



East Central Railway  
(Accounts Department)

Office of the  
Principal Financial Adviser  
Hajipur

**NOTIFICATION**

No: ECR-HQ0ACCT(ADMN)/130/2020 (Computer No. 13567)

Dated: 22.12.2020

FA&CAO/CON/MHX/Patna  
FA&CAO/CON/WP/Patna  
Dy. FA&CAO/TA/HJP  
Dy. FA&CAO/S&W/HJP  
Sr. DFM/DDU/DHN  
Sr. AFA/Admn/HJP  
Sr. AFA/Esst./HJP  
Notice Board/ECR Website

**Sub:** Typing speed test of Junior Accounts Assistant and Accounts Clerks.



Competent authority has accorded approval to conduct typing speed test of Junior Accounts Assistant and Accounts Clerks listed at **Annexure –“A”**, on Personal Computer at PFA's office, ECR/HJP.

[Authority:-Note#12 File No: ECR-HQ0ACCT(ADMN)/130/2020 (Computer No. 13567)]

Note:-

1. The typing speed test will be guided by the instructions contained in Railway Board's letter no. E (NG) I-2004/CFP/8 dated 04.02.2011 (RBE No. 19/2011).
2. The roll no allotted to the candidates is mentioned in Annexure 'A'.
3. Instructions to candidates have been given in Annexure 'B' for information of the candidates.
4. The typing speed test will be conducted as per the schedule mentioned in Annexure 'C'.
5. Candidates must submit their option regarding language of typing (Hindi/English) and use of correcting tools, in writing, before commencement of the typing test.
6. The staff should be spared for the above test, as per the schedule mentioned in Annexure-'C', with proper identification.

DA:-As above.

*Arvind*  
22.12.2020  
(Arvind Kumar Sinha)  
Sr. AFA/Admn.  
For Principal Financial Adviser

## Annexure –‘A’

### List of Junior Accounts Assistants and Accounts Clerks for typing speed test

Sl. No.	Name (Shri/Smt.)	Desig.	Office working	Roll no. allotted
1	Archana Kumari	JAA	FA&CAO/WP/Patna	01
2	Kumari Punam	A/cs Clerk	FA&CAO/CON/MHX	02
3	Vikash Pandey	A/cs Clerk	Sr. DFM/DDU	03
4	Amit Kumar	JAA	Sr. AFA/Estt./HJP	04
5	Dhruti Kumari	A/cs Clerk	Sr. AFA/Admn/HJP	05
6	Amita Nandan	JAA	FA&CAO/CON/MHX	06
7	Shweta Singh	A/cs Clerk	Sr. DFM/DDU	07
8	Shailendra Kumar Upadhyay	A/cs Clerk	Sr. DFM/DHN	08
9	Dilip Kumar	A/cs Clerk	Sr. AFA/S&W(Co-ord)/HJP	09
10	Nidhi Singh	A/cs Clerk	Sr. DFM/DDU	10
11	Mumtaj Hussain	A/cs Clerk	FA&CAO/CON/MHX	11
12	Shashi Bhushan Kumar	A/cs Clerk	Dy. FA&CAO(T)/HJP	12
13	Amardeep Kumar	JAA	Sr.DFM/DDU	13

*Arvind*  
*22.12.22*  
(Arvind Kumar Sinha)  
Sr. AFA/Admn.  
For Principal Financial Adviser

**INSTRUCTIONS TO CANDIDATES APPEARING IN THE TYPING SPEED TEST**

1. The Candidates are required to pass the typewriting test at the minimum speed of 30 words per minute (wpm) in English and 25 wpm in Hindi on Personal Computer. Use of editing tools for correcting the mistakes of the typed matter shall not be permitted in case typing test is conducted on computer and if the candidate opts to type at a speed of 30 wpm in English and 25 wpm in Hindi. This function shall be disabled before conducting typing test.
2. If the candidate opts to use the editing tool for correcting mistakes, the candidates shall be required to pass the typewriting test at the minimum speed of 40 words per minute (wpm) in English and 35 wpm in Hindi on Personal Computer and the use of editing tool for correcting the mistake may be permitted to function as per procedures in vogue but the benefit of ignorance of 5% mistakes will not be allowed and all mistakes will be accounted.
3. The evaluation of passage typed by the candidate will be done as follows:-

For example:

For a Typing Test of 10 minutes 5% mistakes of total words typed are ignored.

