

ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ, ਪੰਜਾਬ  
S.S.S. BOARD, PUNJAB  
ਵਣ ਭਵਨ, ਸੈਕਟਰ-68 ਮੋਹਾਲੀ

ਜਨਤਕ ਨੋਟਿਸ

1.0 ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ ਵੱਲੋਂ ਇਸ਼ਤਿਹਾਰ ਨੰਬਰ 17/2021 ਕਲਰਕ ਭਰਤੀ ਦੀਆਂ ਪ੍ਰਾਪਤ ਨਾਨ ਜੁਆਇਨਿੰਗ ਦੀਆਂ ਅਸਾਮੀਆਂ ਦੇ ਸਨਮੁੱਖ ਅਗਲੇਰੇ ਉਮੀਦਵਾਰਾਂ ਦਾ ਟਾਈਪ ਟੈਸਟ ਹੇਠ ਦਰਸਾਏ ਅਨੁਸਾਰ ਲਿਆ ਜਾਵੇਗਾ:-

ਲੜੀ ਨੰ:	ਇਸ਼ਤਿਹਾਰ ਨੰਬਰ	ਅਸਾਮੀ ਦਾ ਨਾਮ	ਟਾਈਪ ਟੈਸਟ ਦੀ ਮਿਤੀ ਤੇ ਸਥਾਨ
1	17/2021	ਕਲਰਕ	ਮਿਤੀ :- <b>17/08/2024</b> ਸਥਾਨ:- <b>ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ</b> <b>ਪਟਿਆਲਾ, ਪੰਜਾਬ</b>

2.0 ਉਕਤ ਟਾਈਪ ਟੈਸਟ ਲਈ ਹਦਾਇਤਾਂ Annexure A ਤੇ ਨੱਥੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹਨ।

3.0 ਉਕਤ ਟਾਈਪ ਟੈਸਟ ਲਈ ਰੋਲ ਨੰਬਰ/ਐਡਮਿਟ ਕਾਰਡ ਅਤੇ ਟਾਈਪ ਟੈਸਟ ਸਬੰਧੀ ਹੋਰ ਸੂਚਨਾ ਕੇਵਲ ਬੋਰਡ ਦੀ ਵੈੱਬਸਾਈਟ <https://sssb.punjab.gov.in/> ਤੇ ਅਪਲੋਡ ਕੀਤੀ ਜਾਵੇਗੀ। ਇਸ ਲਈ ਸਮੂਹ ਸਬੰਧਤ ਉਮੀਦਵਾਰ ਸਮੇਂ-ਸਮੇਂ ਤੇ ਬੋਰਡ ਦੀ ਵੈੱਬਸਾਈਟ ਚੈਕ ਕਰਦੇ ਰਹਿਣ।

4.0 ਟਾਈਪ ਟੈਸਟ ਲਈ ਬੁਲਾਏ ਗਏ ਉਮੀਦਵਾਰਾਂ ਦੀ ਸੂਚੀ Annexure B ਤੇ ਰੱਖੀ ਜਾਂਦੀ ਹੈ।

ਮਿਤੀ: 13/08/2024

-ਸਹੀ-  
ਸਕੱਤਰ  
ਅਧੀਨ ਸੇਵਾਵਾਂ ਚੋਣ ਬੋਰਡ

## Annexure A

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**Subordinate Services Selection Board, Punjab  
Forest Complex, Sector-68, SAS Nagar (Mohali)**

