from the starting of the text and must complete the whole text. If any candidate finishes the text before the allotted time, he/she should restart the same passage and continue typing until expiry of the time.
- v. The evaluation of the passage typed by the candidate will be done as follows:
 - a. The mistakes will be classified as full mistakes and half mistakes. 5% mistakes of the total words typed may be ignored.
 Accordingly, the total number of mistakes will be calculated as:

$$\text{No. of full mistakes} + \text{No. of half mistakes} / 2 = \text{Total Mistakes}$$
 - b. Final Count of Mistakes: Total number of mistakes-5% of total number of words typed.
 - c. The typing speed of the candidate will be worked out by the following formula:

$$\text{Typing Speed} = \frac{\text{No. of total words typed} - (\text{Final count of mistakes} \times 10)}{\text{Time}}$$
For Example: If a candidate types a total number of 400 words in 10 minutes and commits 10 final count of mistakes, his speed would be worked out as follows:

$$400 - (10 \times 10) / 10 = 300 / 10 = 30 \text{ w.p.m}$$
 - d. Following errors will be marked as **full mistakes**:
 - For every substitution of words / figure by a wrong one.
 - For every addition of a word / figure not found in the passage. However, addition of a group of words in place of one actual word should be marked as only one full mistake.
 - For every spelling error committed by way of repetition (or) addition (or) transposition (or) omission (or) substitution of a letter / letters, e.g. the word 'spelling' typed as seplling, speling, spellinig, seepling, spelings etc.,

- In case a group of words is omitted, only one mistake should be marked for such omission. However, the total number of strokes omitted should be subtracted from the total number of strokes up to which the candidate had typed from the passage.
- In case a group of words / lines is wrongly repeated, only one mistake should be marked for such repetition. However, the total words repeated should not be counted in the total number of words typed and the errors in such repeated of words should also be ignored.

e. Following errors will be marked as **half mistakes**:

- Spacing Error - 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 hope', 'I have', 'I hxxxave' (using xxx between letters of a word).
- Punctuation Error - Where a punctuation mark is omitted or added or substituted by another.
- Paragraph Error - Where the space left before starting paragraph (or) between paragraph is not uniform, half mistake should be marked for each wrong paragraph.
- Wrong Capitalization - Wrong use of capital letter for small letter and vice versa. (This does not apply to Hindi typewriting scripts)
- Transposition Error - Where words are transposed, e.g., the word 'I hope' _____ typed as 'hope I'.
- Syllabification Error - Where the words are wrongly divided at the end of the line, e.g., 'it is necessary to take preca-ution.'
- Faulty Operations - The following errors will be marked as half mistakes caused due to the faulty operation of shift / letter keys:
 - Slanting or crowed at the bottom of a page, e.g., 'it would be neces
sary'
 - Omission of a letter in a word causing blank space in place of a letter, e.g., 'I h pe'.

- vi. If the candidates who are not exempted from Typing Test remain absent on the date of typing test, he/she shall be disqualified for posts having Typing Test.
- vii. More number of candidates than the vacancies are being called for typing test and merely calling a candidate for typing test does not in any way entitle him/her to an appointment in the Railways. The above instructions are indicative. Instructions will be followed which are in vogue at the time of examination.
- viii. Candidate to note that he/she must report for typing test on above date and time only. In case the candidate is absent in Typing Test on above date, no second chance will be given and he/she will not be considered for posts having typing skill as a requirement.

Date: 26/11/2024

Place: Jabalpur

Chairperson
Railway Recruitment Cell
West Central Railway, Jabalpur