

INSTRUCTIONS TO CANDIDATES APPEARING IN THE TYPING SKILL TEST

- 1) The candidate should bring their own typewriting machines with them. RRB/Kolkata will not provide any machine and will also not be able to supply any machine if the machine brought by the candidate turns out to be defective. 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.
- 2) 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.
- 3) The duration of the Typing Test is of 10 minutes.
- 4) 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.
- 5) Candidate must start typing from the beginning 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.
- 6) 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.
- 7) 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.
- 8) The Railway Recruitment Board reserves the right of ordering re-test in the case of any candidate or all candidates.
- 9) Attention to PH candidates: Physically handicapped candidates who are unable to type are required to produce a letter to such effect by the Medical Board attached to the Special Employment Exchanges or by a Civil Surgeon where such a board does not exist as per enclosed proforma.