

RB/ESTT. No.19/2011

**GOVERNMENT OF INDIA/BHARAT SARKAR
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

.....

No. E(NG)I-2004/CFP/8

New Delhi, dated 04.02.2011

The General Managers (P)
All Indian Railways and
Production Units.
(As per standard list)

**Sub:- Procedure for conducting typewriting test on
computers.**

In terms of this Ministry's letter of even dated 04.07.2005, in case of promotion of an employee from Group 'D' (now placed in Group 'C' in Grade Pay Rs.1800) to Group 'C' in the ministerial cadre and promotion of Clerks as Sr.Clerks against LDCE/Graduate quota, typewriting skills are required to be tested on Personal Computers (PCs) at the speed of 40 words per minute (w.p.m.) in English or 35 words per minute (w.p.m.) in Hindi with the stipulation that editing tool for correcting the mistakes in the typed matter may be allowed to function. It was also decided that in case of difficulty in conducting the test on computers, the existing procedure for conducting the typewriting test on typewriters at the speed of 30 w.p.m. in English and 25 w.p.m. in Hindi will remain in force.

2. Pursuant to the certain modifications carried out in the procedure for conducting type test for those candidates who are recruited directly from open market through RRBs and also a demand raised by one of the Railways, the need of adopting these modifications in conducting typing test for promotees, has also been experienced necessary. Accordingly, the matter has been considered by the Board and it has been decided that para 7 (i) & 7(ii) including the note given below it, of the annexure to Board's letter *ibid*, may be modified as under:-

(i) The minimum speed may be fixed at 30 w.p.m. in English and 25 w.p.m. in Hindi for the typing test to be conducted on both Manual typewriters and Personal Computers.

(ii) 5% mistakes of the total words typed may be ignored and thereafter for every mistake corresponding words may be deducted from the total words typed for arriving at final speed.

For example:-

For a typing test of 10 minutes:-

5% mistakes of total words typed are ignored.

Total strokes typed	:	1600
Words typed	:	$1600/5=320$
Mistakes	:	19
Ignorable mistakes	:	$5\% \text{ of } 320 = 16$
Remaining mistakes	:	$19-16 = 3$
Mistakes to be deducted for: arriving at net words typed	:	$320-(3 \times 10)=290$

As per formula : $\frac{\text{No. of total words typed} - (\text{No. of mistakes} \times 10)}{\text{time}}$

Speed per minute : $290/10 = 29$

(iii) Use of editing tools for correcting the mistakes of the typed matter should not be permitted in case typing test is conducted on computer if the candidate opts to type at speed of 25 w.p.m. in Hindi and 30 w.p.m. in English. This function should be disabled before conducting typing test.

(iv) In case, typewriting skills are tested on Personal Computers (PCs) at the speed of 40 w.p.m. in English and 35 w.p.m. in Hindi, the use of editing tool for correcting the mistake may be permitted to function as per procedure in vogue but the benefit of ignorance of 5% mistakes will not be allowed.

3. It has also been decided that the procedure as revised above will be applicable from the date of issue of this letter.

(This also dispose of W.C. Railway's letter No.WCR/ka.HQ/Confid/Typing Test dated 22.07.2010)

Please acknowledge receipt.

(M.K. Meena)
Dy. Director Estt. (N)