

## Annexure-'A'

### Instruction to candidates appearing in Computer Based Typing Test for the post of Sr. Clerk Cum Typist /Jr. Clerk Cum Typist of GDCE Notification No. 01/2019/GDCE & 01/2020/GDCE

1.	This Typing Skill Test is qualifying in nature and candidates acquiring minimum prescribed typing speed in the test will be further considered in the final merit list. The required qualifying speed for typing is 25 words per minute in Hindi or 30 words per minute in English. Candidates are required to attempt either in English or in Hindi on PC.														
2.	Candidates are requested to read the On-screen instructions carefully. Use of editing tools for correcting the mistakes in typed matter will not be allowed.														
3.	For typing test in Hindi, candidates are required to use <b>MANGAL</b> fonts and Remington keyboard.														
4.	<b>Your Mock Typing Test is 2 Minutes and actual typing Test duration will be TEN (10) minutes.</b> If a candidate does not qualify in above mentioned typing speed, he/she will be considered unsuccessful in typing Skill Test and he/she will not be considered further for the post of Sr. Clerk Cum Typist/Jr. Clerk Cum Typist irrespective of the marks obtained by him/her in the Final Written Test of GDCE.														
5.	The clock will be set at the server. The countdown timer in the top right corner of screen will display the remaining time available for you to complete the test. When the timer reaches zero, the test will end by itself. You will not be required to end or submit your typed passes														
6.	The test paragraph can be viewed in English or Hindi i.e. in the language opted by you. You will have to type the paragraph in the opted language only.														
7.	The test paragraph will be viewed on monitor. Candidate must start typing from the starting of the Test paragraph. If any candidate finishes the paragraph before the allotted time, he/she should restart the same paragraph and continue typing until expire of the time.														
8.	Candidates shall be allowed for practice in typing on computer console before the actual test to familiarize themselves.														
9.	When there is any interruption during the exam, the candidate will have to start the typing test all over again, afresh.														
10.	The standard measure adopted for counting word is @ 5 strokes per word. Candidates will be required to type a minimum of 300 words or 1500 strokes in English to attain a speed of 30 words per minute OR 250 Words or 1250 Strokes in Hindi for the prescribed speed of 25 words per minute within the prescribed duration of 10 minutes. 5 % mistakes of the total words typed may be ignored and thereafter for every mistake corresponding number of words will be deducted from the total words typed for arriving at the final speed according to the illustration/formula give herein below :														
11.	Mistakes to the extent of 5 % of the total words typed will be ignored and thereafter for every full or half mistake, corresponding number of words will be deducted from the total words typed for arriving at the final speed.														
	For example : For a Typing Test of 10 Minutes														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Total Strokes typed</td> <td style="text-align: right;">1600</td> </tr> <tr> <td>Words typed</td> <td style="text-align: right;"><math>1600/5 = 320</math> (One word is equal to 5 strokes)</td> </tr> <tr> <td>Total mistakes</td> <td style="text-align: right;">19</td> </tr> <tr> <td>Ignorable mistakes</td> <td style="text-align: right;"><math>5\% \text{ of } 320 = 16</math></td> </tr> <tr> <td>Net mistakes for evaluation</td> <td style="text-align: right;"><math>19 - 16 = 3</math></td> </tr> <tr> <td>Strokes to be deducted for arriving at net words speed</td> <td style="text-align: right;"><math>320 - (3 \times 10) = 290</math></td> </tr> <tr> <td colspan="2">Net evaluated Speed : <math>\frac{\text{No. of total words typed} - (\text{No. of net mistakes} \times 10)}{\text{Prescribed duration of test in minutes}}</math></td> </tr> </table>	Total Strokes typed	1600	Words typed	$1600/5 = 320$ (One word is equal to 5 strokes)	Total mistakes	19	Ignorable mistakes	$5\% \text{ of } 320 = 16$	Net mistakes for evaluation	$19 - 16 = 3$	Strokes to be deducted for arriving at net words speed	$320 - (3 \times 10) = 290$	Net evaluated Speed : $\frac{\text{No. of total words typed} - (\text{No. of net mistakes} \times 10)}{\text{Prescribed duration of test in minutes}}$	
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	Thus, accordingly to the above formula: evaluated speed: $290/10 = 29$ words per minute.														

