RAILWAY RECRUITMENT CELL – WESTERN RAILWAY
WESTERN RAILWAY PARCEL DEPOT,
ALIBHAI PREMJI MARG, GRANT ROAD (EAST), MUMBAI – 400 007.

WEBSITE : www.rrc-wr.com

GDCE NOTIFICATION NO. 1/2019 – POST – Junior Clerk cum Typist.

GDCE NOTIFICATION NO. 5/2019 – POST – Senior Clerk cum Typist.

GUIDELINES FOR Computer Based TYPING TEST to be held on 28-11-2022.

Ref: Notice dated 15-11-2022 & 23-11-22

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1. In continuation of Notice dated 15-11-2022 & 23-11-22, guidelines to employees appearing for Computer Based TYPING TEST to be held on 28-11-2022 are given below. **All concerned employees are advised to read it carefully**.

2. The Typing test examination is structured as below, to enable employees to appear for English or Hindi typing as the case may be on the day of examination. **Agency official will capture the medium by asking the candidates at the test center in the Attendance sheet for reference**.

Section name	Duration of Exam (in mins)	Number of Questions	Break time(in mins)
RRC WR Typing - English Mock	5	1	2
RRC WR Typing - English Actual	10	1	2
RRC WR Typing - Hindi Mock	5	1	2
RRC WR Typing - Hindi Actual	10	1	0

Candidates who wish to appear in English will start their exam first and candidates who wish to appear in Hindi will wait and start their exam after English section timer gets over. Hindi candidates will wait in their allocated system till English candidate exam gets over and English candidates will wait in their allocated system till Hindi candidate exam gets over and all will leavethe lab together to avoid any disturbance in between.

A) Keys : Enable/Disable

Hindi - All the keys on the keyboard will be **enabled** for Hindi typing exam. **Only backspace key will bedisabled.**

English - All the editable / navigation keys on the keyboard will be **disabled** in English typing exam. Backspace, Delete, Esc, PageUp, PageDown, Arrow keys, Home, End, Insert, All Function keys, Alt, Ctrl willbe **disabled.**
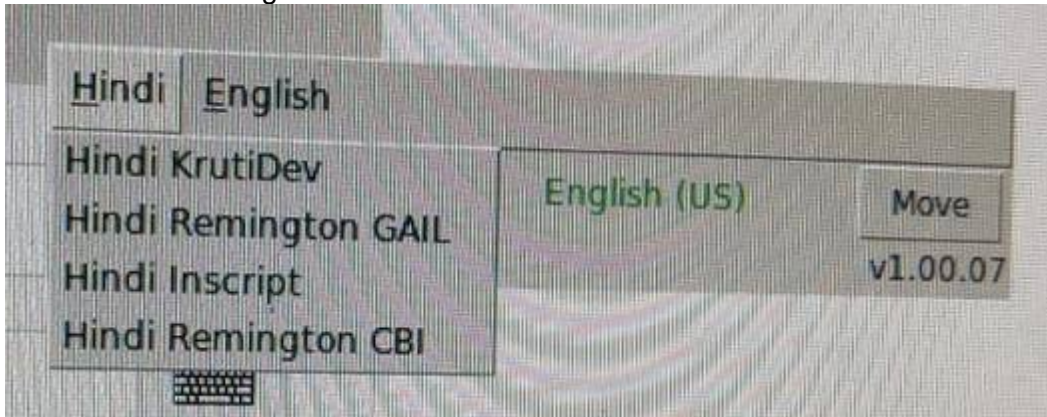
Keyboard : English

English US is the keyboard to be selected for English typing

Keyboard : Hindi

Remington Gail keyboard can be selected for both Mangal and Krutidev font of Hindi. However, the following keyboard layouts will be shown on the candidate console for Hindi candidates. Candidate can select any of the keyboard type and start typing.

- Hindi Inscript
- Hindi Krutidev
- Hindi Remington CBI
- Hindi Remington GAIL

B) **Exception scenarios:**

1) During the Typing examination, for a candidate whose systems fails, due to any reason like power failure, mouse or keyboard problems or display issues, or any other reason causing an interruption in the typing test for a candidate, he/ she must retype the same passage of that shift all over again. The candidate will be made to re-login again in the same shift and complete the examination

2) **Scribes:** There are no Scribes permissible in the Typing examination and hence no compensatory time to be given to any candidate.

Date: 25-11-2022   DY. CPO (Gaz)