



सत्यमेव जयते

कार्यालय / Office

कार्मिक विभाग, रायपुर मंडल / Deptt. of Personnel, Raipur Division  
दक्षिण पूर्व मध्य रेलवे / South East Central Railway

द.मा. / Tele : 72430 (Rly), 0771-2252290 (DOT) फ़ैक्स / Fax : 72430 (Rly), 0771-2252290 (DOT)

No: E/ PB/ R/ CON/ 2022/ 07

Date: 05.04.2022

To,  
The Sr DOM, Sr DEN (Co-ord)& CMS/R  
S. E. C. Railway, Raipur

**Sub:** Typewriting Speed Test for the candidates empanelled/ recruited for the post of Junior Clerk-cum-Typist in Pay Matrix Level-2 against Departmental/ Sports/ Cultural/ Compassionate Quota in Raipur Division.

**Ref:** This O. L. No. E/ PB/ R/CON/ 2022/ 07, dated 01.04.2022.

><><><


In continuation to this O. L. referred. It has been decided to conduct the Typewriting Speed Test on **09.04.2022, Saturday from 11:00 hrs at the Office of Sr DPO/ R** for the candidates empanelled/ recruited for the post of Junior Clerk-cum-Typist in Pay Matrix Level-2 against Departmental/ Sports/ Cultural/ Compassionate Quota in Raipur Division. Other terms and conditions published earlier will remain same. It is requested to give wide publicity and ensure releasing of candidates with proper Identification Memo on the date of examination.

The following staff working under your control may please be directly to this office with proper identification memo to appear in the Typewriting Test without fail.

Sr No.	Name of Employee	Working under	Emp. No.	DOP as Jr Clerk	Details of Typing Test Attempted
1	Yovan Dabas	DRH/Raipur	29801854	30.06.2021	
2	Kondam Preethi	ADEN/TMO	29801860	30.06.2021	1 <sup>st</sup> attempt
3	Vinod Kumar	Sr DOM/R	13AC0060	17.05.2021	

The Option Form is enclosed with this letter as Annexure-I.

This is for your kind information and necessary action.

  
(R Shankaran)  
Asstt. Personnel Officer-III  
For Sr Divisional Personnel Officer

Copy to:

1. Copy to: PS to DRM/ R for kind information of DRM/ R.
2. OS to ADRM (OP)/ R for kind information of ADRM (OP)/ R.
3. Ch OS (P & M), GA, EC & RBA requested to spare the staff of personnel Department for above test.
4. All concerned Unit in-charges/ Supervisors for wide publicity & releasing of concerned staff with proper identification memo.
5. DC/ SECRMC/ R, DS/ AISCSTREA/ R, DS/ SECROBCREA/ R for information.
6. OS (ITM) under Sr DPO/ R for uploading in website of SECR <http://www.secr.indianrailways.gov.in> Link as Home page-Dept/Div of SECR-DIVISIONAS-RAIPUR-PERSONNEL-Notification.
7. Notice Board.
8. Staff concerned.

  
For Sr. Divisional Personnel Officer

**OPTION FOR CANDIDATE APPEARING IN TYPEWRITING SKILL TEST**

**Option A:**

i. The Typewriting skills are required to be tested on personal computers at the speed of 40 w.p.m. in English or 30 w.p.m. in Hindi, with the stipulation that editing tools for correcting the mistakes in the type the matter will be allowed to function for an additional 05 minutes time.

ii. The speed, accuracy and mistakes will be evaluated as under:

- a) For one omission addition of word, one mark will be deducted.
- b) For each spelling mistake, one mark will be deducted.
- c) In case of formatting features if the candidate carries out the formatting as per the specimen one mark each should be given otherwise no marks will be given out of the 10 marks for the formatting features Candidate should secure at least six marks to qualify in order to qualify.
- d) In order to qualify the test the candidate should secure at least 6 out of 10 marks for formatting features and the speed of 40 words for minute in English for 30 words per minute in Hindi.

iii. For conducting the TWT on typewriters at the speed of 30 w.p.m. in English and 25 w.p.m. in Hindi will remain in force.

**Option B:**

(i) The minimum speed may be fixed at 30 w.p.m. in English and 25 w.p.m. in Hindi for the typing test to be conducted on both Manual Typewriters and Personal Computers.

(ii) 5% mistakes on the total words typed may be ignored and thereafter for every mistake corresponding words may be deducted from the total words typed for arriving at final speed.

(iii) Use of editing tools for correcting the mistakes of the typed matter will not be permitted in case typing test is conducted on computer if the candidate of two type at speed of 25 w.p.m. in Hindi and 30 w.p.m. in English. This function will be received before conducting typing test.

<b>OPTION - A</b>	<b>OPTION - B</b>	<b>Signature of the candidate</b>

**Name:** .....

**Designation:** .....

**Working Under:** .....

**Date:** .....