

## INSTRUCTIONS TO CANDIDATES APPEARING THE TYPING SKILL TEST

- (i) The candidate should bring their own typewriting machines with them. RRB/Kolkata will not provide any machine and will also not be able to supply any machine if the machine brought by the candidate become defective. Accordingly, candidates are advised to bring good quality typewriter machine with them. Electronics typewriter machines are not allowed. Candidates will be provided blank sheets by the RRB and they are required to type on one side of the sheets provided and in double space.
- (ii) The candidates are required to pass the typewriting test at the minimum speed of 30 words per minute in English or 25 words per minutes in Hindi.
- (iii) The candidates are required to type 300 words so as to attain a minimum speed of 30 words per minute in English typewriting. Similarly, a candidate appearing in Hindi typewriting should type 250 words in order to attain a speed of 25 words per minute. The duration of the test is 10 minutes. The transcripts of those candidates who do not type out 300 words in English/250 words in Hindi in the prescribed time will not be evaluated.
- (iv) Candidate must start typing from the starting of the question paper and must complete the whole paper. If any candidate finishes the paper 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 mistake will be classified as full mistakes and half mistakes. Accordingly, the total number of mistakes will be calculated as
- $$\frac{\text{No. of full mistakes} + \text{No. of half mistakes}}{2}$$
- (b) The typing speed of the candidates will be worked out by the following formula :
- Typing Speed –
- $$\frac{\text{No. of total words typed including full or part of passage if repeated} - (\text{total number of mistakes} \times 10)}{10}$$
- (c) The 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 are found in the passage. However, addition of a group of words in place of one actual word will 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, eg. The word 'spelling' typed as seplling, speling, spellnig, seepling, spellings, etc.
- (d) The following errors will be marked as half mistakes.
- ★ Spacing Errors. Where no space is provided between two words, eg. 'Ihope', or undesired space is provided between the words or letters of a word, eg. I hope 'I h ave', I hxxave (using xxx between letters of a word).
  - ★ Punctuation Errors – Where a punctuation mark is omitted or added or substituted by another.
  - ★ Paragraph Errors – Where the space left before starting paragraph or between paragraphs is not uniform, half mistake will be marked for each wrong paragraph.
  - ★ Wrong Capitalisation – Wrong use of capital letter for small letter and vice-versa (This does not apply to Hindi Typewriting Scripts).
  - ★ Crowding, pilling/Overtyping Errors – Where letters overlap each other or a letter is typed over another.
  - ★ Transposition Errors – Where words are transposed eg. The words 'I hope' typed as 'hope I'.
  - ★ Syllabification Errors – Where the words are improperly divided at the end of the line, eg. '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 crowding at the bottom of a page, eg. 'it would be neces\_sary'.
    - Omission of a letter in a word causing blank space in place of a letter. eg. 'I h pe'.
    - Shifting of letter above or below the print line or printing of half letters, eg.  
'I h e' 'H ha'  
op e s
- (c) Any corrections made by pen or pencil will be ignored and no credit will be given to such corrections.
- (vi) The candidates must return the question paper along with their scripts to the invigilator after the examination is over. They should not take out of the examination hall either the question paper or scripts or any other blank typing paper. They should not tear any sheet given to them. If a candidate uses more than one sheet, he/she should fasten all the sheets securely before handing over to the invigilator.
- (vii) This call letter does not by itself give any entitlement whatsoever for any appointment on Rlys.
- (viii) Name, community, roll number etc. are required to be filled up by candidate compulsurily in foil attached to the Answer sheet.
- (ix) Use of any books, note books, calculators, mobile telephones and other electronics equipments etc. in the test venue is strictly prohibited. In case any mobile Telephone or electronics equipment is found with a candidate inside the test venue, his/her candidature will be cancelled.
- (x) The Railway Recruitment Board reserves the right of ordering re-test in the case of any candidate or all candidates.
- (xi) Furnishing any false information to the RRB 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 or in any other government post and even if appointed his services may be summarily terminated.
- (xii) No change of date of test will be permitted under any circumstances.
- (xiii) Please note that in other matters the terms, conditions, etc. laid down in the Employment Notice shall apply mutatis mutandis.
- (xiv) Person involved Impersonation/Malpractices will be debarred for life.
- (xv) Please put your clear Left Thumb Impression without smudging on the provided space of attendance sheet. Candidature of candidates with unclear, smudged LTI will be rejected.