No.A-34012/8/E1/2022/DP&AR(EXAM)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL ADMINISTRATIVE REFORMS
(PERSONNEL WING)
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Puducherry, dt. 13.12.2023

N O T I C E

The Guidelines for Evaluation of Typing Speed Test on computer to be conducted on 17-12-2023 for the provisionally selected Lower Division Clerks in the Common Written Competitive Exam held on 27-08-2023 along with the instruction to candidates appearing for the said typing test are attached as Annexure.

2.   Candidates are advised to read the instructions carefully for strict compliance.

Enclosure: 1. Guidelines for evaluation of Typing Speed Test (Annexure-I)
            2. Instructions to the Candidates (Annexure-II).

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UNDER SECRETARY TO GOVT.(DP&AR)

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)
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GUIDELINES FOR
EVALUATION OF TYPING SPEED TEST (ENGLISH)

Maximum marks:100   Minimum Qualifying marks: 40

NATURE OF MISTAKES

A. Full Mistakes: The following errors are treated as full mistakes and one mark

will be deducted for each such 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 and half mark will be deducted for each such mistakes:-

   i. Spacing Errors : 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. Wrong Capitalisation : Wrong typing of a capital letter for small letter or vice-versa.

   iii. Punctuation Errors : Where the punctuation mark is omitted or added or substituted by another.

   iv. Transposition Errors : Where words are transposed, e.g. the words 'I hope' typed as 'hope I'.

   v. Paragraphic Errors : 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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Instructions to the Candidates for Typing Speed Test (On Computer)

The Exam Cell, DP&AR, Chief Secretariat, Puducherry will provide the Computer for the test.

2.   The skill test in typewriting is a qualifying test only. It will consist of one paper on running matter in the following manner

Post	Skill Test Norms on Computer	Marks
Lower Clerk Division	**English Typing @ 35 w.p.m.** **(Time Allowed - 10 minutes)** **(35 w.p.m. correspond to 10500 KDPH/9000 KDPH** **on an average of 5 key depressions for each word)**	**Maximum – 100** **Minimum Qualifying marks - 40**

3.   Candidates are required to report to the Supervisor half-an-hour before the commencement of the test.

4.   Candidates are required to bring the Hall Ticket issued for the Common Written Competitive Exam for recruitment to the post of Lower Division Clerk / Storekeeper held on 27.08.2023 along with any one of the Original IDs viz. Aadhar / Voter ID / Driving License /PAN etc. issued by the Central / State Government failing which they will not be admitted to the test.

5.   The candidates will be required to take their seat ten minutes before commencement of the Test. If the computer goes out of order, the candidate should inform the Invigilator.

6.   The candidates are expected to type the words/figures and numerical/years in the manner as given in the Question Paper. Mistake will be treated if a candidate types differently or in other language.

7.   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.

8.   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.

9.   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.

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

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

12. Two printouts of the passage typed by the candidates will be taken. Therein, the candidates must sign on each page and handover to the invigilator.

13. Candidate can take one copy of his / her printout of the typed matter after duly signed by the Invigilator.

14. Candidates shall not be permitted to leave the Examination Hall until the completion of the Test.

15. On completion of the test, they shall remain seated at their desks and wait until their scripts are collected and accounted for. They must not type, write or erase after the expiry of the allotted time.

16. Silence must be observed in the Examination Hall.

17. Candidates must abide by further instructions, if any, which may be given to them by the Supervisor. If any candidate fails to do so or indulges in disorderly or improper conduct he/she will render himself/herself liable to expulsion from the Test or such other penalty as the DP&AR (Exam Cell) may deem fit.

18. Any request for change in the medium of the typewriting test will not be entertained by the Exam Cell under any circumstances.

19. Candidates must start typing from the beginning of the question paper and must complete the whole paper.