

TYPING SPEED TEST INSTRUCTIONS

(For the post of Personal Assistant vide Advt. No. 233/2024)

General Instructions:

1. The duration of the Hindi and English typing test will be of 10 minutes.
2. The Hindi and English typing test will be conducted on the computer using typing software. The English typing test will be evaluated by the software and result will be displayed instantly, including all the typing errors.
3. The Candidates are supposed to type the text exactly as provided in the given chunks of text.
4. To clear the test, the candidate must have a minimum **Net typing Speed** of **40 words per minute**. Maximum **8%** mistakes would be permissible to pass the test, meaning thereby that at least **92%** accuracy is required in addition to the typing speed.
5. Proper care has to be taken for spaces while typing punctuation marks. Wrong spacing of punctuation marks will be treated as space error.
6. Some of the keys of the keyboard, which are not relevant to the typing test software, would remain non functional during the typing test.
7. The typing software records all key combinations pressed by the candidate during typing test. Candidate is strongly advised not to press any illegal combinations such as Microsoft Windows Key combinations like Windows + L, Ctrl + Alt + Del, etc. In such cases candidate will be responsible for the loss of time or any other inconvenience caused. No extra time or chance will be given in such case.

Typing speed related instructions:

1. Definition of a "word" has been standardized to five characters, including spaces and punctuation.
2. The passage given for typing will be displayed on the screen in chunks of 3 lines of text, and the candidate has to type the matter **exactly**. Extra words (not found in the text) and characters typed by the candidate will be considered as mistakes. Omission of any punctuation mark will also be treated as a mistake.
3. Each chunk of text will contain approximately **42-44** words and after typing **80% of text** in current chunk, candidate can use the Enter key or down arrow key to move to next chunk of text. There is penalty for skipping the words, so candidate should take care that all the words given in the chunk are typed. For editing the text, Up arrow key can be used to move to previous line while PgUp and PgDn keys can be used to move to previous or next chunks of text.

Hemant Koul
20/12/24

Hemant Koul
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4. Spaces, numbers, letters, punctuation and enter key are all counted as characters for calculating gross speed, **but extra spaces, extra enter keys and any function keys such as Shift, Alt or Backspace will not be counted.**

5. **Calculation of Errors**

(i) **Full mistakes:**

- Omission of any word
- Substitution of any wrong word
- Addition of any wrong / Extra word not found in the passage

(ii) **Half mistakes:**

- Spacing errors: Where no space is provided between two correctly typed words or a correctly typed word is split into two words due to space.

6. **Typing speed and accuracy percentage are calculated as follows:**

- Gross characters = total number of characters typed
 - Error characters = number of mistakes x word length (i.e. 5)
 - Net characters = Gross characters – Error characters
 - Gross speed (in words per minute) = Gross characters / (word length × test duration) (in minutes)
 - Net speed (in words per minute) = Net characters / (word length × test duration) (in minutes)
 - Accuracy Percentage = $(100 \times \text{Net characters}) / \text{Gross characters}$.
 - **Note:**– Gross speed / Net Speed is always in integer, the decimal part is truncated. So for example, if the Gross characters typed in 10 minutes are 298, then the Gross Speed = 29 and **not 29.8**
7. For incorrect words, the extra characters typed, which are more than the length of the reference word, are ignored for determining the gross speed.
8. For extra words typed, irrespective of the characters typed in the word, the characters to be considered for gross speed are 5.

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