Total Strokes types =1600

Words typed =1600/5=320(one word is equal to 5 Strokes)

Total mistakes =19

Ignorable mistakes =5% of 320=16

Net mistakes for evaluation =19-16=3

Mistakes to be deducted for arriving at net words typed =320-(3X10)=290

As per formula: **No. of total words typed –(No. of mistakes X10)**

**Time of Test**

**Speed per minute=290/10=29 wpm.**

**Note: -**

- (i) 5% mistakes of the total words typed will be ignored when the candidates do not opt to use editing tool for correcting mistakes and thereafter for every mistake corresponding words may be deducted from the total words typed for arriving at final speed.
  - (ii) If a candidate opts to use the editing tool for correcting mistakes, the benefit of ignorance of 5% mistakes will not be allowed and all mistakes will be accounted.
4. The duration of test will be TEN (10) minutes and candidates will be supplied a passage of 400 words/2000 strokes in English and 350 words/1750 strokes in Hindi. The standard measure adopted for counting words is @ 5 strokes per word. Candidates will be required to type minimum 300 words or 1500 strokes in English to attain a speed of 30 wpm in English. Similarly a candidate appearing in Hindi typing will be required to type minimum 250 words or 1250 strokes in order to attain a speed of 25 wpm. Candidates who opt to use editing tools for correcting mistakes will have to type 400 words/2000 strokes in English to attain a minimum speed of 40 wpm and in case of Hindi. candidates will have to type 350 words/1750 strokes to attain a minimum speed of 35 wpm.
  5. Candidates must start typing from the starting of the question paper. After completing the passage once before the allotted time, candidate may retype the whole or part of the test paragraph until expiry of the time. However, the paragraph retypes will also be evaluated to arrive at the typing speed.
  6. The above instructions are not exhaustive and are indicative only. Instructions of Railway Board on the subject will be followed.

**Schedule of Typing Speed Test**

Sl. No.	Name (Shri/Smt.)	Desig.	Office working	Date & time of Typing Test
1	Archana Kumari	JAA	FA&CAO/WP/Patna	03.02.2021 at 11:30 hrs
2	Kumari Punam	A/cs Clerk	FA&CAO/CON/MHX	
3	Vikash Pandey	A/cs Clerk	Sr. DFM/DDU	
4	Amit Kumar	JAA	Sr. AFA/Estt./HJP	03.02.2021 at 12:30 hrs
5	Dhruti Kumari	A/cs Clerk	Sr. AFA/Admn/HJP	
6	Amita Nandan	JAA	FA&CAO/CON/MHX	
7	Shweta Singh	A/cs Clerk	Sr. DFM/DDU	03.02.2021 at 15:00 hrs
8	Shailendra Kumar Upadhyay	A/cs Clerk	Sr. DFM/DHN	
9	Dilip Kumar	A/cs Clerk	Sr. AFA/S&W(Co-ord)/HJP	
10	Nidhi Singh	A/cs Clerk	Sr. DFM/DDU	
11	Mumtaj Hussain	A/cs Clerk	FA&CAO/CON/MHX	
12	Shashi Bhushan Kumar	A/cs Clerk	Dy. FA&CAO(T)/HJP	
13	Amardeep Kumar	JAA	Sr.DFM/DDU	

**Venue of Typing Test:- PFA's Office, East Central Railway, Hajipur.**

*Arvind Kumar Sinha*  
(Arvind Kumar Sinha)  
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For Principal Financial Adviser