Instructions to the candidate on e-call letter for Typing Skill Test: Please read carefully and comply

1. Candidates should report at the center of the examination well in advance of the reporting time i.e. 07:30 hrs to complete activities such as verification of the candidate, capture of biometric (L1 and photo), collection of documents, announcement of instructions and lagging in etc.

2. No candidate will be allowed inside the test center after gate closing time i.e.08.15 hrs.

3. Candidates are advised to reach the city of their examination at least 1 day in advance of examination date and must visit their test center to familiarize with expected time of travel to the test center and unusual traffic conditions.

4. E-Call Letter for Typing Skill Test is to be submitted for verification at the time of the test. At least one original and valid photo identification card (i.e. not photocopied or scanned or expired) such as College ID, Employee ID, Driving License, Passport, PAN Card, Voter ID, Aadhar, a-E-Aadhar must be presented failing which he/she will not be permitted in the exam.

5. Please affix Passport size Colour Photograh – same as that was uploaded at the time of online application in the space provided on the RRB portion of the e-Call Letter.

6. Don’t bring any banned items/electronic gadgets such as Mobile phones, pager, watches, Bluetooth enabled devices, calculators, etc. since they are NOT ALLOWED inside the premises of Test Centre. There is no facility for safe-keeping of your personal belongings outside the examination hall and RRBs are not responsible for its loss. Only typing skill test e-call letter, photo ID card in original and one color photo will be allowed inside the hall. Eligible PWD Candidates seeking exemption from typing test who have not uploaded the valid proper medical certificate for exemption from typing skill test in the link provided for this purpose within 28.06.2017, will have to physically report at the venue and produce original medical certificate in prescribed format i.e. Annexure-VIII (copy enclosed with e-call letter) for exemption, failing which they will be treated as absent in the test. Candidates should not carry any Pen/Pencil inside the Test Center, Pen will be provided to the candidates during the exam.

7. Indulging in any malpractice/unfair means in the Examination Hall/arranging impersonator will disqualify the candidate and he/she will be debarred from all future RRB Examinations & Appointment in Railways.

8. Candidate needs to make his/her own travel and stay arrangements for attending the test.

9. The e-Call Letter is provisional, subject to the condition that the candidate has fulfilled all the eligibility conditions like academic qualification, category, PWD status etc. as mentioned in his/her online application which is subject to verification in the consecutive stages of the selection process.

10. Special instructions annexed with e-call letter as well as given by the Invigilator in the test lab should be followed strictly.

11. Change of date/shift/center of Test is not permitted under any circumstances.

12. Mere issue of e-Call Letter does not confer any right to be eligible for the post. The candidate is purely provisional and is liable to be cancelled at any stage of recruitment or thereafter, in case any inconsistency is noticed.

13. RRB reserves the right to order re-examination for any or all the candidates.

14. Decision of the RRB in all the matters will be final and binding on the candidates.

15. The Typing Skill Test is qualifying in nature i.e. candidates acquired typing speed of 30 w.p.m in English or 25 w.p.m., in Hindi on computer without editing and Spell check facility will be further considered in the final merit list.

16. The duration of the test will be 10 (Ten) minutes commencing from 09.00 A.M. and the candidates are required to attempt typing in English or Hindi as per option exercised by them.

17. Candidates opted to take Hindi Typing test must be familiar in the usage of krutidev or Mangal font typing.

18. As the skill test is to determine the speed, candidates who have completed the passage can retake passage within the duration of test i.e. 10 minutes. Candidates (other than PWD) who do not type the whole passage at least once in 10 minutes will be treated as disqualified. If a candidate does not qualify in the Typing speed, he/she will be considered unsuccessful in Typing Skill Test and unsuitable for respective posts involving typing skill posts irrespective of higher merit in 2nd stage CBT.

19. The candidate should not leave the test lab until they are asked to do so.

RRB WISHES YOU ALL THE BEST!!
Special Instructions to Candidates Appearing in the Typing Skill Test against CEN-03/2015

(i) Candidates are requested to read the On-screen instructions carefully.

(ii) Typing examination will be conducted in English or Hindi on Computer as per the chosen language for Typing Skill Test of the candidate. Prior to actual test, an opportunity shall be given to the candidates for practice of typing on computer in exam lab.

(iii) The duration of the test is 10 minutes. The candidates are required to type the test paragraph containing 300 words during the test so as to attain a minimum speed of 30 words per minute in English Typewriting. Similarly a candidate appearing in Hindi Typewriting should type the test paragraph containing 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. The standard measure adopted in counting words is @ 5 strokes per word.

(iv) Candidates must start typing from the starting of the text and must complete the whole text. If any candidate finishes the test before the allotted time, he/she should restart the same passage and continue typing until expiry of the time.

