Date : 14.02.23

GUIDELINES FOR EVALUATION OF TYPING TEST/DEST SCRIPTS (ENGLISH/HINDI) FOR THE POSTS OF SECRETARIAL ASSISTANT , JUNIOR OFFICE ASSISTANT/ JUNIOR BULLION ASSISTANT

I.   **Duration of typing test for all posts** : 10 minutes

II.   **Speed criteria**
       For Secretarial Assistant : 40 wpm
       For Junior Office Assistant/ Junior Bullion Assistant : 40 wpm in English and 30 wpm in Hindi

NOTE : The candidates appearing for the post of Secretarial Assistant will have to undertake both the typing test and shorthand test in the slot given to them and qualify in both tests separately . Criteria for shorthand test evaluation is given separately

III.   **NATURE OF MISTAKES**

A. Full Mistakes : The following errors are treated as full mistakes :-

i. For every omission of a word/figure.
ii. For every substitution of a wrong word/figure, except transposition of words.
iii. For every addition of a word/figure not found in the passage.
iv. For every spelling error committed by way of repetition, or addition, or omission, or substitution of a letter/letters, e.g. the word 'spelling' typed as seeplings; seplling; speling; seepling; spelling etc.
v. For repetition of word/figure, e.g. 'I shall shall be grateful ……….'
vi. Incomplete words (half typed words will be treated as mistake).

B. Half Mistakes : The following errors are treated as half mistakes :-

i. <u>Spacing Errors</u> : 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 have', 'I h ave' (space left between a word).
ii. <u>Wrong Capitalisation</u> : Wrong typing of a capital letter for small letter or vice-versa.
(This does not apply in respect of Hindi Typewriting scripts)

iii. <u>Punctuation Errors</u> : Where the punctuation mark is omitted or added or substituted by another.
iv. <u>Transposition Errors</u> : Where words are transposed, e.g. the words
'I hope' typed as 'hope I'.

v. <u>Paragraphic Errors</u> : Half mistake shall be treated for each irrational para, where the space given before starting of any paragraph is not uniform, i.e paragraph given manual spaces; without pressing the **Tab Key,** will be treated half-mistake.

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NOTE :
Any corrections made by pen or pencil will be treated as a Mistake.
Enclosures: Instructions to the Candidates (**Annexure-I**).

IV   **Criteria for Calculation of Typing Speed and Error-**

A. The Criteria for evaluation of typing speed is illustrated below as –

Note: 1 word = 5 key strokes, 1 error = 5 key strokes.

Net Speed (WPM) = [(Gross Strokes - Error Hits) / 5] / Total Test Time (Min).
Duration: 10 min.
Gross Strokes = Total Stokes Typed in 10 Min. e.g. 2000.
Words Typed = (2000/5) = 400.
Gross Speed = 400/10 = 40 WPM.

B. Criteria for Calculation of Error

Mistakes / Error Stokes = 250.
Error Words = 250/5= 50.
Net Errors = 50/10 = 5 WPM.
Net Speed = 40 – 5 = 35 WPM.

V.   **Percentage of Error allowed -**

Relaxation of 5% error for UR Category

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INSTRUCTIONS TO THE CANDIDATES

➢ The candidates are expected to type the words/figures and numerical/years in the manner as given in the Question Paper (both in English & Hindi). Mistake will be treated if a candidate types differently or in other language. This applies for both in English & Hindi Mediums.

➢ The candidate is required to type the Test Passage in the Medium opted by him, e.g. if he opts for English Medium, he is required to type in English language and vice-versa. No credit will be given if a candidate types in the Medium not opted by him.

➢ Candidates are required to use **Tab Key** for beginning of any Para; rather than giving spaces manually. Every Para, where the space given without pressing the **Tab Key,** will be treated as a half-mistake.

➢Candidates are **Not** required to repeat the passage, if he/she has completed the passage once and has time in his/her disposal, however they are allowed to revise and correct their mistakes and inaccuracies, if any, during the prescribed time.

➢ After every Punctuation mark, only **One** space is to be inserted, e.g. after comma, full stop, mark of interrogation etc. However, candidates are advised to follow the Question paper scrupulously in this regard.

➢ Any irrelevant matter/numerical typed will be treated as a mistake.

➢ Any incomplete word arising due to any reason, will be treated as one full mistake

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Mistakes / Error Stokes = 250.
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Net Errors = 50/10 = 5 WPM.
Net Speed = 40 – 5 = 35 WPM.

B) Percentage of Error allowed -

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