

Evaluation / Qualification Criteria in Computer Typing & Data Entry Test (PAPER II)

This test will be held in two parts one will be consisting of Typing test for 15 Minutes and another test for Data Entry of 15 Minutes each carrying maximum marks 100. Total Duration of a session for a Candidate i.e. back-to-back Computer Typing and Data Entry Tests shall be of 15 minutes each. Entire session comprises of pre-Test Verification, briefing, actual Tests (2x15) and Post Test printout and Signing of Printouts shall last for 90 minutes.

Qualifying criterion: There is no sectional qualifying criterion. There is a need to score **Minimum 40%** marks for OC, 37% for OBC and 33% for SC / ST in both the tests (Computer Typing and Data Entry test) **put together**. It is mandatory for the candidate to attempt both Computer Typing and Data Entry tests. If a candidate does not attempt Computer Typing OR Data Entry test then it will lead to his/her disqualification.

I. Computer Typing TEST

Candidate will be given a Paragraph in English / Hindi of approximately 1000 words for Typing through customized software. The Computer Screen will be divided in two parts and having Dual Window, one at the above half portion is for source content (Typing Matter) and one at the bottom half portion is for Typing (Candidate to Type here). There will be a built-in and visible Clock showing the countdown for 15 minutes on the screen for each candidate.

Important precautions:

- a. Candidate's Performance on Computer Typing will be done by software while typing is in progress and taking into account both his/her Speed and Accuracy.
- b. Candidate has to take care of Synchronized Typing between content (Typing Matter) highlighted at the above half portion of source window (Typing Matter) and corresponding position of cursor being typed at the bottom half portion of window. Content typed, out of synchronization are reckoned as Errors.
- c. While doing typing, If a candidate intends to correct any mistake in a particular word, he/she can do so by pressing back (←) button on Keyboard before pressing the Space Bar. But if a SPACE BAR is pressed after typing a word the software will not permit the candidate to correct the mistake in that particular word.
- d. Candidate has to be vigilant about Highlighted typed words because it is counted as Error and each error affects his/her accuracy. Counting of Errors done during the Typing Test will be reflected in the evaluation of performance.

At the end of the test, "TEXT" typed by candidate will be printed on an A4 sheet. This will also contain the details for typed text, mistakes done and will also have calculated Gross and Net speed. This sheet shall be signed by the candidate as well as by the invigilator. These values are calculated as follows:

- A. Gross strokes = Total number of Key strokes entered
- B. Error hits strokes = Number of words incorrectly typed X 5 (1 word = 5 Key Strokes)
- C. Net Strokes = A - B
- D. Net Speed in Words Per Minutes (WPM) = $(C \div 5) \div 15$ i.e. Time of test in Minutes**

EVALUATION

This **Net Speed** is the "Result" of the **ENGLISH/ HINDI** Typing Test and minimum Net Speed of 30 WPM for English and 25 WPM for Hindi is equivalent to the 40 Marks out of 100 maximum marks. Accordingly the Net Speed will be converted into marks obtained by individual as follows:

Marks obtained by individual = Net speed (**D** above) X 40 ÷ (30 in case of English or 25 in case of Hindi)

II. COMPUTER DATA ENTRY TEST :

A.1 TEST in English

This Test will be conducted through customized software in which 50 Forms will appear on the software screen one by one, each form having 50 characters (grouped in 7 fields) and applicant has to complete the data entry in 15 Minutes time. There will be again dual window on the screen, one at the above half portion is for displaying source form (Matter) and one at the bottom half portion is for making the data entry by the applicants in different respective columns (7) as corresponding to source forms.

At the end of the test, "TEXT" typed by candidate will be printed on an A4 sheet. This will also contain the details of errors committed in each Record typed. This sheet shall be signed by the candidate as well as by the invigilator.

A.2 TEST in Hindi

This test will be conducted on an Excel sheet. Applicant will get a hardcopy of 50 records in Hindi and each record contains 50 characters grouped in 7 columns. The duration of test will be 15 Minutes only. Applicant has to attempt this test on excel sheet within the specified time duration, write his Roll No and Name on the Top of sheet, and sign the printout of this sheet after completing the test and before leaving the examination hall.

EVALUATION

B.1 For English Data Entry Test, the software shall evaluate the forms for correctness and speed. Each completely Correct Form will carry 2 marks. Form marks (2) will be equally divided into number of field in that record. i.e. if 5 fields are correct in a Form of 7 fields then the candidate will get $5 \times 2 \div 7 = 1.43$ marks out of 2 marks for that Form.

B.2 For Hindi Data Entry Test printed hardcopies shall be evaluated "manually" using the same criteria adopted for English Data Entry Test.

TEST QUALIFICATION

This is a combined test and marks in both the components put together will be reckoned for the purpose of qualifying. However these marks are not added to the marks obtained in Paper I and Merit List will be drawn up based on marks obtained in Paper I subject to their qualifying in Paper II. Marks obtained in Typing and data Entry test will be added together and the minimum qualifying criterion as defined above is applied i.e. 40% (80Marks) marks for OC, 37% (74 Marks) for OBC and 33% (66 Marks) for SC / ST for qualifying the computer typing and data entry test.

Important:

1. PH-I i.e. Visually Impaired and PH-III i.e. Physically impaired candidates who are qualified to hold clerical posts but are certified as being unable to "Type", by the Medical Board attached to Special Employment Exchange for the handicapped (or by a Civil Surgeon where there is no such board) are exempted from Computer Typing Test. For this purpose the candidates are required to come to the Exam centre along with the Original Medical Certificate issued in prescribed form from the Medical Authorities along with a Copy of the same duly Attested by a Gazetted officer. This Exemption is Provisional subject to verification of the certificate produced provided they find place in the Merit List. **Note:** The term "Physically handicapped persons" however does not cover those who are hearing impaired but covers only those whose physically disability permanently prevents them from "Typing".

PH-III i.e. Physically Challenged candidates in the category of One Arm affected, One Arm & one leg affected and Muscular weakness will **ONLY** be exempted to appear in the Paper II provided they produce a valid certificate in the prescribed format. This Exemption is Provisional subject to verification of the certificate produced provided they find place in the Merit List.

2. Candidates failed to secure prescribed qualifying marks in Paper II, will not get placed in the Merit List though they secured qualifying marks in Paper I. Therefore it is essential to get qualified in the Paper II.
3. Candidate belong to SC/ST/OBC will be selected against OC quota provided they have full filled all the conditions like Age, Qualifying Marks in Paper I & Paper II. The candidate who has secured Qualifying marks as per relaxed standards in any of the Paper I & Paper II will be considered for vacancy present under the category.