1. **Typing Test will be conducted in English/Hindi on Computer/Manual Typewriter Machine as per the choice of the candidate. RRB/Patna will provide computer but not the Manual Type Writer Machine. The candidate willing to type on manual Typewriter Machine is requested to bring his/her own Typewriter Machine. Please bring Typewriter Machine in good condition in any case RRB/Patna will not provide Typewriter Machine and will also not be able to supply Typewriter Machine, if the machine brought becomes defective.**

2. **General Instructions to Candidates Appearing in the Typing skill Test**

(i)   Typing examination will be conducted in English/ Hindi on Computer/Manual Typewriter Machine as per the choice of the candidate.

(ii)   The Candidates are required to pass the Typewriting test at a minimum speed of 30 Words Per Minute in English or 25 Words Per Minute in Hindi.

(iii)   The duration of the test is 10 minutes. Candidates are required to type minimum 300 words or 1500 strokes in order to attain a minimum speed of 30 Words Per Minute in English Typewriting. Similarly, a candidate appearing in Hindi Typewriting should type minimum 250 words or 1250 strokes in order to attain a speed of 25 Words Per Minute. The transcripts of those candidates who do not type 300 words/1500 strokes in English or 250 words/1250 strokes in Hindi in the prescribed time limit will not be evaluated. The standard measure adopted in counting words typed is @ 5 strokes per word.

(iv)   A Candidate must start typing from the beginning of the text and must complete the whole text. If any candidate completes the text before 10 minutes, he/she should retype the same passage and continue typing until expiry of the time.

(v)   The evaluation of the passage typed by the candidate will be done as follows:-

(a) A mistake will be classified as full mistake and half mistake. (5% mistakes of the total words typed will be ignored)

Accordingly, the total number of mistakes will be calculated as –

$$\text{No. of full mistakes} + \frac{\text{No. of half mistakes}}{2}$$

(b) The typing speed of the candidate will be worked out by the following formula:-

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

(vi)   A candidate must return the question paper along with his/her script, duly signed to the invigilator after the examination is over. He/She should not take either question paper or scripts or any other blank typing paper out of the examination hall. He/She should not tear any sheet given to them. If a Candidate uses more than one sheet, he/she should fasten all the sheets securely before handing over the same to the Invigilator.

(vii)   Physically handicapped candidates are eligible for exemption from typing qualification for appointment to clerical posts, if they are found otherwise qualified and are Certified as being unable to type by the Medical Board attached to Special Employment Exchange or by a Civil Surgeon where such a Board does not exist. A Candidate seeking the exemption must be present with the above certificate at the venue on the date of typing test. Candidates remaining absent on the date of typing test will be disqualified for concerned posts.

(viii) Physically handicapped (Blind/Low Vision) candidate can avail the facility of dictation assistant provided by RRB or they can bring their own dictation assistant. They can avail the facility of dictation assistant only receipt of undertaking by the candidate. Format of undertaking will be provided at the time of Typing Test. The candidate shall be given 10 minutes time with the dictation assistant to familiarize with the pronunciation and speed of dictation of the dictator. No extra time will be provided to such candidates.

(ix)   More number of candidates than the vacancies are being called for typing test and merely calling a candidate for typing test does not in any way entitle him/her to an appointment in the Railways.

Step wise procedure for typing on computer:-

A. Key board layout will be Remington for both Hindi and English Typing Test. Font will be Kruti Dev for Hindi and Times New Roman for English.
B. Editing tools in the computer will be disabled in the test environment. Following keys will be disabled:
   a. Escape Key
   b. All function Keys (F1 to F12)
   c. TAB
   d. Caps Lock
   e. Windows Key (Left & Right)
   f. Ctrl Key (Left + Right)
   g. Backspace
   h. Insert
   i. Delete
   j. Home
   k. End
   l. Page Up
   m. Page Down
   n. Num Pad keys(1, 2, 3,4, 7,8,9,0,/,*,-,+, Enter,.)
C. Additionally, the following features will also be disabled/inaccessible:-
   i. Menu bar in Internet Explorer will not be accessible.
   ii. Internet Explorer window will not be allowed to be closed
   iii. Internet Explorer navigation buttons will be disabled.

Candidates have to Login twice before commencement of the typing test.

I. FIRST LOGIN

(a) The candidates will be given 10 minutes to read the instruction thoroughly and 05 minutes for demo typing test.
(b) A dummy typing sheet (Question Paper) will be provided to all candidates for demo test.
(c) Candidates have to First Login for Demo Typing Test of 05 minutes duration.
(d) Candidates Login ID and Password both will be his Roll No.
(e) After First Login candidate's Roll No., Name, Fathers Name and Photograph will appear on his computer screen.
(f) If data of candidates appearing on computer screen does not match with his own data, candidate is requested to press back button and Re-Login.
(g) After Fist Login count down time of 05 minutes for demo test will appear on computer screen for demo test. Now, candidates can type the demo sheet provided to them.
(h) After completion of 05 Minutes Demo Test, demo test sheets will be collected by the invigilators and an original typing sheet (Question Paper) will be given either in Hindi or in English as demanded by the candidates.
(i) Candidates has to put the Question Paper with reverse facing on his desk so that written matter on Question Paper cannot be read by the candidates before commencement of the Typing Test.

II. SECOND LOGIN

(a)   A dialog box for Second Login will appear on computer before commencement of Actual Typing Test.

(b)   Candidate has to do Second Login by entering Roll No. only for actual Typing Test.

(c)   After Second Login count down time of 10 minutes for actual typing test will appear on computer screen for actual typing test. Now, candidates can turn the Question Paper given to them and start typing.

(d)   After completion of 10 Minutes Typing Test, typed contents will automatically be saved.

(e)   A print of the typed content will be taken in duplicate, which will have to be signed by the candidates. Invigilators will collect the signed sheet as well as Question Paper. After that candidates will be allowed to leave the examination hall smoothly without making noise.