(v) The evaluation of the passage typed by the candidate will be done as follows:
   (a) The mistakes will be classified as full mistakes and half mistakes. 5% mistakes of the total words typed may be ignored. Accordingly, the total number of mistakes will be calculated as:-
      \[
      \text{No. of full mistakes} + \frac{\text{No. of half mistakes}}{2}
      \]
   (b) \[\text{No. of mistakes} = \text{total number of mistakes} - 5\% \text{ of total number of words typed (ignorable)}\]
   (c) The typing speed of the candidate will be worked out by the following formula:-
      \[\text{As per formula: } \text{No. of total words typed} - \{\text{No. of mistakes } \times 10\} \div \text{Time}\]

(vi) PWD Candidates who claim exemption from Typing Skill Test are required to submit medical certificate stating “Being unable to perform the Typing Skill Test because of his/her physical disability……” in prescribed proforma (Annexure-VIII of CEN 03/2015, enclosed with e-call letter). The required medical certificate should be issued by a Medical Board attached to the Special Employment Exchange or by a Civil Surgeon/Chief Medical Officer where such a Board does not exist. Such Certificate may be produced at the venue itself on the date of Typing Skill Test, or may be submitted online through the following link from 03.06.2017 onwards but before the date of the examination, failing which they will have to undergo the Typing Skill Test on the scheduled date.

LINK FOR UPLOADING MEDICAL CERTIFICATE FOR EXEMPTION FROM TYPING SKILL TEST
https://cdn.digialm.com:443//EForms configurated.html/1181/3453/login.html

The PWD candidates, who do not submit the requisite medical certificate, seeking such exemption from Typing Skill Test, whether online or at the venue, will have to undergo the Typing Skill Test on the scheduled date. In case any PWD candidates seeking such exemption, does not submit the requisite medical certificate either online or at the venue and also does not turn up on the date and time of the Typing Skill Test with the medical certificate, he/she will be treated as absent and will be eliminated from the selection process for Jr. Accounts Assistant-cum Typist and Sr. Clerk-cum-Typist. He/she will, however, be eligible to be considered for other posts depending upon his/her merit cum preferences and suitability.

(vii) Candidates remaining absent on the date of typing test shall be disqualified for the posts requiring Typing Skill Test.

(viii) More number of candidates than the vacancies are being called for typing test and merely calling a candidate for typing test does not in any way entitle him/her to an appointment in the Railways.

(ix) The above instructions are indicative. Further, instructions will be followed which are in vogue at the time of examination.

(x) Candidate to note that he/she must report for typing test on above date and time only. In case the candidate is absent in Typing Test on above date, no second chance will be given under any circumstances and he/she will not be considered for posts having typing skill as a requirement.
Annexure-VIII

CERTIFICATE FOR TYING SKILL TEST EXEMPTION FOR PERSONS WITH DISABILITIES (PWD)

NAME & ADDRESS OF THE INSTITUTE / HOSPITAL ISSUING DISABILITY CERTIFICATE:

Certificate No : Date:

1. This is certified that Smt./Shri/Kum* son/daughter of Shri.......................................................... age...........

   sex Male/ Female having identification.................................................................

   .................................................................................................is suffering marks as below.

   .................................................................................................is suffering from permanent disability of following category:

A. Locomotor or cerebral palsy:
   (i) BA-Both arms affected: (a) Impaired reach
       (ii) OA-One arm affected (right or left) (b) Weakness of grip
       (iii) BH-Stiff back and hips (cannot sit or stoop) (a) Impaired reach
       (iv) MW-Muscular weakness and limited physical endurance.

   (b) Weakness of grip
   (c) Ataxic

   Signature of candidate in the above box below the photograph

B. Blindness or Low Vision:
   (i) B-Blind (ii) PB-Partially Blind

2. This is certified that Smt./Sri/Kumari................................................................. being unable to perform the
   Typing Skill Test because of his/her physical disability, i.e.,
   
   (indicate the category whichever is applicable) may be exempted from Typing Skill Test.

3. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not
   recommended/is recommended after a period of............................................year............................................months.

4. Percentage of disability in his/her case is ............................................percent.

5. Smt./Shri/Kum*.................................................................meets the following physical requirement for:

   (i) F-can perform work by manipulating with fingers. Yes No
   (ii) PP-can perform work by pulling and pushing. Yes No
   (iii) L-can perform work by lifting. Yes No
   (iv) KC-can perform work by kneeling and crouching. Yes No
   (v) B-can perform work by bending. Yes No
   (vi) S-can perform work by sitting. Yes No
   (vii) ST-can perform work by standing. Yes No
   (viii) W-can perform work by walking. Yes No
   (ix) SE-can perform work by seeing. Yes No
   (x) H-can perform work by hearing/speaking. Yes No
   (xi) RW-can perform work by reading and writing. Yes No

(Signature of Doctor) (Signature of Doctor) (Signature of Doctor)
Name: Name: Name:
Registration No.: Registration No.: Registration No.:
Member, Medical Board Member, Medical Board Member, Chairperson, Medical Board

* Please delete the words which are not applicable

Place:

Date:

Counter signature of the Medical Superintendent/CMO/ Head of Hospital (with seal)

Note: (i) According to the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full participation) Rules, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-Section (1) and (2) of Section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1995), authorities to give disability Certificate will be a Medical Board duly constituted by the Central or the State Government. The State Government may constitute a Medical Board consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor / hearing and speech. (ii) The certificate would be valid for a period of 5 years for those whose disability is temporary. For those who acquired permanent disability, the validity can be shown as 'permanent'.