



दक्षिण पूर्व मध्य रेल्वे
South East Central Railway

कार्मिक विभाग, मंडल रेल प्रबंधक कार्यालय, रायपुर

Personnel Department, Divisional Railway Manager Office, Raipur



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

Date: 04.04.2025
08

To,

Sr Divisional Commercial Manager
Sr Divisional Electrical Engineer (TRS/ BIA)
Sr Divisional Engineer (Co-Ord)
Sr Divisional Mechanical Engineer (Co-Ord)
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.

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It has been decided to conduct the Typewriting Speed Test on **24.05.2025, 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.

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

Sr No.	Name of Employee	Working under	Emp. No.	Details of TWT attempts
1	Sona Dhari Singh	Sr DPO/ R	29802543	3 rd attempt
2	Rajkumar	Sr DEN (Co-Ord)/ R	29800421	
3	Devendra Kumar Verma	Sr DPO/ R	15AC0223	
4	Mahendra Kumar Lahare	Sr DEN (Co-Ord)/ R	08AC0136	
5	K Praveen Kumar	Sr DCM/ R	09AC0121	2 nd attempt
6	Radheshyam	Sr DPO/ R	12AC0196	
7	Abhineet Gupta	Sr DOM/ R	29802911	
8	Deepak Puri	Sr DEE (TRS)/ BIA	11AC0584	
9	Rajman Singh	Sr DCM/ R	29801031	1 st attempt
10	Y K Kureshiya	Sr DEN (Co-Ord)/ R	15AC0192	
11	Yogeshwar	Sr DEN (Co-Ord)/ R	13AC1455	
12	Shiv Shankar Tiwari	Sr DME (Co-Ord)/ R	29800475	

NOTE:

1. In terms of Estt. Rule No. 52/ 97, 62/ 2K, 46/ 03, 175/ 05 & 27/ 2011, it is essential for the empanelled candidates to qualify the Typewriting Speed Test in English 30 w.p.m. or in Hindi 25 w.p.m. otherwise they cannot be regularized as Jr Clerk-cum-Typist.

2. The candidate has to opt any one amongst the following two options (A) & (B) for participating in the TWT as per latest modification made in the procedure in terms of Estt Rule No. 27/ 2011 as furnished under:

(A)

i. The Typewriting skill is required to be tested on personal computers at the speed of 40 w.p.m. in English or 35 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.

Signature

Contd..

- 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 or 25 w.p.m. in Hindi will remain in force.

(B)

- (i) The minimum speed may be fixed at 30 w.p.m. in English or 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 their after 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 opts to type at speed of 25 w.p.m. in Hindi or 30 w.p.m. in English. This function will be received before conducting typing test.

3. The candidates opted for test in Typewriter Machine may bring their Typewriter Machine along with them on their desk, if required.

4. The concerned Department Officer, Sub-officer In-charges are advised to direct the staff working under them on **24.05.2025 (Saturday)** at **Sr DPO Office Raipur at 10:30 hours** in the Confidential Section of the office of the undersigned without fail with proper identification memo and Option Form 'Annexure-I' opting for 'A' or 'B'. The duty check passes ex-working station to Raipur and back may please be issued from your end in favour of the staff concerned.

5. If any candidate (Jr Clerk-cum-Typist) is not covered by any chance in the above list and has not passed the typewriting speed test should inform to the office of the undersigned in advance well before **24.05.2025**. And also, if any candidate has already qualified from the above list can represent with proper documents and should send to this office well in before. **The Option Form is enclosed with this letter as Annexure-I.**

(Signature)
(निकिता अग्रवाल)

मंडल कार्मिक अधिकारी

कृते वरिष्ठ मंडल कार्मिक अधिकारी

Copy to:

1. AVO (P)/ SECR/ BSP for Information please.
2. Ch OS (P) under Sr DPO/ R to spare the staff of Personnel Department for TWT.
3. Ch OS (Cadre-I, II & III) under Sr DPO/ R for information.
4. All concerned Unit In-charges/ Supervisors for wide publicity & releasing of concerned staff with proper identification memo.
5. DC/ SECRM/ R, DS/ AISCSTREA/ R, DS/ SECROBCREA/ R for information.

(Signature)
कृते वरिष्ठ मंडल कार्मिक अधिकारी

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 35 w.p.m. in Hindi. with the stipulation that editing tools for correcting the mistakes in the typed 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 or 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 or 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 or 30 w.p.m. in English. This function will be received before conducting typing test.

OPTION - A	OPTION - B	Signature of the candidate

Name:

Designation:

Working Under:

Date:

Atma