

**Important instructions for the candidates appearing for type test on commonly used word processing software on computer for recruitment for the post of Clerk-
Advt. No. 1/2018**

Dear Candidate,

1. For Computer Typing Speed Test in English, Text to be typed will be provided in "Reference Text" area. You need to type this text in text box provided below the reference text. For Computer Typing Speed Test in Hindi, a piece of passage will be given to the candidates for typing on computer.
2. The line breaks automatically at the end of the line. The candidate need not to use enter key for line break.
3. Corrections within the test duration will be allowed and possible (using only backspace button). Text at the end of Test will be treated as final and will be taken for evaluation.
4. Current word to be typed is highlighted in the Reference text area.
5. Word to word mapping is displayed between the reference text and text, the candidates will be typing.
6. Correct word/character is based on its exact mapping with the reference text. Hence, the candidate must type the word highlighted in the reference text area.
7. When a character or group of characters is typed and space is pressed it is marked as single word. This means that character or group of character between two spaces is considered as one word.
8. Following details will be provided on the Right hand side of the screen:
 - (i) **Font settings (Increase or Decrease)**
 - (ii) **The Timer shows you how much time is left. Once the time is up, typing or editing the text will not be allowed. It is mandatory to utilize the total time provided. In case you end the test before the total time then Typing Speed will be calculated based on Total Time allocated for the Test.**
 - (iii) **Gross Words per Minute (GWPM). (Refer the formula below for more details on calculation).**
 - (iv) **Errors : Count of incorrect words.**
9. **"Net Words per Minute" (NWPM) will be considered for the eligibility Criteria.**
10. Formula for Net Words Per Minute (NWPM):
Calculations: $\text{Gross Words Per Minute (GWPM)} = \frac{\text{Total Characters typed}}{5} \div \text{Total Time}$
 $\text{Net Words Per Minute (NWPM)} = \frac{\text{Total characters typed} - \text{Total incorrect characters}}{5} \div \text{Total Time}$

Note:-

1. In above calculations one word is considered of 5 characters. Hence, Total Characters are divided by 5 for GWPM and NWPM.
2. In NWPM formula, Total Incorrect characters are equal to total characters of incorrect words typed.
For example: - Candidate has typed "Knowlefgee" instead of "Knowledge" then total incorrect characters will be counted as 10 and if he/she has typed "mani" in place of "many" then total incorrect characters will be counted as 04.
3. **All the candidates who are desirous of appearing in Hindi Type Test will be allowed to appear for the same in 7th shift/ 8th shift at 02:30 P.M. on the date when they are called between 20.05.2019 to 22.05.2019. The reporting time for them is 02:00 P.M.**
4. **The evaluation of Hindi Type Test will got done manually instead of software.**

