NATIONAL INSTITUTE OF AYURVEDA, JAIPUR
Deemed to be University under (*de-novo*) Category

Ref. No.F.1(20)/2020/VN-1/LDC/NIA-CC

Dated:-4-7-2022

Criteria for evaluation of Typing test for the Post of Jr. Stenographer

1. The duration of the Typing is 10 Minutes.
2. A Typing Speed of 30 w.p.m. in Hindi on Computer. (30 Words Per Minute in Hindi Correspond to 9000 KDPH respectively on an average of 5 Key Depressions for each word on Computer).

   E.g. if total number of key strokes typed: X

   Then total number of words typed: Y=X/5

   Typing Speed : Y/10(i.e. total number of words typed)
3. Ignorable errors: 5% of Y (i.e. total number of words typed)

Calculation of Mistakes:

Full Mistakes: The following errors are treated as full mistakes:

   i.   For each omission of word/figure

   ii.   For each substitution of wrong word/figure

   iii.   Every addition of word/figure not found in the passage

Half Mistakes: The following errors are treated as half mistakes:

   i.   Spacing Errors, where no space is provided between two words e.g. 'ihope' for ' I hope' or undesired space is provided between the words or letter of the word e.g. ' I haxxve' for 'I have'.

   ii.   For every spelling error committed by way of repetition, or addition or transposition or omission or substitution of a letter/letters, e.g. the word 'spelling' typed as 'seeplings' etc.

Any press of a keyboard button as given below is counted as a key stroke/depression:

       All alphabets-capital and small (A, B, C...a, b, c....)

       All numbers (1, 2,3,......)

       All symbols (!@#$,.........)

       Space bar, Enter key, Tab key

Not considered as key strokes/depression:

       Shift, backspace, delete, Caps lock, which do not print anything on screen are not considered as key/depression.

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Criteria for evaluation of Typing test for the Post of Lower Division Clerk

4. The duration of the Typing is 10 Minutes.
5. A Typing Speed of 35 w.p.m in English and 30 w.p.m. in Hindi on Computer. (35 w.p.m. in English/ 30 Words Per Minute in Hindi Correspond to 10500 KDPH/9000 KDPH respectively on an average of 5 Key Depressions for each word on Computer).
   E.g. if total number of key strokes typed: X
   Then total number of words typed: $Y=X/5$
   Typing Speed : $Y/10$(i.e. total number of words typed)
6. Ignorable errors: 5% of Y (i.e. total number of words typed)

Calculation of Mistakes:

Full Mistakes: The following errors are treated as full mistakes:

iv. For each omission of word/figure
v. For each substitution of wrong word/figure
vi. Every addition of word/figure not found in the passage

Half Mistakes: The following errors are treated as half mistakes:

iii. Spacing Errors, where no space is provided between two words e.g. 'ihope' for ' I hope' or undesired space is provided between the words or letter of the word e.g. ' I haxxve' for 'I have'.
iv. For every spelling error committed by way of repetition, or addition or transposition or omission or substitution of a letter/letters, e.g. the word 'spelling' typed as 'seeplings' etc.
v. Wrong Capitalization, Wrong use of capital letter for small letter and vice-versa(This does not apply to Hindi typing script).

Any press of a keyboard button as given below is counted as a key stroke/depression:

        All alphabets-capital and small (A, B, C...a, b, c....)
        All numbers (1, 2,3,......)
        All symbols (!@#$,.........)
        Space bar, Enter key, Tab key

Not considered as key strokes/depression:

        Shift, backspace, delete, Caps lock, which do not print anything on screen are not considered as key/depression.