**Important Instructions for Candidates regarding Typing Test 1**

**General Instructions:-**

- a) The typing test will be conducted from 29/08/2023. The information regarding admit cards (download start date) will be uploaded on board's website <https://sssb.punjab.gov.in/> later on.
- b) Punjabi and English type tests will be conducted on the computer using typing software. The type test will be evaluated by the software and result will be displayed instantly, including all the typing errors.
- c) The Candidates will have to type Punjabi passage in **Unicode Compliant Raavi Font** using INSCRIPT keyboard. The Punjabi passage will be composed from characters taken from Gurmukhi alphabet, Gurmukhi and English numbers and punctuation marks. The Candidates are supposed to type the text exactly as provided in the question paras.
- d) The duration of the Punjabi and English type test will be 10 minutes for each test.
- e) Time interval of 5 min. will be provided between both language tests.
- f) To clear the test, the candidate must have a minimum **Gross typing Speed** of 30 words per minute in both Punjabi and English. Maximum 8% mistakes would be permissible to pass the test, meaning thereby that at least 92% accuracy is required in addition to the typing speed.
- g) Proper care has to be taken for spaces while typing punctuation marks. Wrong spacing of punctuation marks will be treated as space error. For Punjabi, the *lagamatras* and half characters have to be typed at proper positions and if any such character is omitted or additional characters are added in the words, then the complete word will be treated as wrong.
- h) Some of the keys of the keyboard, which are not relevant to the typing test software, would remain non functional during the typing test.
- i) The login details i.e. username and password will be provided to the candidates before starting the exam to access the typing test application.
- j) Candidate is suggested to follow all the instructions carefully appearing on the computer screen at the time of Typing Test.

- k) Candidate should report at the examination centre well before the time prescribed in the Admit Card. If the candidate misses slot allotted to him, no extra chance will be given to the candidate to appear in the test.
- l) Final result will be announced on website within one week after the conclusion of the test.
- m) Though the candidates will be provided with good quality keyboards for typing exam, they have the flexibility of typing on their own keyboards in the test. All candidates are allowed to bring their own wired **USB-type keyboard** for the typing test. All other keyboards of type PS2/wireless/Bluetooth etc. or wired USB-keyboard showing any signs of tempering/labelling etc. will not be allowed.

#### **Typing speed related instructions:-**

1. Definition of a "word" has been standardized to five characters, including spaces and punctuation.
2. The passage given for typing Punjabi and English will be displayed on the screen in chunks of 3 lines of text, and the candidate has to type the matter **exactly**. Extra words (not found in the text) and characters typed by the candidate will be considered as mistakes. Omission of any punctuation mark will also be treated as a mistake.
3. Each chunk of text will contain approximately 32-34 words and there will be total 10 such chunks. Candidate has to type all the 10 text chunks to be eligible for clearing the test. Candidates who finish typing all the 10 text chunks can use the remaining time to remove mistakes in the typed text to improve the typing accuracy.
4. After typing 80% of text in current chunk, candidate can use the Enter key or down arrow key to move to next chunk of text. There is penalty for skipping the words, so candidate should take care that all the words given in the chunk are typed. For editing the text, Up arrow key can be used to move to previous line while PgUp and PgDn keys can be used to move to previous or next chunks of text.
5. Spaces, numbers, letters, punctuation and enter key are all counted as characters for calculating gross speed, but extra spaces, extra enter keys and any function keys such as Shift, Alt or Backspace will **not be counted**.

6. For Punjabi words, vowels(ਉ, ਊ, ਐ, ਆ etc.), consonants (ਕ, ਖ, ਗ, ਘ etc.), matras (ਾ, ਿ, ੀ etc.), addak, bindi, tippi, half characters and bindi characters (ਸ਼ਖਰਾਜਫਲ) are all treated as single characters. Thus total number of characters in Punjabi word ਆਸਰਾ are four (ਆ, ਸ, ਰ, ਾ) while the word ਸ਼ੀ has three characters.

7. For Punjabi words in Unicode, vowels should be typed as single character and not as combination of vowel carrier+matra. Thus for example, ਆ **should not** be typed as combination of two characters (ਅ followed by ਾ) but as a single character only. The table below gives the correct keys combination for typing the vowels on Inscript keyboard.

