



Date: 15.05.2023

Time office, Carriage Shop & Prod 'D'

Sub: Typing writing skill test for clerical staff of UBLs.

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It is proposed to conduct a typewriting skill test for the following Clerical staff who were appointed/promoted as detailed below.

Sl.No.	Name(S/Sri/Smt)	Date of Appt./ Promotion	Design	Shop/Office	Mode of appointment
01	Laxman S Jodalli	15.12.2020	Jr. Clerk	Time office	Gr D to C
02	Yeshwant B	02.07.2021	Jr. Clerk	Prod 'D'	Gr D to C
03	Sweta K Hegade	04.07.2021	Jr. Clerk	Carriage Shop	Gr D to C

They are hereby alerted to be in readiness to appear for the typewriting skill test which will be conducted at short notice.

A modified procedure for testing Typing skill Test as communicated vide Railway Board RBE No.19/2011 is as under;

- a. 30 w.p.m in English or 25 w.p.m in Hindi for Typing test conducted on both Manuel typewriter and personnel computer with 5% mistakes of total words typed shall be ignored. Thereafter for every mistake, a corresponding number of words may be correcting the mistakes of the typed matters shall not be permitted in case of candidates who opt to type 25 w.p.m in Hindi and 30 w.p.m in English. Further editing tools in function shall be disabled before conducting typing test.
- b. 40 w.p.m in English or 35 w.p.m in Hindi with the use of editing tools for correcting the mistake. The benefit of 5% mistake will not be allowed in this case.

Candidates who are alerted for the Typing test shall exercise the option either to undergo typing skill test as per para (a) or (b) above and communicate the exercise of such option through their controlling supervisors on or before 31.05.2023.

It may also be advised to the candidates that, once the option is exercised no change is allowed for the current Typing skill test.

The supervisors concerned may advise the employees working under their control including those who are on leave/sick with clear acknowledgment without fail

Please note and notify the concerned.

ISI/23

(Sandeep Singh)_{IRPS}
Workshop Personnel Officer
For Chief Workshop Manager

Copy to: Dy. CWM/UBLS
Copy to: Confidential Cell/WPO/O/UBLS
Copy to: Employees
Copy to: The Secretary, SWRMU, AISCT Assn. & AIOBC Assn./UBLS