

फैक्सनं. : ०२२-२८९४७०६८
Fax No. : 022-28947068

PHONE : 022-28701537 (DGM)
: 022-28702179 (AGM)
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भारतीय
खाद्य
निगम



FOOD
CORPORATION
OF INDIA

आंचलिक कार्यालय (पश्चिम) **REVISED**
मुंबई
कार्मिक प्रभाग
Zonal Office (West)
Mumbai
Personnel Division

आंचलिक कार्यालय (पश्चिम), भा. खा. नि. नई बिल्डिंग, राजेंद्र नगर, दत्तपाडा रोड, बोरिवली (पूर्व), मुंबई-66
Zonal Office (West), FCI New Building, Rajendra Nagar, Dattapada Raod, Borivali (E), Mumbai-66
Website: www.fciweb.nic.in E-mail: zmwest.fci@nic.in, dgmoperswz.fci@nic.in

RE –SKILL TEST FOR TYPIST (HINDI) POST – WEST ZONE

(With reference to Advertisement No. 01/2019- FCI Category III)

INFORMATION HANDOUT

This handout contains details pertaining to various aspects of the Re-Skill Test (*which will be of qualifying in nature*) and important instructions about related matters. You are advised to study the handout carefully as it will help in undertaking the Skill Test.

The Re-Skill Test for Typist (Hindi) will be conducted on **22.03.2020**.

You have to report to the examination centre i.e. **All India Institute of Local Self Government , Barfiwala Bhavan, Vidyagauri Neelkanth Marg, Near Bhavans College, Khanpur, Old City, Khanpur, Ahmedabad- 380001** half an hour before the Reporting Time as mentioned in the Call Letter.

The candidates appearing for the post of Typist (Hindi) will undergo a Re-Skill Test in typing in Hindi which will be of qualifying nature.

The admissible error limits for Skill Test of Steno Grade-II and Typing Test of Typist (Hindi) is 7% for SC/ST/OBC/PwBD and 5% for rest of categories.

GENERAL INSTRUCTIONS:

- Please note date, time and venue address of the examination as given in the call letter.
- You may visit the venue one day before the Online Examination to confirm the location so that you are able to report on time (as printed on the call letter) on the day of the examination. Late comers will not be allowed.
- Please bring call letter with your photograph affixed thereon (Preferably the same photograph as was as uploaded), currently valid photo identity proof in original and a photocopy of the same ID proof which you bring in original – THIS IS ESSENTIAL. Hand over call letter along with photocopy of photo identity proof duly stapled together to the invigilator.

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- iv. You must scrupulously follow the instructions of the Test Administrator and the FCI Representative at the examination venue. On violation of the instructions candidate will be disqualified and will be asked to leave the examination venue. Silence must be observed in the Examination room and the candidates must abide by the instructions, if any, given to them by the Invigilator/ Supervisor.
- v. You have to bring with you a blue or black ball-point pen. A sheet of paper will be provided which can be used for writing one paragraph. The same must be handed over to the invigilator after the conclusion of the test.
- vi. The examination will be held in more than one sessions, as such the passage across various sessions will be equated to adjust for slight differences in difficulty level of different test passages used across sessions.
- vii. Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied in the examination hall or found to be in unauthorised possession of test content is likely to be prosecuted.
- viii. If the computer goes out of order during the typing test, the candidate should not shout or disturb others, but should remain seated quietly and inform the Invigilator. Alternative arrangements will be made for those candidates.
- ix. Candidates shall not be permitted to leave the Examination Hall until the test is over.
- x. On completion of the test, they shall remain seated at their desks and wait until their scripts are collected and accounted for. They must not type, write or erase anything on the test sheets after the expiry of the allotted time.
- xi. Any request for change in time/ date/ centre/ medium of the test will **not** be entertained under any circumstances.
- xii. Possession of mobile/ smart-watch/ any gadget (whether switched on or off/ not working) in the examination hall is strictly prohibited. Failure to do so shall invite disciplinary action as deem fit, including cancellation of candidature. Further, candidates are advised in their own interest not to bring these gadgets to the examination venue as there will be no facility for safe-keeping.

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PROCEDURE FOR TYPING TEST FOR TYPIST (HINDI)

1. The typing test will be conducted on computer in following key-board layout (UNICODE enabled). Phonetic not allowed:
 - a) Inscript
 - b) Remington (GAIL)
2. Each candidate will be given a passage in Hindi language consisting of about 300 words and he/she has to type the passage in **10 minutes**. The desired/ qualifying speed for qualifying the Skill Test is **30 W.P.M speed in Hindi Typing**.
3. To acquaint the candidates, the actual test will be preceded by two trail sessions; each will be of 1 minute duration.
4. If any candidate completes the given passage before the time limit of 10 minutes then the candidate may again type the same passage from the beginning. His speed in w.p.m. will be determined on the basis of words correctly typed in the prescribed time limit i.e. 10 minutes.
5. Immediately after the typing test is over, the candidate has to write a paragraph of 30-40 words from the given content/ passage, typed by him on a separate sheet. The candidate will write his/her Name, Roll No. and put his/ her signature on the print-out of the typed content and separate sheet. The candidate will hand over the same along with the supplied content to the invigilator. **Only the typed content will be evaluated**. Any correction made by pen/ pencil will be ignored summarily and no credit of score will be given to such correction. Further, it is also clarified that candidates will not be allowed to bring their own keyboard.
6. PwBD candidates eligible for availing the facility of scribe will be allowed additional compensatory time of 5 minutes in terms of FCI Circular No. EP-01-2018-27 dated 25.10.2018 and EP-01-2019-11 dated 19.03.2019.

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7. Evaluation Procedure (Nature of Mistakes):

A. Full Mistakes: The following errors will be treated as full mistakes:

- For every omission of word/ figure.
- For every substitution of a wrong word/ figure.
- For every addition of a word/ figure not found in the passage

B. Half Mistakes: The following errors will be treated as half mistakes:

- i. **Spacing Errors:** where no space is provided between two words,
e.g.
'Ihope' or undesired space is provided between two words or letters of a word e.g.
hope I have, 'I hxxave'.
- ii. For every spelling error committed by way of repetition, or addition pr
transposition or omission or substitution of a letter/ letters