INSTRUCTIONS TO CANDIDATES APPEARING IN THE TYPING SKILL TEST

1) The candidates may use either Typewriter machines or computer for the typing skill Test, option for which will be taken from the candidates before the Test..

2) Arrangement of Computer will be made by the RRB/Kolkata for the candidates who will appear in the Typing Skill Test on Computer. Candidates who are opting for Typing Skill Test on manual Type Writer Machine should bring their own Type Writer Machine (English/Hindi key punching type machine) along with them. If Type Writer Machine brought by the candidate develops any snag or fails during the test, neither any extra time will be allowed nor any alternative arrangement will be made by RRB/Kolkata. Accordingly, candidates are advised to bring good quality typewriter machine with them. Electronics typewriter machines are not allowed. Candidates will be provided blank sheets by the RRB and they are required to type on one side of the sheets provided and in double space.

3) The candidates are required to pass the typewriting test at the minimum speed of 30 words per minute in English or 25 words per minutes in Hindi. In case of using computers ,the use of editing tools for correcting mistakes will not be permitted.

4) The duration of the Typing Test is of 10 minutes.

5) The candidates are required to type 300 words so as to attain a minimum speed of 30 words per minute in English typewriting. Similarly, a candidate appearing in Hindi typewriting should type 250 words in order to attain a speed of 25 words per minute. The transcripts of those candidates who do not type out 300 words in English or 250 words in Hindi in the prescribed time will not be evaluated.

6) Candidate must start typing from the begining of the question paper and must complete the whole paper. If any candidates finished the paper before the allotted time, he/she restart the same passage and continue typing until expiry of the time.

7) Spacing errors, punctuation errors, Paragraphic errors, wrong capitalization, crowing, piling/over typing errors, transposition errors, syllabification errors and faulty operations will be treated as mistakes.

8) The candidates must return the question paper along with their scripts to the Invigilator after the examination is over. They should not take out of the examination hall either the question paper or scripts or any other blank typing paper. 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 over to the Invigilator.

9) The Railway Recruitment Board reserves the right of ordering re-test in the case of any candidate or all candidates.

10) PWD candidates are required to submit PWD certificate as per annexure - IX of the E.N.No. CEN-04/2010 on the day of Typing Skill Test. Without PWD Certificate candidate is not allowed for Typing Skill Test.

11) Handicapped candidates who are unable to type must produce a certificate on the day of Typing Skill Test from the Medical Board attached to the Special Employment Exchange or by a Civil Surgeon where such a board does not exist, failing which they have to undergo typing skill test on the specified date and time.

12) The font for Hindi Typing in Computer will be TT Mangal (Devnagari), with Unicode character set setting in regional languages .