



Details and Key Points of Computer Typing Speed Test for Recruitment of Post of Clerk cum DEO on 27/05/2018 against Adv. No 6/2016

1. In the Computer Typing Speed Test, Text to be typed will be provided in “Reference Text” area. The candidate will need to type this text in text box provided below the reference text.
2. The line breaks will be at the end of the line automatically, so no need 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 considered as final and will be evaluated.
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 you are typing. This facility provides user the current word to be typed.
6. Correct word/character is based on its exact mapping with the reference text. Hence, user must type the word highlighted in the reference text area.
7. When a character or group of character is typed and space is entered, then it is marked as a single word. This means that character or group of characters between two spaces is considered as one Word.
8. Following details will be provided on the Right hand side of the screen:
 - a. Font settings (Increase or Decrease)
 - b. The Timer will show the remaining time. 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 the test is ended before the total time then Typing Speed will be calculated based on Total Time allocated for the Test.
 - c. Gross Words per Minute. (Refer the formula below for more details on calculation)
 - d. Errors : Count of incorrect words
9. “Net Words per Minute” will be considered for the eligibility Criteria.
10. Formula for **NWPM** (Net Words Per Minute):

Gross Words Per Minute (GWPM) = (Total Characters typed / 5) ÷ Total Time

Net Words Per Minute (NWPM) =

{(Total characters typed – Total incorrect characters) / 5} ÷ Total Time

- In above calculations one word is considered of 5 characters. Hence, Total Characters are divided by 5 for GWPM and NWPM. This is the standard practice in the typing domain worldwide for English language.
- 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.



Important Instructions

1. The candidates are requested to check their computer and keyboard in all respects if the computer/keyboard has any problem, please inform the room Invigilator for change before commencement of test.
2. The duration of the English Typing Test is 10 Minutes.
3. Don't click on the close button of window during the test otherwise the data will not be saved.
4. Don't try to Copy, Drag, and Paste etc. or use malicious key combinations otherwise test will hang.
5. Every candidate will be supplied with a photo-bearing attendance sheet with his/her Roll number. He/she will be required to sign it and put his/her Left Hand Thumb Impression before the beginning of the Test.
6. Candidates shall not be permitted to leave the Examination Hall until the completion of the Test.
7. On completion of the test, they shall remain seated at their desks and wait for further instruction.
8. The candidate should not shout or disturb others, but should remain seated quietly and inform the exam invigilator.
9. Candidates must abide by further instructions, if any, which may be given to them by the Invigilator. If any candidate fails to do so or indulges in any disorderly or improper conduct, he/she will render himself/herself liable to expulsion from the Test or such other penalty as the Examination Board may deem fit.

Undertaking to be submitted the Candidates

The computer, keyboard and mouse provided to me is in working condition. I have checked and all peripherals are working fine. I have read and understood all the details, Key Points and important instructions of Computer Typing Speed Test for Recruitment of Post of Clerk cum DEO against Adv. No 6/2016.

Date 27/05/2018

Signature of Candidate_____

Name of Candidate_____

Roll No _____

Control Id _____