



पूर्व तट रेलवे

मुख्यालय/ Headquarters

प्रधान मुख्य कार्मिक अधिकारी

दक्षिण बलांक, द्वितीय मजिल

रेल मदन, चंद्रशेखरपुर

भुवनेश्वर-751017

No.ECoR/Pers/NG(Admn)/02/Typing Test/21/Pt-II/December/2021

Date: 10.12.2021

सेवा मे,

SDGM, PCOM, PCCM, PCMM, PCEE, PCE, PCME,

CTM, MD/CH/MCS

&

WPO/CRW/MCS

अधिसूचना/NOTIFICATION

विषय:- Typewriting proficiency test for staff working as Jr./Sr. Clerks for their confirmation / regularisation on present post.

It has been decided to conduct the typing proficiency test at **11.00 hrs on 24.12.2021(Friday)** in respect of the following staff for their confirmation/regularization in their present post:-

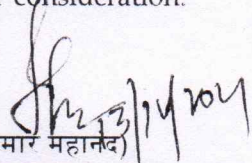
Sl. No.	Name of the Employee (Ms/Mrs/Mr)	Designation	Working Unit	Mode of Recruitment
1	Parveen Sharma(4 years)	Jr.Clerk	Stores	Sports Quota
2	Jyoti Kumari(4 years)	Jr.Clerk	Operating	Sports Quota
3	Kaffi (4 years)	Jr.Clerk	Engineering	Sports Quota
4	Badhadev Hansda	Jr.Clerk	Stores	DPQ(D to C)
5	Jhilli Dalabehera	Jr.Clerk	Personnel	Sports Quota
6	Subhasish Malik	Jr.Clerk	Personnel	Cultural Quota
7	Souvik Samaddar	Jr.Clerk	WPO/MCS	RRC/S&G Quota
8	Madhusmita Barik	Jr.Clerk	Stores	DPQ(D to C)
9	Punam Lal kaibart	Jr.Clerk	Stores	DPQ(D to C)
10	Jayanta Kumar Mohanty	Jr.Clerk	Mechanical	DPQ(D to C)
11	Janaki Patra	Jr.Clerk	Commercial	DPQ(D to C)
12	Tarapada Jana	Jr.Clerk	Medical	DPQ(D to C)
13	Preetinanda Sahoo	Sr.Clerk	General Administration	CG
14	Saloni Das	Sr.Clerk	Personnel	CG
15	Rajat Kumar Nayak	Jr.Clerk	TMO	DPQ(D to C)
16	Sanjit Kumar Jena	Jr.Clerk	WPO/MCS	DPQ(D to C)
17	Parsu Kumra	Jr.Clerk	Personnel	DPQ(D to C)
18	Sarita Behera	Jr.Clerk	Electrical	DPQ(D to C)
19	Bishnu Priya Devi	Jr.Clerk	Commercial	DPQ(D to C)
20	Herman Tirkey	Jr.Clerk	Stores	DPQ(D to C)

