



चलार्थ पत्र मुद्रणालय : नाशिक रोड / CURRENCY NOTE PRESS : NASHIK ROAD  
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**Date : 03/12/2022**

## **NOTICE**

### **CLARIFICATION FOR CRITERIA OF SKILL/TYPING TEST**

It is with reference to the Advertisement No.CNPN/HR/Rect./01/2021 and subsequent notice dated 12/11/2022, wherein it was notified that skill/typing test for Secretarial Assistant (B-4 level) and Junior Office Assistant (B-3 level) will be held on 04/12/2022.

In this regard, the details of the criteria for the skill/typing test are hereby further clarified for information to all the concern candidates who have applied for the said posts.

#### **A) Criteria for Calculation of Typing Speed and Error-**

##### **I. The Criteria for evaluation of typing speed & error is illustrated below as –**

**Note: 1 word = 5 key strokes, 1 error = 5 key strokes.**

Net Speed (WPM) = [(Gross Strokes - Error Hits) / 5] / Total Test Time (Min).

Duration: 10 min.

Gross Strokes = Total Stokes Typed in 10 Min. e.g. 2000.

Words Typed = (2000/5) = 400.

**Gross Speed** = 400/10 = 40 WPM.

##### **II. Criteria for Calculation of Error**

Mistakes / Error Stokes = 250.

Error Words = 250/5= 50.

Net Errors = 50/10 = 5 WPM.

**Net Speed = 40 – 5 = 35 WPM.**

#### **B) Percentage of Error allowed -**

- i. Relaxation of 5% error for UR Category.
- ii. Relaxation of 7% error for other Categories.

Sd/-

Dy. General Manager – HR  
For Chief General Manager