

Instructions to Candidates appearing in Typing Test for the Posts of Jr.Clerk-cum-Typist.

(i) GENERAL INSTRUCTIONS: -

- 1) Please paste your recent color photo in the space provided in call letter. Candidates without photographs affixed on the call letter, will not be allowed for Typing Test. Check particulars, specifically community, printed in the call letter. In case of any discrepancy, you must contact Railway Recruitment Cell office immediately.
- 2) Candidate will be allowed to appear for Typing Test only with call letter duly certified by the supervisor.**
- 3) Candidate will be allowed to appear for Typing Test only at the Centre, on the date and time indicated in the call letter. Request for change of Typing Test Centre, date and time will not be entertained.
- 4) Exam Halls will be allotted on the basis of choice of language already opted by Candidate.
- 5) You should report at the Typing Test Centre with the call letter at the reporting time for verification of identity.
- 6) You will not be admitted to the examination hall, if you do not report at the time indicated in the call letter.
- 7) You will not be allowed to leave the hall until the examination is over. You must remain seated in your place till the answer sheet is collected back by the invigilator at the end of the Examination.
- 8) Mobile phone/Electronic gadgets are banned in Exam Centre.**
- 9) Candidate should strictly obey the instructions issued by the officials at the Examination Centre/Hall.
- 10) If any candidate fails to observe any of the above instructions or indulges in any form of disorderly or improper conduct, he/she is liable for expulsion from examination Centre or any other action as the Railway Recruitment Cell may deem fit.
- 11) The candidature is provisional and is subject to satisfying all the criterial.

(ii) Typing Test Instructions: -

- 1) **Typing Test will be Computer Based Test.** For candidates taking the typing test, PCs will be provided.
- 2) The required qualifying speed for typing in English is 30 words per minute and in Hindi 25 words per minute.
- 3) The duration of test will be Ten (10) minutes. If a Candidate does not qualify in above mentioned typing test, he/she will be considered unsuccessful in Typing Skill Test and he/she will not be considered for the post of Jr.Clerk-cum-Typist irrespective of the marks obtained by him/her in the online examination.
- 4) After conclusion of the test of 10 minutes duration on PC, print out of the transcript typed by the candidates will be taken out for each candidate. Each transcript may comprise of one sheet of paper, at best comprising both front and reverse sides. Candidates would be required to put their signature and affix thumb impression on the print out of their respective transcript.
- 5) The standard measure adopted for counting words is @ 5 strokes per word. Candidates will be required to type the minimum of 300 words or 1500 strokes in English to attain prescribed speed of 30 words per minute OR 250 words and 1250 strokes in Hindi for the prescribed speed of 25 words per minute, within prescribed duration of 10 minutes.
- 6) The transcripts of the candidates who do not type out 300 words/1500 strokes in English OR 250 words/1250 strokes in Hindi within the prescribed time will not be evaluated.
- 7) Candidates must start typing from the starting of the passage and must complete the whole passage. ***If any candidate finishes the passage before the allotted time, he/she should restart the same passage and continue typing until expiry of the time.*** Candidate will not type/erase/write after the expiry of the allotted time.
- 8) The candidates must return the model passage paper along with their transcripts to the Invigilator after the examination is over. They should not take with them either the model passage paper or transcript or any other material out of examination hall. They 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 it over to the Invigilator.
- 9) The Candidates should abide by other instructions given by the Test Supervisor.
- 10) Being called for Typing Test does not by itself give any entitlement whatsoever for any appointment in the Railways.
- 11) Please not that in other matters the terms, conditions, etc., laid down in the GDCE Notification shall apply mutatis mutandis.
- 12) The above instructions are not exhaustive and are indicative only. Instructions on the subject, as in vogue at the time of examination, will be followed.

www.rrcmas.in Ph.044-28213185

Railway Recruitment Cell, 3rd Floor, No.5, Dr.P.V.Chierian Crescent Road, Egmore, Chennai – 600 008.