

# Revised Guidelines for Departmental Computer Type Test

Notice Dated 7<sup>th</sup> September, 2015

The West Bengal Staff Selection Commission (hereinafter to be noted as the Commission) will conduct departmental computer type tests for all such posts as to be notified by the Government of West Bengal from time to time. The Commission will arrange for periodical departmental computer type test in the language (s) as prescribed under Government Orders in vogue. Detailed schedule (Date and Time) for the tests to be held will be published in the Commission's website [www.wbssc.gov.in](http://www.wbssc.gov.in) from time to time.

As per latest guideline (**Notification No. 4902 – F (P), dated, 25<sup>th</sup> June, 2015**), “Acquisition of elementary knowledge in computer operation with the ability of typing on computer at the speed of **not less than 20 (Twenty) words per minute in English** or **not less than 10 (ten) words per minute in Bengali**” in order to get confirmation in the posts of Lower Division Assistants / Lower Division Clerks. While applying, each candidate must choose his / her option for language for the type test.

The following detailed guidelines for the test are approved by the Commission:-

## Online Application

Commission will arrange for receiving online applications directly from the Government Employees willing to appear in the test subject to their subsequent recommendations from respective Head of the Offices.

**NO OFFLINE APPLICATION SHALL BE ENTERTAINED BY THE COMMISSION.**

## Procedure for online application by the Government Employees

Government Employees who are liable to clear the Departmental Computer Type Test may apply online through the website of the Commission.

Each applicant must fill up detailed information about him / her and his / her Head of Office and indicate his / her option for language of type test, i.e. **either in English or in Bengali**, in the given fields of the online application form and upload the following documents along with his / her online application in order to be considered as a valid application:-

- i) Scanned copy of his / her recent **colour passport size photograph**,
- ii) Scanned copy of his / her **full signature (in running hand only)** and
- iii) Scanned copy of his / her **Photo bearing office identity card**.

Immediately after successful submission of the online application, an **Application Number** will be generated automatically. **Applicants are advised to note down the Application Number and take a print out of the filled in application form immediately.** The applicant will have to refer his / her Application Number for any kind of communication with the Commission, if required.

#### **Procedure for Recommendation by the Head of Office**

After successful submission of the online application, the applicant shall submit a print out of the online application to his / her Head of Office for getting permission to appear in the test.

On receiving the application, the concerned Head of Office will recommend the applicant for appearing in the test by authenticating the application by putting his / her signature and office seal in the spaces given for the purpose.

**The applicant must bring the original copy of the permission as stated on the day of test in order to appear in it. The copy will be collected during verification before test.**

#### **Issue of Admit Cards from Commission's Office**

Candidates will be allowed to download their Admit Cards from Commission's website, entering their **Application Number** and **Date of Birth**, at least two weeks before the date of test. **Admit cards shall not be sent to the candidates by post.**

#### **Conduct of Computer Type Test**

Commission will arrange for Computer type test in selected examination venues situated in Kolkata.

Candidates may practise demo Computer type test available in Commission's website to get an idea of the actual test well in advance.

**On the day of test, Candidates must bring the following documents in order to get entrance into the examination venue:-**

- I. Permission of the Head of Office, in original,**
- II. Admit Card issued by the Commission and**
- III. Photo bearing office identity card.**

**Any deviation in this regard shall straightway lead to non admission of candidates into the examination venue and rejection of candidature without giving him / her opportunity of being heard.**

## PROCEDURE FOR TYPING TEST

- There will be separate tests for English Type Test and Bengali Type Test.
- Each candidate will be allowed to enter into the examination hall after verification of testimonials as stated.
- Each of them will be provided one Desktop Computer in the examination hall. 2 (two) minutes time will be allotted for checking the monitor, keyboard, mouse, etc.
- Thereafter, each candidate will be asked to login using his / her Roll Number and a Password (to be allotted to him / her at the beginning of test).
- After logging in, each candidate will be given 2 (two) minutes time for participating in a mock typing test either in English or in Bengali (as per choice exercised by the candidate during application) for familiarising himself / herself with the test.
- Thereafter, the actual test for English or for Bengali Typing will begin as per instruction of the Invigilator. The test will be of 10 (ten) minutes duration.

Candidates will be allowed to type **in the customised Typing Software of WBSSC for English or in any of the following layouts for Bengali Typing:-**

- 1) "Avro"
- 2) "Bijoy"
- 3) "Doe"
- 4) "Indica"
- 5) "Inscript"
- 6) "Moduler"
- 7) "Microsoft Indic"

- After the stipulated period of 10 (ten) minutes, the test will end automatically. A print out of the matter typed by the candidate will be given to him / her for his / her signature. The signed typed matter will be kept with the WBSSC.

## Result of Computer Type Test

- Immediately after completion of the test, a copy of the matter typed by the candidate, either in English or in Bengali, will be handed over to him / her under proper receipt for record.
- Result will be published in Commission's website and the same will be intimated to the concerned head of office in due course.

## Criteria for Evaluation

Separate test for English and Bengali Computer Typing will be held in batches, in different dates.

The evaluation criteria will be as the following:-

✓ **Time limit for each test: 10 minutes.**

✓ **Pass marks: English Type Test: 200**

**Bengali Type Test: 100.**

✓ For both the tests, **each correctly typed word will carry 01 (one) mark**, while **each correctly typed punctuation will carry 0.5 (point five) mark.**

✓ There will be **negative marking of 0.25 (point two five) mark for each wrongly typed word or missed out word**, while there will be **negative marking of 0.125 (point one two five) mark for each wrongly typed punctuation or missed out punctuation.**

Sd/-

**Secretary cum Controller of Examinations  
West Bengal Staff Selection Commission**