PUBLIC SERVICE COMMISSION, WEST BENGAL

IMPORTANT ANNOUNCEMENT

Instructions regarding **Computer Type Test** with respect to **West Bengal Works Accountant Recruitment Examination, 2018 (ADVT. No.: 23/2018) and Clerkship Examination, 2019 (ADVT. No.: 05/2019)**

1. The typing test is qualifying in nature as mentioned in the notification.

2. Candidates who will type less than 200 words (in English) or 100 words (in Bengali) in 10 (ten)minutes will be considered as DISQUALIFIED for the examination.

3. Candidates will be given 5 (five) minutes for trial test for checking of the keyboard and key operation. Then the actual typing test will begin for duration of 10 (ten) minutes.

4. Candidates will be given a typed matter in hard copy as manuscript for typing.

5. Candidates are allowed to repeat the same paragraph after completion of typing of the passage given to them. Use of "copy paste" method is strictly prohibited and subject to disqualification.

6. Candidates are not allowed to use special keys / special characters / symbols except which is given in the matter of typing.

7. 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.

8. 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

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

10. The typed passage must be in conformity with the given passage.

11. Candidates will not be allowed to leave the examination hall before the end bell.

12. The given passage will contain exactly 200/100 words for English/Bengali language (120/60 words for English/Bengali for Blind/LV/LDCP candidates). (As per Notification No. 52/P.S.C./con dated 17/03/2022).

13. 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. (As per Notification No. 48/P.S.C./con dated 15/03/2022).

BY ORDER OF THE COMMISSION

ASSISTANT SECRETARY