

BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

Date: 09th September, 2020

NOTICE

As per the directions of Government of Punjab, Department of Health and Family welfare, Punjab, Baba Farid University of Health Sciences, Faridkot shall conduct Typing Tests (English and Punjabi both) of group -D and group - C employees for promotion to the Post of clerk as per schedule and important instructions mentioned below. All candidates are required to comply the instructions in letter and spirit.

SCHEDULE OF ENGLISH AND PUNJABI TYPING TEST:

Venue: Academic Block (University Library, Inside Medical Campus, Sadiq Road, Faridkot)

Date	Time	No of Candidates	Remarks
06/10/20	10:00 AM to 11:00 AM	20	List of the candidates will be available at University website i.e. www.bfuhs.ac.in
	11:30 AM to 12:30 PM	20	
	1:30 PM to 2:30 PM	20	
	3:00 PM to 4:00 PM	10	
07/10/20	10:00 AM to 11:00 AM	20	
	11:30 AM to 12:30 PM	20	
	1:30 PM to 2:30 PM	20	
	3:00 PM to 4:00 PM	10	
08/10/20	10:00 AM to 11:00 AM	20	
	11:30 AM to 12:30 PM	20	
	1:30 PM to 2:30 PM	20	
	3:00 PM to 4:00 PM	10	
09/10/20	10:00 AM to 11:00 AM	20	
	11:30 AM to 12:30 PM	20	
	1:30 PM to 2:30 PM	18	
Total Candidates		268	

IMPORTANT INSTRUCTIONS

1. The candidates are required to bring department Original Identity Card, Photocopy of Identity Card attested by Civil Surgen of the district where employee posted and Four

(4) Colour Photographs. No candidate shall be allowed to appear in typing test without Department Original Identity Card.

2. Candidates are required to reach the venue at least one hour before the commencement of Typing Test.
3. Candidate will not be paid any TA/DA for attending the Typing Test.
4. Keeping in view of situation of COVID-19, following advisory is issued for compliance.
 - a. **Due to situation of COVID-19, candidates should not be accompanied by more than one person.**
 - b. Wearing of face mask by all candidates is mandatory during appearance in typing test
 - c. Social distance i.e. minimum 4-6 feet as per the guidelines of Government of India must be maintained.
 - d. Thermal screening of each candidate is mandatory.
 - e. Candidates are allowed to carry their own drinking water.
 - f. Candidates are required to bring their own hand sanitizer.
 - g. Any candidate having any symptoms of COVID-19 or under going Quarantine/isolation period shall report separately.
 - h. Candidates shall take all the preventive/precautionary measures as advised by Government of India by time to time.
5. For updates visit University website regularly.

GENERAL INSTRUCTIONS RELATED TO TYPING TEST:-

1. Punjabi and English type tests will be conducted on the computer using typing software. The type test will be evaluated by the software and result will be displayed instantly, including all the typing errors.
2. The Candidates will have to type Punjabi passage in **Unicode Compliant Raavi Font** using INSCRIPT keyboard. The Punjabi passage will be composed from characters taken from Gurmukhi alphabet, Gurmukhi and English numbers and punctuation marks. The Candidates are supposed to type the text exactly as provided in the question paras.
3. The duration of the Punjabi and English type test will be 10 minutes for each test.
4. Time interval of 15 min. will be provided between both language tests.
5. To clear the test, the candidate must have a minimum **Gross typing Speed** of 30 words per minute in both Punjabi and English. Maximum 8% mistakes would be permissible to pass the test, meaning thereby that at least 92% accuracy is required in addition to the typing speed.
6. Proper care has to be taken for spaces while typing punctuation marks. Wrong spacing of punctuation marks will be treated as space error. For Punjabi, the **lagamatras** and half characters have to be typed at proper positions and if any such character is omitted or additional characters are added in the words, then the complete word will be treated as wrong.
7. Some of the keys of the keyboard, which are not relevant to the typing test software, would remain non functional during the typing test.
8. A mock test will be made available on the spot before the typing test.

TYPING SPEED RELATED INSTRUCTIONS:-

1. Definition of a "word" has been standardized to five characters, including spaces and

punctuation.

2. The passage given for typing Punjabi and English will be displayed on the screen in chunks of 12-20 words of text, and the candidate has to type the matter **exactly**. Extra words (not found in the text) and characters typed by the candidate will be considered as mistakes. Omission of any punctuation mark will also be treated as a mistake.
3. After typing 90% of text in current chunk, candidate can use the Enter key to move to next chunk of text. There is penalty for skipping the words, so candidate should take care that all the words given in the chunk are typed. For editing the text, Up arrow key can be used to move to previous line while PgUp and PgDn keys can be used to move to previous or next chunks of text.
4. Spaces, numbers, letters, punctuation and enter key are all counted as characters for calculating gross speed, but extra spaces, extra enter keys and any function keys such as Shift, Alt or Backspace will **not be** counted.
5. For Punjabi words, vowels(ਉ, ਊ, ਐ, ਆ etc.), consonants (ਕ,ਖ,ਗ,ਘ etc.), matras (ਾ ,ਿ,ੀ etc.), addak, bindi, tippi, half characters and bindi characters (ਸਖਗਜਫਲ) are all treated as single characters. Thus total number of characters in Punjabi word ਆਸਰਾ are four (ਆਸਰ ਾ) while the word ਸ੍ਰੀ has three characters.
6. For Punjabi words in Unicode, vowels should be typed as single character and not as combination of vowel carrier+matra. Thus for example, ਆ **should not** be typed as

combination of two characters (ਅ followed by ਾ) but as a single character only. The table

below gives the correct keys combination for typing the vowels on Inscript keyboard.

