

NOTICE

The University is going to conduct typing test (English and Punjabi) of Group D employees working in this University & its constituent Colleges/Institution/Hospital for promotion to the post of Clerk Cum Data Entry Operator on 23/12/2024 (Monday) 11:00 AM at Computer Lab, Guru Gobind Singh Medical College, Faridkot:-

Sr. No.	Name of Post	Department	Typing Test	Remarks
01	Clerk Cum Data Entry Operator	BFUHS, Faridkot	English and Punjabi (Raavi Font)	List of the candidates is uploaded on the university website i.e www.bfuhs.ac.in , timing of typing test is mentioned against the name of each candidate.

IMPORTANT INSTRUCTIONS

1. The candidates are required to bring Admit Card cum Roll No Slip, Photographs.
2. Candidates are required to reach the venue at least one hour before the commencement of Typing Test.
3. Candidate must fulfill the eligibility criteria for the post mentioned above.
4. Appearance for typing test does not imply that candidate has fulfilled the entire criteria and he/she is eligible for the post.
5. Candidate will not be paid any TA/DA for attending the Typing Test/document verification
6. Document Verification of the candidates shall be conducted by the concerned department. Mere appearance in the typing test cannot be claimed as matter of merit and selection. The candidates are requested to fulfill the eligibility of posts as per the terms and conditions of advertisement.
7. For updates visit University website regularly.

GENERAL INSTRUCTIONS RELATED TO TYPING TEST:-

1. Punjabi and English type tests will be conducted on the computer using typing software. The type test will be evaluated by the software and result will be displayed instantly, including all the typing errors.
2. The Candidates will have to type Punjabi passage in **Unicode Compliant Raavi Font** using INSCRIPT keyboard. The Punjabi passage will be composed from characters taken from Gurmukhi alphabet, Gurmukhi and English numbers and punctuation marks. The Candidates are supposed to type the text exactly as provided in the question paras.
3. **The duration of the Punjabi and English type test will be 10 minutes for each test.**
4. **Time interval of 15 min will be provided between both language tests.**

5. To clear the test, the candidate must have a **minimum Gross typing Speed of 30 words per minute in both Punjabi and English**. Maximum 8% mistakes would be permissible to pass the test, meaning thereby that at least 92% accuracy is required in addition to the typing speed.
6. Proper care has to be taken for spaces while typing punctuation marks. Wrong spacing of punctuation marks will be treated as space error. For Punjabi, the **lagamatras** and half characters have to be typed at proper positions and if any such character is omitted or additional characters are added in the words, then the complete word will be treated as wrong.
7. Some of the keys of the keyboard, which are not relevant to the typing test software, would remain non functional during the typing test.
8. A mock test will be made available on the spot before the typing test.

TYPING SPEED RELATED INSTRUCTIONS:-

1. Definition of a "word" has been standardized to five characters, including spaces and punctuation.
2. The passage given for typing Punjabi and English will be displayed on the screen in chunks of 12-20 words of text, and the candidate has to type the matter **exactly**. Extra words (not found in the text) and characters typed by the candidate will be considered as mistakes. Omission of any punctuation mark will also be treated as a mistake.
3. After typing 90% of text in current chunk, candidate can use the Enter key to move to next chunk of text. There is penalty for skipping the words, so candidate should take care that all the words given in the chunk are typed. For editing the text, Up arrow key can be used to move to previous line while PgUp and PgDn keys can be used to move to previous or next chunks of text.
4. Spaces, numbers, letters, punctuation and enter key are all counted as characters for calculating gross speed, but extra spaces, extra enter keys and any function keys such as Shift, Alt or Backspace will **not be** counted.
5. For Punjabi words, vowels(ੳ, ਊ, ਐ, ਆetc.), consonants (ਕ,ਖ,ਗ,ਘetc.), matras (ਾ, ਿ, ੀetc.), addak, bindi, tippi, half characters and bindi characters (ਸਖਗਜਫਲ) are all treated as single characters. Thus total number of characters in Punjabi word ਆਸਰਾ are four (ਆਸਰਾ) while the word ਸ੍ਰੀ has three characters.
6. For Punjabi words in Unicode, vowels should be typed as single character and not as combination of vowel carrier+matra. Thus for example, ਆ should not be typed as combination of two characters (ਅ followed by ਾ) but as a single character only. The table below gives the correct keys combination for typing the vowels on Inscript keyboard.