Correct Vowel Usage	Inscript keyboard keys combination	Wrong Vowel Combination (Not Acceptable)
ਉ	Shift + G	ਉੁ
ਊ	Shift + T	ਊੁ
ੳ	Shift + A	ੳੁ
ਆ	Shift + E	ਅਾ
ਐ	Shift + W	ਅੈ
ਐ	Shift + Q	ਅੰ
ਇ	Shift + F	ਿਇ
ਈ	Shift + R	ਈੀ
ਏ	Shift + S	ਏੇ

## 8. Calculation of Errors

### i) Full mistakes:

- Omission of any word
- Substitution of any wrong word
- Addition of any wrong/Extra word not found in the passage

### (ii) Half mistakes:

- Spacing errors: Where no space or extra space is provided between two words

## 9. Typing speed and accuracy percentage are calculated as follows:

- Gross characters = total number of characters typed
- Error characters = number of errors x word length (i.e. 5)
- Net characters = Gross characters - Error characters
- Gross speed (in words per minute) = Gross characters / (word length x test duration(in minutes))
- Accuracy Percentage = (100 x Net characters) / Gross characters.
- **Note** – Gross speed is always in integer, the decimal part is truncated. So for example, if the Gross characters typed in 10 minutes are 298, then the Gross Speed = 29 and **not 29.8**

10. For incorrect words, the extra characters typed, which are more than the length of the reference word, are ignored for determining the gross speed. So e.g. if the word *university* is wrongly typed as *univty* then the characters typed will be taken as 6 (number of characters in *univty*) for gross speed. But if the user types *universities* then for measuring the gross speed, the characters typed will be taken as 10 (number of characters in *university*) and not 12 (number of characters in *universities*).

### **Speed calculation examples:-**

Consider the following passage for typing:

*My daughter is studying at Punjab University Chandigarh*

If the user types in **two minutes**:

#### **Case 1 : *My daughter is studying at Punjab University Chandigarh***

- Gross characters = 55 (sum of all characters in text including spaces and punctuation marks)
- Error characters = 0
- Net characters =  $55 - 0 = 55$
- Gross speed =  $\frac{55}{5 \times 2} = 5$  WPM (As per instruction at serial no. 9)
- Accuracy percentage =  $\frac{100 \times 55}{55} = 100\%$

#### **Case 2 : *My son is studying at Punjab University Chandigarh***

- Gross characters = 50
- Error characters = 5 (1 word wrong)
- Net characters =  $50 - 5 = 45$
- Gross speed =  $\frac{50}{5 \times 2} = 5$  WPM
- Accuracy percentage =  $\frac{100 \times 45}{50} = 90\%$

#### **Case 3 : *My daughter is studying at them Punjab University Chandigarh***

- Gross characters = 60
- Error characters = 5 (1 extra)
- Net characters =  $60 - 5 = 55$
- Gross speed =  $\frac{60}{5 \times 2} = 6$  WPM
- Accuracy percentage =  $\frac{100 \times 55}{60} = 91.67\%$

#### **Case 4: *My daughter it studying at Punjab University Chandigarh***

- Gross characters = 54
- Error characters = 7.5 (1 wrong + 1 merged)
- Net characters =  $54 - 7.5 = 46.5$
- Gross speed =  $\frac{54}{5 \times 2} = 5$  WPM (As per instruction at serial no. 9)
- Accuracy percentage =  $\frac{100 \times 46.5}{54} = 86.11\%$

**Case 5: *My studying at Punjab University Chandigarh***

- Gross characters = 44 (*As per instruction at serial no. 10*)
- Error characters = 17.5 (2 missing + 1 wrong + 1 split)
- Net characters =  $44 - 17.5 = 26.5$
- Gross speed =  $\frac{44}{5 \times 2} = 4$  WPM
- Accuracy percentage =  $\frac{100 \times 26.5}{44} = 60.22\%$

