



**RAILWAY RECRUITMENT CELL – WESTERN RAILWAY
WESTERN RAILWAY PARCEL DEPOT,
ALIBHAI PREMJI MARG, GRANT ROAD (EAST), MUMBAI – 400 007.**

WEBSITE : www.rrc-wr.com

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

GDCE NOTIFICATION NO. 5/2019 – POST – Senior Clerk cum Typist.

NOTICE FOR Computer Based TYPING TEST to be held on 28-11-2022.

Ref: 1) Notice dated 31-10-2022, Notice dated 10-10-2022 Notice dated 15-11-2022.

1. In continuation of Notice dated 15-11-2022, Common Computer Based Typing Skill Test will be conducted in English/Hindi on 28-11-2022 at Ahmedabad at two centers in 2 shifts. Details are as under:-

Shift	Reporting Time	Common Computer Based Typing Test (CBTT) begins at	Typing Test consists of	No employee will be allowed to enter the Examination Centre after
Shift 1	9.30 AM	11.00 AM	Section 1 - Mock Typing - English - 5 mins Break time of 2 mins Section 2 - Actual Typing - English - 10 mins	10.30 AM
Shift 2	12.30 PM	2.00 PM	Break time of 2 mins Section 3 - Mock Typing - Hindi - 5 mins Break time of 2 mins Section 4 - Actual Typing - Hindi - 10 mins	01.30 PM

Important Instructions

2. Candidates who wish to appear in English will start their exam first and candidates who appear in Hindi will wait and start their exam after English section timer gets over. Hindi candidates will wait in their allocated system till English candidate exam gets over and English candidates will wait in their allocated system till Hindi candidate exam gets over and all will leave the lab together to avoid any disturbance in between.
3. Employees are advised to follow all the instructions given at the Venue of the Test.
4. The Link to download call letter for Computer Based Typing Test (CBTT) to be held on 28-11-2022 at Ahmedabad is given below: **(Link will be live after 6.30 PM on 23-11-22)**

<https://cdn.digialm.com/EForms/configuredHtml/1287/80408/login.html>

5. Employees can download Call Letter from this Link using Roll Number (Junior Clerk / Senior clerk CBT roll number) as Login ID and Date of Birth in mm/dd/yyyy format as password.
6. Format of Relieving letter is attached as Annx. II of this Notice.

7. 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 CBTT.
8. In cases of photograph mismatch, **it is instructed that the employees may be informed to affix their current photograph on the upper and lower portion of call letter and get the upper portion of call letter duly signed and stamped by the Sr. Subordinate / Unit In-charge in the Units/ Divisions/HQ.** The employee can attend the CBT on the basis of duly certified call letter along with Relieving Letter.
9. 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 date of Typing Test, venue will be entertained.
10. As a precautionary measure, all candidates are advised to wear a face mask at Exam Centre. Hence, they are advised to bring the same alongwith them.
11. Helpline numbers of RRC office : 022-67643648 ,022-67643649
12. Employees are advised to read the General Instructions to familiarize with the typing Test given in Annexure I below.

Encl: as above

Date: 23-11-2022

DY. CPO (Gaz)

General Instructions to the Candidate

1. Typing Skill Test will be conducted in English/Hindi on Computer.
2. Exam Module
Section 1 - Mock Typing - English - 5 mins
Break time of 2 mins
Section 2 - Actual Typing - English - 10 mins
Break time of 2 mins
Section 3 - Mock Typing - Hindi - 5 mins
Break time of 2 mins
Section 4 - Actual Typing - Hindi - 10 mins
3. Candidates who wish to appear in English will start their exam first and candidates who appear in Hindi will wait and start their exam after English section timer gets over. Hindi candidates will wait in their allocated system till English candidate exam gets over and English candidates will wait in their allocated system till Hindi candidate exam gets over and all will leave the lab together to avoid any disturbance in between.
4. The Typing Test will be conducted on computer without editing tools and spell check facility.
5. 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.
6. 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. The transcripts of those candidates who do not type 300 words in English or 250 words in Hindi within the prescribed time will not be evaluated.
7. 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.



No. _____
To,
Centre Incharge

Date : ____/11/2022

(Name of Centre)

Affix latest
passport size
color photo duly
attested by Unit
Incharge

Sub : GDCE Notification no. 1/2019 & 5/2019 for the post of Junior Clerk cum
Typist, **Senior Clerk cum Typist** – Common Computer Based Typing
TEST on 28-11-2022.

Ref : Notice dated _____

Reference above, the bearer of this letter Shri/Ms. _____,
Designation _____ working in this unit is directed to report for CBTT to be held on 28-
11-2022 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
(Incharge)

(Signature of Unit Supervisor

Railway Auto no. _____