48 /P.S.C.W.B.   Dt. 15/03/2022

GENERAL INFORMATION FOR ALL THE CANDIDATES REGARDING COMPUTER TYPE TEST WITH RESPECT TO CLERKSHIP EXAMINATION, 2019

1. Carefully read the instructions given in order to avoid disqualification, error and time loss. After reading the instructions carefully, click on the check box to proceed.
2. The Typing Test is qualifying in nature as mentioned in the notification.
3. Candidates except Blind / Low Vision / LDCP who will type less than 200 words for (English Type Test) / 100 Words for (Bengali Type Test) in Ten minutes will be considered as Disqualified for this examination.
4. Candidates belonging to Blind / Low Vision / LDCP who will type less than 120 words for (English Type Test) / 60 Words for (Bengali Type Test) in Ten minutes will be considered as Disqualified for this examination.
5. Nature Of Mistakes
   a) Omission of words or insertion of foreign words will be considered as major mistake.
   b) Omission of punctuation marks and incorrect punctuation marks will be considered as minor mistake.
   c) Spelling mistake will be considered as major mistake.
   d) Insertion of punctuation at the beginning / inside /end of a word will be considered as major mistake.
   e) Letter(s) typed in small letter in place of capital letters and vice-versa at the beginning / inside /end of a word will be considered as minor mistake.
6. Calculation of Marks for accuracy
   a) Marks = No. of Typed Words — 0.33 X Major Mistake — 0.15 X Minor Mistake
   b) Qualifying Marks for English Language: 140
   c) Qualifying Marks for Bengali Language: 70
   d) Qualifying Marks for Blind / LV & LD/CP for English Language: 84
   e) Qualifying Marks for Blind / LV & LD/CP for Bengali Language: 42
7. After candidate logs into the system, trial typing test will start and to be completed in **2 minutes** wherein Candidate will check keyboard and keys operation. There will be break time of **10 minutes** after the trial test. If any candidate's system keys are not working during this break time, they have to immediately report to the invigilator and get it resolved. The **Actual Typing Test** will begin after the break time as per the information given below. Typing Test will be for 10 minutes.

Exam	Exam Duration	Overall Duration for (Normal Candidates)
Typing Test	2+10+10	22 Min

8. Candidates (excepting Blind / Low Vision & LD / CP) will be allowed to repeat the same paragraph after completion of 180 words (for English language) / 90 words (for Bengali language) from the given passage.

9. Candidates belonging to Blind / Low vision & LD / CP category will be allowed to repeat the same paragraph after completion of 108 words (for English language) / 54 words (for Bengali language) from the given passage.

10. Candidates are allowed to repeat only once within the stipulated time.

11. The Blind/Low vision candidates will have to bring their own Passage Dictators (Reader) for the Typing test. The Passage Dictator will read out the passage to Blind/Low vision candidate within the allotted time period. Commission will not provide any Reader in this respect.

12. **Typing Test Keyboard Layout of English will be available in English (US) only and font will be Times New Roman. The keyboard layout for Bengali Typing Test will be Nirmala UI Font on Bornona type Keyboard (Avro).**

13. Candidates other than Blind/Low Vision will have their typing matter on computer screen. Blind/Low vision candidates will have their typing matter on paper.

14. Do not use special keys or any key at the time of the examination, which is not necessary for the typing of the words given in the displayed text. Do not type any special characters / symbols except those mentioned in the displayed text.

15. Typing Test will be held in Unrestricted Mode. In unrestricted typing, candidates will be allowed to proceed with the typing test, even if content is typed incorrectly.

16. The candidate has to type the word being highlighted in the displayed text without any errors.

17. **Criteria for Evaluation will be "No. of Typed Words – 0.33 X Major Mistake – 0.15 X Minor Mistakes". None of the incorrect word (mistake) will be ignored. Therefore, candidates are advised to use Backspace key and arrow keys to fix the incorrect word within typed text.**

18. **Don'ts**

   1) Don't use any **other key or key combination apart** from those that is required to type the given text.
   2) Don't enter any special character/symbol other than mentioned in the provided text. (This could skip words, leads to typing error, could be evaluated as typing mistake).
   3) **Don't press back space or any other key once the test is submitted and summary is displayed.**

19. **A link for MOCK TEST for typing will be made live *w.e.f.* 21.03.2022 for candidates to get familiar with typing software as described above.**

20. Be patient during examinations and keep calm. You can contact the invigilator for any problem, such as: -
   a. Key-board error
   b. Machine automatic shutdown
   c. Power interruption
   d. Browser crash
   e. Artificially expiring session

21. Your candidature can be revoked if you disturb the peace or in some way disrupt the examination or adopt wrong methods / using restricted electronic gadgets such as Bluetooth device, mobile phone, electronic watch, camera etc. and legal action may be taken against you too.

22. Clock has been installed on the server so the remaining time of the exam will be displayed in the countdown timer at the top right corner of your computer screen.

23. Typing test will be submitted automatically as per the given time.

24. Candidates will not be allowed to leave the Examination Hall until the examination ends.

BY ORDER OF THE COMMISSION