



**RAILWAY RECRUITMENT CELL – WESTERN
RAILWAYWESTERNRAILWAY PARCELDEPOT,
ALIBHAIPREMJIMARG,GRANTROAD(EAST),MUMBAI–400007.**

WEBSITE:www.rrc-wr.com

GDCE NOTIFICATION NO.1/2019 – POST – Junior Clerk cum Typist.

NOTICE REGARDING CALL LETTER & OTHER INSTRUCTIONS FOR 2ND TYPING TEST

Ref: Notice dated 25-01-2024, 22-02-2024.

1. In continuation of Notice dated 22-02-2024, it is advised that 2nd typing test for the above Notification will be held on **09-03-2024** in Mumbai.

| Post | Reporting Time | Gate Closure Time | Exam Time |
|--------------------------|----------------|-------------------|-----------|
| Junior Clerk Cum Typist. | 12.30 PM | 1.30 PM | 2.00 PM |

2. No employee will be allowed to enter Exam Center after Gate Closure Time.
3. A link to download Call Letter is given below;

<https://cdn.digialm.com/EForms/configuredHtml/1287/88171/login.html>

PASSWORD – Date of Birth in DDMMYYYY format or MMDDYYYY format (for those whose date of Birth is between 01 to 12)

4. Specimen letter for relieving employees for 2nd typing test is enclosed herewith. Employees are advised to take PRINT OUT of Call Letter and Format of Relieving Letter. Employees will fill up necessary details in Relieving Letter and approach their Unit In-charge. Concerned Supervisor/In-charge after verifying the employee details will duly sign and return it to the employee. Employee has to produce Call Letter and Relieving Letter duly stamped & signed by Unit In-charge at the venue of 2nd typing test.
5. Employees are advised to read all instructions carefully and report at Examination Centre as per the Reporting Time indicated in the Call Letter. No request for change of venue, Centre will be considered.
6. Special Instructions regarding Typing Skill Test.
 - i. Print out of paragraph for print out of practice test and actual typing test will be provided to employees. Employee will return the same to the Invigilator after the test.
 - ii. Typing Skill Test will be conducted in English/Hindi on Computer as per the language option chosen by the candidate. In case the option was not exercised by a candidate, the Typing Skill

File No.WR-HQ0ESTT(RCGD)/1/2022-O/o CPO(Adm.)/HQ/WR

Test for such candidates will be in English. The Typing test consist of three parts viz: 1. Practice Typing test for 5 minutes to familiarize with keyboard 2. Break for 2 minutes. 3. Typing Test for 10 minutes which will be taken for evaluation. The Typing Test will be conducted on computer without editing tools and spell check facility.

For those candidates who appear for Typing Skill Test in Hindi, Keyboards layouts containing Krutidev and Mangal (Inscript/Remington Gail/ Remington CBI) fonts will be made available on computers.

- iii. The duration of the test is 10 minutes. The candidates are required to type the test paragraph containing 300 words during the test so as to attain a minimum speed of 30 words per minute in English Typewriting. Similarly, a candidate appearing in Hindi Typewriting should type the test paragraph containing 250 words in order to attain a speed of 25 words per minute.
- iv. Candidates must start typing from the starting of the text and must complete the whole text. If any candidate finishes the text before the allotted time he/she should restart the same passage and continue typing until expiry of the time.

7. Helpline numbers of RRC office: 022-67643649

Encl: Annx. 1 (Format of Relieving Letter)

DATE: 04 -03-2024

Digitally Signed by Manisha
Walavalkar
Date: 04-03-2024 12:20:39
Reason: Approved



पश्चिम रेलवे
Western Railway

No. _____

To,

Centre Incharge

(Name of Centre)

Office of the _____

Date : ____/03/2024

Affix latest
passport size color
photo duly
attested by Unit
Incharge

Sub : GDCE Notification no. 01/2019 for the post of Jr.Clerk- Typing Test on 09-03-24

Ref : Notice dated _____

Reference above, the bearer of this letter Shri/Ms. _____, Designation _____ working in this unit is directed to report for Typing Test to be held on 09-03-2024 at _____

His/her particulars are given as under :

| | | |
|---|----------------------------|--|
| 1 | Application No. | |
| 2 | Roll No. | |
| 3 | Name of employee | |
| 4 | Father's name | |
| 5 | Designation | |
| 6 | Station | |
| 7 | Unit / Division /Wshop/ HQ | |

Specimen signature of Shri/ Ms. _____ is appended below.

Stamp

(Signature of Unit Supervisor /Incharge)

Railway Auto no. _____