12.	The transcripts of those candidates who do not type out 300 word /1500 stokes in English or 250 words/ 1250 stokes in Hindi in the prescribed time will not be evaluated.
13.	The candidate should not leave the examination hall without prior permission. Candidate shall not type/erase/write after the expire of the allotted time.
14.	The candidate shall also abide by other instructions given by the Test Supervisor.
15.	This call letter/test does not by itself give any entitlement whatsoever for any appointment on Railways.
16.	The Railway Recruitment Cell reserves the right or ordering re-test in the case of any candidate or all candidates.
17.	Furnishing any false information to the RRC or deliberate suppression of any required factual information will at any stage of its detection, render the candidate liable for being disqualified and debarred from appearing for any selection or examination for appointment in the Railways and even if appointed his services may be summarily terminated.
18.	Please note that in other matters the terms, conditions, etc. laid down in the Employment Notice shall apply mutatis mutandis.
19.	Person involved in impersonation/ Malpractices will be debarred for life and D&AR action will be initiated against him.
20.	Candidate must maintain silence and are forbidden from talking to/or consulting other candidates. If the candidates fail to do so or indulge in disorderly or improper conduct, they will render themselves liable for expulsion from the test or such other action, as the RRC may deem fit.
21.	The above instructions are not exhaustive and are indicative only. Instructions on the subject, as in vogue at the time of examination, will be followed.
22.	Candidates are advised to come prepared to stay for one or two days additionally beyond the date of typing test.
23.	Exemption in Typing Skill Test may be extended to candidates who are permanently disabled due to Blindness/Low Vision, Cerebral Palsy & Loco Motor Disability with not less than 40% permanent disability. Such PwBD candidates who are not able to type will have to produce Typing Skill Test Exemption Certificate issued by the Competent Medical Board in the format at Annexure- B.

**CERTIFICATE FOR TYPING SKILL TEST EXEMPTION FOR PERSONS WITH BENCHMARK DISABILITIES**

**NAME & ADDRESS OF THE INSTITUTE / HOSPITAL  
DISABILITY CERTIFICATE**

Certificate No.....

Date: .....

1. This is certified that Smt./Shri /Kum\* ..... son/  
daughter\* of Shri..... age..... sex  
Male/ Female having identification marks as below  
..... is suffering from permanent disability of  
following category :

Paste here your recent colour photograph showing the disability (The photograph should be attested by the Chairperson of the Medical Board)

**A. Locomotor or cerebral palsy:**

- (i) BL-Both legs affected but not arms.
- (ii) BA-Both arms affected: (a) Impaired reach (b) Weakness of grip
- (iii) OL-One leg affected (right or left) (a) Impaired reach (b) Weakness of grip (c) Ataxic
- (iv) OA-One arm affected (right or left) (a) Impaired reach (b) Weakness of grip (c) Ataxic
- (v) BH-Stiff back and hips (cannot sit or stoop)
- (vi) MW-Muscular weakness and limited physical endurance.

**B. Blindness or Low Vision:**

- (i) B-Blind (ii) PB-Partially Blind

**(C) Hearing impairment :**

- (i) D-Deaf (ii) PD-Partially Deaf

(Delete the category whichever is not applicable)

Signature of candidate in the above box below the photograph

2. This is certified that Smt./Sri/Kumari..... being unable to perform the Typing Skill Test because of his/her physical disability, i.e., ..... (indicate the category whichever is applicable) may be exempted from Typing Skill Test.

3. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of..... year.....months.

4. Percentage of disability in his / her case is.....percent.

5. Smt./Shri/Kum\*..... meets the following physical requirement for:

- |  |     |    |
|--|-----|----|
| (i) F-can perform work by manipulating with fingers. | Yes | No |
| (ii) PP-can perform work by pulling and pushing.     | Yes | No |
| (iii) L-can perform work by lifting.                 | Yes | No |
| (iv) KC-can perform work by kneeling and crouching.  | Yes | No |
| (v) B-can perform work by bending.                   | Yes | No |
| (vi) S-can perform work by sitting.                  | Yes | No |
| (vii) ST-can perform work by standing.               | Yes | No |
| (viii) W-can perform work by walking.                | Yes | No |
| (ix) SE-can perform work by seeing.                  | Yes | No |
| (x) H-can perform work by hearing/speaking.          | Yes | No |
| (xi) RW-can perform work by reading and writing.     | Yes | No |

(Signature of Doctor)

Name :

Registration No. :

Member, Medical Board

(Signature of Doctor)

Name :

Registration No. :

Member, Medical Board

(Signature of Doctor)

Name :

Registration No. :

Member, Chairperson, Medical Board

\* Please delete the words which are not applicable

Place :

Date :

Counter signature of the Medical Superintendent/CMO/

Head of Hospital (with seal)

Note : (i) According to the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full participation) Rules, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-Section (1) and (2) of Section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), authorities to give disability Certificate will be a Medical Board duly constituted by the Central or the State Government. The State Government may constitute a Medical Board consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor / hearing and speech. (ii) The certificate would be valid for a period of 5 years for those whose disability is temporary. For those who acquired permanent disability, the validity can be shown as 'permanent'.