Correct Vowel Usage	Inscript keyboard keys combination	Wrong Vowel Combination (Not Acceptable)
ੳ	Shift + G	ੳੁ
ਊ	Shift + T	ਊੁ
ਐ	Shift + A	ਐੁ
ਆ	Shift + E	ਆੁ
ਐ	Shift + W	ਐੁ

ਐ	Shift + Q	ਐ
ਇ	Shift + F	ਿੲ
ਈ	Shift + R	ਈ
ਏ	Shift + S	ਏ

7. Calculation of Errors

i) Full mistakes:

- Omission of any word
- Substitution of any wrong word
- Addition of any wrong/Extra word not found in the passage

(ii) Half mistakes:

- Spacing errors: Where no space or extra space is provided between two words

8. Typing speed and accuracy percentage are calculated as follows:

- Gross characters = total number of characters typed
- Error characters = number of mistakes x word length (i.e.5)
- Net characters = Gross characters – Error characters
- Gross speed (in words per minute) = Gross characters / (word length x test duration(in minutes))
- Net speed (in words per minute) = Net characters / (word length x test duration(in minutes))
- Accuracy Percentage = (100 x Net characters) /Gross characters.
- **Note** – Gross speed is always in integer, the decimal part is truncated. So for example, if the Gross characters typed in 10 minutes are 298, then the Gross Speed = 29 and **not 29.8**

9. For incorrect words, the extra characters typed, which are more than the length of the reference word, are ignored for determining the gross speed. So e.g. if the word *university* is wrongly typed as *univty* then the characters typed will be taken as 6 (number of characters in *univty*) for gross speed. But if the user types *universities* then for measuring the gross speed, the characters typed will be taken as 10 (number of characters in *university*) and not 12 (number of characters in *universities*).

Speed calculation examples:-

Consider the following passage for typing:

My daughter is studying at Punjab University Chandigarh

If the user types in **two minutes:**

Case 1 : ਪੰਜਾਬੀ ਸਾਡੀ ਮਾਂ ਬੋਲੀ ਹੈ।

- Gross characters = 24 (sum of all characters in text including spaces and punctuation marks)
- Error characters = 0
- Net characters = 24-0 = 24
- Gross speed = $\frac{24}{5 \times 2} = 2$ WPM
- Net speed = $\frac{24}{5 \times 2} = 2$ WPM
- Accuracy percentage = $\frac{100 \times 24}{24} = 100\%$

Case 2 : पँनाघ सान्डी मं घेलेले ऐ।

- Gross characters = 23
- Error characters = 5 (1 word wrong)
- Net characters = 23-5 = 18
- Gross speed = $\frac{23}{5 \times 2} = 2.3$ WPM
- Net speed = $\frac{18}{5 \times 2} = 1.8$ WPM
- Accuracy percentage = $\frac{100 \times 18}{23} = 78.26\%$

Case 3 : पँनाघी सान्डी अमसांडी मं घेलेले ऐ।

- Gross characters = 29 (including 5 characters for word अमसांडी and ignoring the extra space. Note we have considered only 5 characters and not 6 characters in extra word अमसांडी. See rule 4 and 10)
- Error characters = 5 (1 extra)
- Net characters = 29-5 = 24
- Gross speed = $\frac{29}{5 \times 2} = 2.9$ WPM
- Net speed = $\frac{24}{5 \times 2} = 2.4$ WPM
- Accuracy percentage = $\frac{100 \times 24}{29} = 82.75\%$

Case 4 : पँनाघी सान्डी मं घेलेले ऐ।

- Gross characters = 24
- Error characters = 7.5 (1 wrong + 1 merged)
- Net characters = 24-7.5 = 16.5
- Gross speed = $\frac{24}{5 \times 2} = 2.4$ WPM
- Net speed = $\frac{16.5}{5 \times 2} = 1.65$ WPM
- Accuracy percentage = $\frac{100 \times 16.5}{24} = 68.75\%$

Case 5 : पँना घी मं घेलेले ऐ।

- Gross characters = 20
(Note: we have considered only 4 characters for wrongly typed word घेलेले, See Instruction 9)
- Error characters = 12.5 (1 missing + 1 wrong + 1 split)
- Net characters = 20-12.5 = 7.5
- Gross speed = $\frac{20}{5 \times 2} = 2$ WPM
- Net speed = $\frac{7.5}{5 \times 2} = 0.75$ WPM
- Accuracy percentage = $\frac{100 \times 7.5}{20} = 37.50\%$

Sd/-
Registrar