

FAQs FOR TYPING SKILL TEST FOR SENIOR CLERK

Ques. 1 - Typing Skill Test is applicable to which posts?

Ans. - Typing Skill Test is applicable to the post of Jr. Accounts Assistant-cum-Typist (Cat. No. 5) and Sr. Clerk-cum-Typist (Cat.No. 6).

Ques. 2 - What will be the mode of Typing Skill Test?

Ans. - Typing Skill Test will be conducted only on Personal Computer to be provided by RRBs with disabling editing tools and spell check facility. KrutiDev&Mangal font shall be made available for candidates appearing Typing Skill Test in Hindi on Personal Computer.

Ques. 3- What is the duration of Typing Skill Test?

Ans. - The duration of Typing Skill Test will be 10 minutes.

Ques. 4 - What is the minimum speed requirement in Typing Skill Test?

Ans. - The minimum speed requirement in Typing Skill Test is 30 WPM in English or 25 WPM in Hindi.

Ques. 5 - Who is exempted from Typing Skill Test and what document should be submitted for the exemption?

Ans. - PWD candidates who bring the Certificate for Typing Skill Test Exemption from Competent Medical Board duly countersigned by Medical Superintendent/CMO/Head of Hospital on prescribed proforma as given in Annexure - VIII of CEN No. 03/2015.

However, such PWD candidates are required to attend venue of Typing Skill Test on the day of test along with E-Call Letter, Valid photo ID, one passport size colour photograph for submission of Exemption Certificate and for attendance/biometric etc.

Ques. 6 - How many times of vacancies candidates will be shortlisted for Typing Skill Test?

Ans. - For the post of Jr. Accounts Assistant-cum-Typist (Cat.No. 5) and Sr. Clerk-cum-Typist (Cat. No. 6), Typing Skill Test shall be conducted for which candidates equal to eight times the number of vacancies shall be called for.

Ques. 7 - How the merit will be drawn for the post of Jr. Accounts Assistant-cum-Typist and Sr. Clerk-cum-Typist?

Ans. - Typing Skill Test is qualifying in nature (i.e. marks obtained in Typing Skill Test shall not be added for making merit). Merit of these posts will be drawn only for the candidates who qualified in the Typing Skill Test, based on performance in 2nd stage CBT.

Ques. 8 - Whether Paragraph for Typing Skill Test will be shown in computer only?

Ans. - Yes. Hard copy of the Paragraph for Typing Skill Test will not be given.

Ques. 9 - Whether a candidate will be given a chance to rehearse themselves before actual Typing Skill Test in the Exam Hall.

Ans. - Yes.

Ques. 10 - Whether second chance may be given to the candidates who failed to appear in Typing Skill Test?

Ans. - No.