Contd. on Page/2

1. The typewriting test shall be conducted as per the procedure laid down vide RBE No. 19/2011.
2. The typewriting test in English will be on Personal computers (PCs), wherein the duration of the test is 10 minutes @ 40 words per minute and 30 words per minute, as the case may be, according to the option exercised by the candidates. An additional time of 5 (Five) minutes is allowed to candidates to format the typed passage in the same way as it is in the supplied hand-out and to print the passage in the printer. In case of non-availability of sufficient number of printers, if printing work is done by the administration, then the additional time of 5 minutes may not be allowed and decision of the Exam conducting officer in this regard will be treated as final.
3. Before commencement of typing out the passage, the candidates are advised to type out their option on the top of the answer script (Not in own handwriting) duly underlined and bold, with regard to typing the passage by them, either at the rate of 40 or 30 words per minute according to the options exercised by them, if any. Whenever such option is not typed out, it will be construed that the said candidate has opted to type out the passage only in 40 words per minute in Personal Computers (PCs).
4. The Test consists of 50 marks out of which 10 marks are earmarked for 'Quality of Formatting of final output' and the remaining 40 marks are for "Error free printed matters/passage".
5. Features of the formatting, as listed below carrying 1 mark each for each group of the formatting (Specimen given in the passage itself), must be attempted by the candidates to secure the 10 (Ten) marks exclusively earmarked for the quality of formatting of final output.
 - (i) Indenting of paragraphs.
 - (ii) Selected text (Portion of words) in bold.
 - (iii) Underline (Portion of the passage underlined).
 - (iv) Italics (Portion of the passage italicized).
 - (v) Using different font type (Portion of the passage having different font type).
 - (vi) Using different font size (Portion of the passage having different font size).
 - (vii) Inserting of paragraph number, as done in the passage.
 - (viii) Centre, Left, Right, Justification, as done in the passage.
 - (ix) Setting of left and right margin.
 - (x) Line spacing of the passage viz. single and double, as done in the passage.
6. Qualifying Marks: In order to qualify in the Typewriting Test, the candidates must secure a minimum of :
 - (i) 06 (Six) marks out of 10 (Ten) marks earmarked for 'Formatting Features'.
 - (ii) 40 (Forty) marks to arrive at a the speed of 40 words per minute or 30 words per minute, as the case may be vis-à-vis the options exercised by the candidates.
7. There is no bar to candidates:
 - (i) Correcting the mistakes by use of editing tools while typing the passage and in such a case, the benefit of ignorance of 5% mistakes will not be allowed, which is applicable to candidates opted to type at a speed of 40 words per minute in English in Personal Computers. However, those opted to type at a speed of 30 word per minute in English in Personal Computers, the use of editing tools for correcting the mistakes of the typed matter is not permissible and in such cases, the benefit of ignorance of 5% mistakes of the total words typed is admissible, as per provisions contained in RBE No. 11/2019.
 - (ii) Repeating the passage within the allotted 10 minutes time, if the candidate has finished typing the passage before the time.

8. The staff concerned may be advised to be in readiness to appear the said test and they may be released with proper identification memo to report to PCPO's office on 24.12.2021 at 10.00hrs without fail.
9. Jr.Clerk/Sr.Clerk recruited/promoted through the modes mentioned above who did not qualify in the mandatory typewriting test, should submit representation within 10 days of publication of this notice, if his/her name does not figure in the above list.
10. All the controlling authorities are requested to give wide publicity of the typing test among the eligible staff under their control well in advance. If any of the candidates is on leave, sick, training or duty outside his/her headquarters, he/she may be informed well in advance regarding the time, date and venue of Typing test. If, any staff is unwilling to appear in the Typing test he/she may intimate their unwilling through their respective controlling officers to this office immediately along with unwillingness application.
11. Further, the candidates are advised that if, they have any queries/doubts during the typewriting test, they may ask to the Typewriting Test Conducting Officer present in the Examination Hall and the Exam Conducting Officer has to resolve the issue. After completion of the type writing tests, if any complaint is submitted, it will not be entertained. The typewriting test is mandatory for confirmation/regularisation of services of the above mentioned employees. For further information, the candidates are advised to refer to RBE 19/2011, RBE No. 113/2005 & RBE No. 25/2005.

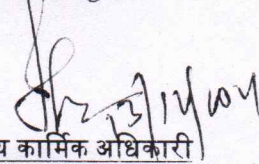
NB :- This notice may be widely circulated and representation, if any, may be forwarded to this office on or before 17.12.2021 so that the same can be put up to the Competent authority for consideration. Representation received after 17.12.2021 will not entertained.


(हेमंत कुमार महानंद)

उप मुख्य कार्मिक अधिकारी (राजपत्रित)
कृते प्रधान मुख्य कार्मिक अधिकारी

प्रतिलिपि: आप के सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

1. APO-II/ECOR/BBS.
2. Sr. System Manager (IT) for uploading this Notification in the ECoR website for information of all concerned.
3. SSTE/ECOR/BBS for arrangement of CCTV surveillance camera in operation with a technician.
4. All the NG cadre dealers of the Personnel deptt. & OS (P) for arrangement of the Typewriting test.


कृते प्रधान मुख्य कार्मिक अधिकारी