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

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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.
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.