Correct Vowel Usage	Inscript keyboard keys combination	Wrong Vowel Combination (Not Acceptable)
ਉ	Shift + G	ਉ ੁ
ਊ	Shift + T	ਉ ੂ
ਓ	Shift + A	ਉ ੋ
ਆ	Shift + E	ਅ ਾ
ਐ	Shift + W	ਅ ੈ
ਐ	Shift + Q	ਅ ੌ
ਇ	Shift + F	ਿ ਏ
ਈ	Shift + R	ੲ ੀ
ਏ	Shift + S	ੲ ੈ

7. Calculation of Errors

i) Full mistakes:

- Omission of any word
- Substitution of any wrong word
- Addition of any wrong/Extra word not found in the passage

(ii) Half mistakes:

- Spacing errors: Where no space or extra space is provided between two words

8. Typing speed and accuracy percentage are calculated as follows:

- Gross characters = total number of characters typed
- Error characters = number of mistakes x word length (i.e. 5)
- Net characters = Gross characters - Error characters
- Gross speed (in words per minute) = $\frac{\text{Gross characters}}{\text{word length} \times \text{test duration (in minutes)}}$
- Net speed (in words per minute) = $\frac{\text{Net characters}}{\text{word length} \times \text{test duration (in minutes)}}$
- Accuracy Percentage = $\frac{100 \times \text{Net characters}}{\text{Gross characters}}$.
- **Note** – Gross speed is always in integer, the decimal part is truncated. So for example, if the Gross characters typed in 10 minutes are 298, then the Gross Speed = 29 and **not 29.8**

9. For incorrect words, the extra characters typed, which are more than the length of the reference word, are ignored for determining the gross speed. So e.g. if the word *university* is wrongly typed as *univty* then the characters typed will be taken as 6 (number of characters in *univty*) for gross speed. But if the user types *universities* then for measuring the gross speed, the characters typed will be taken as 10 (number of characters in *university*) and not 12 (number of characters in *universities*).

Speed calculation examples:-

Consider the following passage for typing:

My daughter is studying at Punjab University Chandigarh

If the user types in **two minutes**:

Case 1 : ਪੰਜਾਬੀ ਸਾਡੀ ਮਾਂ ਬੋਲੀ ਹੈ।

- Gross characters = 24 (sum of all characters in text including spaces and punctuation marks)
- Error characters = 0
- Net characters = $24 - 0 = 24$
- Gross speed = $\frac{24}{5 \times 2} = 2$ WPM
- Net speed = $\frac{24}{5 \times 2} = 2$ WPM
- Accuracy percentage = $\frac{100 \times 24}{24} = 100\%$

Case 2 : ਪੰਜਾਬ ਸਾਡੀ ਮਾਂ ਬੋਲੀ ਹੈ।

- Gross characters = 23
- Error characters = 5 (1 word wrong)
- Net characters = 23-5 = 18
- Gross speed = $\frac{23}{5 \times 2} = 2$ WPM
- Net speed = $\frac{18}{5 \times 2} = 1$ WPM
- Accuracy percentage = $\frac{100 \times 18}{23} = 78.26\%$

Case 3 : ਪੰਜਾਬੀ ਸਾਡੀ ਅਸਮਾਡੀ ਮਾਂ ਬੋਲੀ ਹੈ।

- Gross characters = 29 (including 5 characters for word ਅਸਮਾਡੀ and ignoring the extra space. Note we have considered only 5 characters and not 6 characters in extra word ਅਸਮਾਡੀ. See rule 4 and 10)
- Error characters = 5 (1 extra)
- Net characters = 29-5 = 24
- Gross speed = $\frac{29}{5 \times 2} = 2$ WPM
- Net speed = $\frac{24}{5 \times 2} = 2$ WPM
- Accuracy percentage = $\frac{100 \times 24}{29} = 82.75\%$

Case 4: ਪੰਜਾਬੀ ਸਸਾਡੀ ਮਾਂ ਬੋਲੀ ਹੈ।

- Gross characters = 24
- Error characters = 7.5 (1 wrong + 1 merged)
- Net characters = 24-7.5 = 16.5
- Gross speed = $\frac{24}{5 \times 2} = 2$ WPM
- Net speed = $\frac{16.5}{5 \times 2} = 1$ WPM
- Accuracy percentage = $\frac{100 \times 16.5}{24} = 68.75\%$

Case 5: ਪੰਜਾ ਬੀ ਮਾਂ ਬੋਲਦੀਆਂ ਹੈ।

- Gross characters = 20
(Note: we have considered only 4 characters for wrongly typed word ਬੋਲਦੀਆਂ, See Instruction 9)
- Error characters = 12.5 (1 missing + 1 wrong + 1 split)
- Net characters = 20-12.5 = 7.5
- Gross speed = $\frac{20}{5 \times 2} = 2$ WPM
- Net speed = $\frac{7.5}{5 \times 2} = 0$ WPM
- Accuracy percentage = $\frac{100 \times 7.5}{20} = 37.50\%$

Registrar