

**RASHTRIYA SANSKRIT VIDYAPEETHA**  
(Deemed to be University – Established under Section 3 of UGC Act, 1956)  
Tirupati – 517 507

**Guidelines for Computer Typing Skill Test for the post of  
Lower Division Clerk (LDC) and criteria for evaluation of Test papers**

- Typing Test will be of qualifying in nature.
- For Candidates appearing at Computer Skill Test, PCs running commonly used text editors on Windows/Linux platform will be provided. Use of editing tools for correcting the mistake in typed matter will not be allowed.
- They are advised to use commonly used font faces with font-size 12. For typing test in Hindi on PC, candidates are required to use **Mangal** or **Krutidev** or any fonts with font-size 14.
- The Typing test will be taken on computer in Word Pad or any software for speed test provided by Vidyapeetha.
- Typing Test will be conducted in English and Hindi. Candidate will have to attempt the test in one language **either in English or in Hindi**.
- The candidates will have to indicate his/her choice/option in writing for the opted medium of Computer Typing Skill Test. They are required to attempt either in English or in Hindi.
- Candidates opting for English medium should have minimum typing speed of 35 words per minute which corresponds to 10500 key depressions per hour.
- Candidates opting for Hindi medium should have minimum typing speed of 30 words per minute which corresponds to 9000 key depressions per hour.
- The speed will be adjudged on the accuracy of typing on the Computer of a given Typing Test Paper/text passage in 10 minutes.
- Vidyapeetha will provide Computer machine. If any problem is found by the candidate during practice session, he/she may immediately inform for changing the machine. It is the responsibility of the Candidate to satisfy with the machine for the test. Any complaint regarding malfunctioning of the computer sets during typing or latter shall not be entertained. If any snag or fail occurs during the test, no extra time or alternative arrangement will be given.
- Candidates are required not to damage the equipments provided to them in Test Centre in any manner. Any Candidate found making an erroneous act or damaging the equipments shall be debarred from further process of the test and his/her candidature will be cancelled.
- Visually Handicapped candidates (with 40% disability and above) will be allowed 30 minutes for computer typing.
- Passage Dictators will be provided to Visually Handicapped candidates for the Typewriting test. The Passage Dictator will read out the passage to Visually Handicapped candidate within the allotted time period.
- Orthopedically Handicapped candidates seeking exemption from Typing test on medical ground must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed format at the time of Typing Test.

## Evaluation of Type Scripts/Sheets:

There are two types of mistakes:

- (i) Full Mistakes
- (ii) Half Mistakes.

The following errors are treated as full mistakes:

- For every omission of word/ figure.
- Every substitution of a wrong word /figure.
- Every addition of a word / figure not found in the passage.

The following errors are treated as half mistakes:

- i. pacing Errors : Where no space is provided between two words, e.g. 'Ihope' or undesired space is provided between the words or letters of a word e.g. 'I h ave' i.e. I hxxve
- 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.
- iii. Wrong Capitalization: Wrong use of capital letter for small letter and vice-versa. (This does not apply to Hindi typewriting scripts).

Evaluation of typed scripts will be done as per following norms:

For a Typing Test of 10 minutes: (example)

Total strokes attempted	= 2500
Words typed	= 2500/5 = 500 (one word is equal to 5 strokes)
Total mistakes	= 19
Mistakes to be deducted for arriving at net words typed	= 500 - (19x10) = 310
Speed per minute	= 310/10 = 31 words

Formula: 
$$\frac{[\text{No. of total words typed} - (\text{No. of net mistakes} \times 10)]}{\text{Duration of Test}} = \text{Words typed per minute}$$

- Speed Typing Test on Computer (10 minutes) = 25 marks
- Manuscript of G.O. and letter (30 minutes) = 25 marks
- Type Test Total Marks = 50
- Qualifying Marks = 25

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