# Annexure B

Sr. No.	Application No.	Name	Father Name	DOB (mm/dd/yyyy)	Gender	Cat Code	Category	Marks in Written Exam
1	PSSSBH17143949	SIMRANJIT KAUR	HARI SINGH	27-02-1992	F	104	S.C (Ramdasia & others)	415.1521
2	PSSSBH17155061	PUSHPDEE P KAUR	PIRTHI SINGH	11-01-1996	F	104	S.C (Ramdasia & others)	415.1521
3	PSSSBH17106741	POONAM RANI	MAKHAN LAL	01-01-1997	F	104	S.C (Ramdasia & others)	415.1521
4	PSSSBH17133009	PARNEET KAUR	SHAMSHER SINGH	02-01-1998	F	104	S.C (Ramdasia & others)	415.1521
5	PSSSBH17027093	GURMINDE R KAUR	NIRMAL SINGH	28-07-1986	F	104	S.C (Ramdasia & others)	414.6848
6	PSSSBH17050639	MEENU RANI	GULZARI LAL	30-04-1992	F	104	S.C (Ramdasia & others)	414.6848
7	PSSSBH17034480	HARJINDER KAUR	SHAMSHER SINGH	15-07-1992	F	104	S.C (Ramdasia & others)	414.6848
8	PSSSBH17046040	ARTI	CHANDGI RAM	15-06-1996	F	104	S.C (Ramdasia & others)	414.6848
9	PSSSBH17028372	AMANPREET KAUR	JASMINDER SINGH	13-07-1996	F	104	S.C (Ramdasia & others)	414.6848
10	PSSSBH17102651	LOVEPREET KAUR	LATE SUCHA RAM	20-01-1997	F	104	S.C (Ramdasia & others)	414.6848
11	PSSSBH17006787	SHABNAM	RAJ KUMAR	10-08-1997	F	104	S.C (Ramdasia & others)	414.6848
12	PSSSBH17005311	JASHANPREET KAUR	BALJIT SINGH	24-08-1998	F	104	S.C (Ramdasia & others)	414.6848
13	PSSSBH17069270	RAMANDEEP KAUR	HARBHAJAN SINGH	08-02-2000	F	104	S.C (Ramdasia & others)	414.6848
14	PSSSBH17163414	BALWINDE R KAUR	AMARJIT SINGH	14-02-1982	F	104	S.C (Ramdasia & others)	413.1215
15	PSSSBH17106409	AMANPREET KAUR	LABH SINGH	10-03-1986	F	104	S.C (Ramdasia & others)	413.1215
16	PSSSBH17118002	POONAM KUMARI	LALLAN BIND	05-07-1997	F	104	S.C (Ramdasia & others)	413.1215
17	PSSSBH17144839	GURPREET KAUR	JAGTAR SINGH	12-01-2000	F	104	S.C (Ramdasia & others)	413.1215
18	PSSSBH17073537	SIMRANJIT KAUR	BHAG SINGH	15-01-1986	F	104	S.C (Ramdasia & others)	412.3841
19	PSSSBH17030901	BALRAJ KAUR	GURDEV SINGH	10-04-1987	F	104	S.C (Ramdasia & others)	412.3841
20	PSSSBH17	AMANDEE	NAND	20-03-	F	104	S.C	412.3841

	059542	P KAUR	SINGH KHAIRA	1989			(Ramdasia & others)	
21	PSSSBH17 036826	ACHHRA DEVI	KASHMIR SINGH	20-05- 1989	F	104	S.C (Ramdasia & others)	412.3841
22	PSSSBH17 101146	SEEMA RANI	JOGINDER SINGH	09-11- 1993	F	104	S.C (Ramdasia & others)	412.3841
23	PSSSBH17 025046	MANJU RANI	AMAR NATH	05-03- 1994	F	104	S.C (Ramdasia & others)	412.3841
24	PSSSBH17 005135	SUKHPREE T KAUR	MANJIT SINGH	03-02- 1996	F	104	S.C (Ramdasia & others)	412.3841
25	PSSSBH17 035406	RAMANJEE T KAUR	JARNAIL SINGH	11-06- 1996	F	104	S.C (Ramdasia & others)	412.3841
26	PSSSBH17 075315	ROSSI	GUDDU LAL	20-04- 1999	F	104	S.C (Ramdasia & others)	412.3841
27	PSSSBH17 094651	SUKHPREE T KAUR	DARSHAN SINGH	19-11- 2000	F	104	S.C (Ramdasia & others)	412.3841
End of List								