

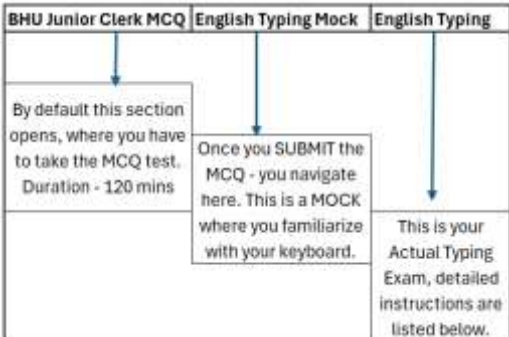
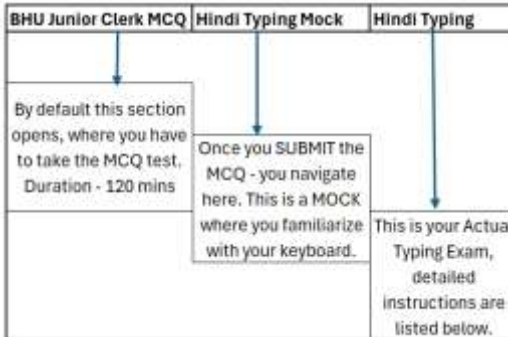
**(Advertisement No.-07/2024-2025 - non-teaching posts Group 'C' Positions of Junior Clerk)**

## **TYPING TEST ASSESSMENT GUIDELINES AND INSTRUCTIONS**

The Typing Examination Structure is designed in 3 parts i.e., Keyboard Setup Mock Typing, Break time of 5 mins and Actual Typing Test of 15 mins.

### **GENERAL INSTRUCTIONS**

1. Candidate can chose typing test in any one of language – English Typing or Hindi Typing.
2. Typing Test Pattern, Qualifying Criteria and Key Board Layout

| Hindi Typing Test                                                                                                                                                                                                                                                                                                                                                                                                                     | English Typing Test                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>By default this section opens, where you have to take the MCQ test. Duration - 120 mins</p> <p>Once you SUBMIT the MCQ - you navigate here. This is a MOCK where you familiarize with your keyboard.</p> <p>This is your Actual Typing Exam, detailed instructions are listed below.</p>                                                        |  <p>By default this section opens, where you have to take the MCQ test. Duration - 120 mins</p> <p>Once you SUBMIT the MCQ - you navigate here. This is a MOCK where you familiarize with your keyboard.</p> <p>This is your Actual Typing Exam, detailed instructions are listed below.</p>                                        |
| <ol style="list-style-type: none"> <li>a. For Hindi Typing Test, you will be given a passage of approximately 500 words (approx.). Within the given time (15 mins), you must type at least 375 words.</li> <li>b. Qualifying Speed is – 25 words per minute with 85% accuracy.</li> <li>c. Desired Keyboard Layout – Remington (GAIL).</li> </ol>  | <ol style="list-style-type: none"> <li>a. For English Typing Test, you will be given a passage of 600 words (approx.). Within the given time (15 mins), you must type at least 450 words.</li> <li>b. Qualifying Speed is – 30 words per minute with 85% accuracy.</li> <li>c. Desired Keyboard Layout – English (US).</li> </ol>  |

3. After reading Instructions, accept the declaration and click on "I'm ready to begin".
4. A Mock Typing Test is arranged for 5 minutes for you to get familiarised.
5. At the start of Mock, **DO NOT** change the Language Input.
6. Total duration of English / Hindi Typing Test is 15 minutes, A countdown timer in the top right corner of screen will display the remaining time available for you to complete the examination.
7. If you can type the entire content before allotted time (15 mins), SUBMIT button will be enabled and you should SUBMIT your test immediately.
8. When the timer reaches zero, the examination will end by itself with typed passage, you are not required to end or submit your test.

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9. Please refer various colour indicators used during the typing test -
  - a. Type the word highlighted with **yellow** colour.
  - b. **Green** Colour indicates – typed words are correct.
  - c. **Red** Colour indicates – typed word is wrong.
10. If you leave any word or merge any two words, software will consider all the words to be wrong after that, which will adversely affect your speed and accuracy.
11. Within the provided time, the typed text can be edited at any point of time.
12. If, your System is locked or for any type of technical help, please inform a nearby invigilator immediately.
13. In any case of auto restart of the computer, you will be again provided with the full time to type the given passage.
14. Carrying / Usage of Mobile / Cell Phones, Tablets, iPad, Electronic / Bluetooth devices, Pager in examination hall is prohibited.

**DO'S & DON'TS INSTRUCTIONS TO THE CANDIDATE.**

**Do's: -**

1. Candidates appearing for Typing should chose the Keyboard Layout as listed above. Candidates will have to select the Keyboard Layout before starting their Test. Do not change the layout during the exam.
2. If there is no technical fault in the keyboard, no candidate will get a keyboard replacement.
3. The typed text can be edited with the help of Backspace key to correct any incorrect word.
4. Keyboard Layout selection Panel can be moved to the side of the computer screen so that it does not disturb while giving the Typing Test.
5. Keyboard Layout selection Panel can be moved by clicking on the MOVE button given on the Keyboard Layout Panel and holding it with the help of Mouse.
6. Any malicious activity or unfair means used in the test will lead to disqualification.
7. Candidates are supposed to leave the Examination Hall peacefully after completing their exam.

**Don'ts: -**

1. Use any operator key or key combination apart from those that is required to type the given text.
2. Enter any special character/symbol other than mentioned in the provided text.
3. Toggle between language and keyboard inputs for any reason.
4. Press any key once the test is submitted.
5. Press Caps Lock key while typing.

**EVALUATION GUIDELINES**

Keyword Description

|                       |                                                                                                                                                                                                                                            |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Correct Words         | Count of words typed by the candidate in text-area; assessed as correct in relation to the referenced text.                                                                                                                                |
| Incorrect Words       | Count of words typed by the candidate in text-area; assessed as incorrect in relation to the referenced text.                                                                                                                              |
| Keystroke count (KSC) | Count of characters typed by the candidate in text-area.<br><ul style="list-style-type: none"> <li>• KSC will not include the characters erased in the unrestricted mode</li> <li>• Backspace key count is not included in KSC.</li> </ul> |
| Gross Words (GW)      | Total number of correct and incorrect words typed by the candidate in text area. This is also treated as Typed Words.                                                                                                                      |
| Net Words (NW)        | Total number of correct words typed by the candidate in text-area.                                                                                                                                                                         |
| Accuracy              | Ratio of correct words to the Gross Words typed by the candidate in text-area i.e. the ratio of Net Words to the Gross Words typed.                                                                                                        |
| Time Taken            | Time in seconds taken by the candidate to type till final submission.                                                                                                                                                                      |

**FORMULA TO BE USED FOR CALCULATION OF ACCURACY**

- **Gross Words (GW)** = Correct + Incorrect Words.
- **Gross Words per Minute (GWPM)** = Gross Words / Time Taken in Mins
- **Net Words** = Correct words Typed.
- **Net words per Minute (NWPM)** = Net Words / Time Taken in Mins

