

General Instructions:-

1. Punjabi typing test 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.
2. 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 given chunks of text.
3. The duration of the Punjabi type test will be 10 minutes.
4. To clear the test, the candidate must have a minimum **Net typing Speed** of **30** words per minute. 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.
5. Proper care has to be taken for spaces while typing punctuation marks. Wrong spacing of punctuation marks will be treated as space error. The *lagamtras* 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.
6. Some of the keys of the keyboard, which are not relevant to the typing test software, would remain non functional during the typing test.
7. The typing software records all key combinations pressed by the candidate during typing test. Candidate is strongly advised not to press any illegal combinations such as Microsoft Windows Key combinations like Windows+L, Ctr+Alt+Del etc. In such cases candidate will be responsible for the loss of time or any other inconvenience caused. No extra time or chance will be given in such case.

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 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 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.

4. 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.**
5. Vowels(ਉ, ਊ, ਐ, ਆ etc.), consonants (ਕ, ਖ, ਗ, ਘ etc.), matras (ਾ, ਿ, ੀ etc.), addak, bindi, tippi, half characters and bindi characters (ਸਖਗਜਫਲ) are all treated as single characters. Thus total number of characters in Punjabi word ਆਸਰਾ are four (ਆ,ਸ,ਰ, ਾ) while the word ਸ੍ਰੀ has three characters.
6. Punjabi 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	ਊੂ
ਓ	Shift + A	ਓ
ਆ	Shift + E	ਅਾ
ਐ	Shift + W	ਅੈ
ਐ	Shift + Q	ਅੌ
ਇ	Shift + F	ਿਇ
ਈ	Shift + R	ਈੀ
ਏ	Shift + S	ਏੇ

7. 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 is provided between two correctly typed words(ਪੰਜਾਬਯੂਨੀਵਰਸਿਟੀ) or a correctly typed word is split into two words due to space (ਯੂਨੀ ਵਰਸਿਟੀ).

8. Typing speed and accuracy percentage are calculated as follows:

- Gross characters = total number of characters typed
- Error characters = number of mistakes 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))
- Net speed (in words per minute) = Net characters / (word length x test duration (in minutes))
- Accuracy Percentage = (100 x Net characters) / Gross characters.
- **Note** – Gross speed/Net 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**

9. 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 ਪੰਜਾਬੀ is wrongly typed as ਪੰਜਾਬ then the characters typed will be taken as 5 (number of characters in ਪੰਜਾਬ) for gross speed. But if the user types ਪੰਜਾਬੀਆਂ then for measuring the gross speed, the characters typed will be taken as 6 (number of characters in the reference word i.e. ਪੰਜਾਬੀ) and not 8 (number of characters in typed word i.e. ਪੰਜਾਬੀਆਂ).

10. For extra words typed, irrespective of the characters typed in the word, the characters to be considered for gross speed are 5.

Speed calculation examples: -

Consider the following passage for typing:

ਪੰਜਾਬੀ ਸਾਡੀ ਮਾਂ ਬੋਲੀ ਹੈ।

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

Case 1 : ਪੰਜਾਬੀ ਸਾਡੀ ਮਾਂ ਬੋਲੀ ਹੈ।

- Gross characters = 24 (sum of all characters in text including spaces and punctuation marks)
- Error characters = 0
- Net characters = 24-0 = 24
- Gross speed = $\frac{24}{5 \times 2} = 2$ WPM
- Net speed = $\frac{24}{5 \times 2} = 2$ WPM
- Accuracy percentage = $\frac{100 \times 24}{24} = 100\%$

Case 2 : ਪੰਜਾਬ ਸਾਡੀ ਮਾਂ ਬੋਲੀ ਹੈ।

- Gross characters = 23
- Error characters = 5 (1 word wrong)
- Net characters = 23-5 = 18
- Gross speed = $\frac{23}{5 \times 2} = 2$ WPM
- Net speed = $\frac{18}{5 \times 2} = 1$ WPM
- Accuracy percentage = $\frac{100 \times 18}{23} = 78.26\%$

Case 3 : ਪੰਜਾਬੀ ਸਾਡੀ ਅਸਸਾਡੀ ਮਾਂ ਬੋਲੀ ਹੈ।

- Gross characters = 29 (including 5 characters for word ਅਸਸਾਡੀ and ignoring the extra space. Note we have considered only 5 characters and not 6 characters in extra word ਅਸਸਾਡੀ. See rule 4 and 10)
- Error characters = 5 (1 extra)
- Net characters = 29-5 = 24
- Gross speed = $\frac{29}{5 \times 2} = 2$ WPM
- Net speed = $\frac{24}{5 \times 2} = 2$ WPM
- Accuracy percentage = $\frac{100 \times 24}{29} = 82.75\%$

Case 4: ਪੰਜਾਬੀ ਸਸਾਡੀ ਮਾਂ ਬੋਲੀ ਹੈ।

- Gross characters = 24
- Error characters = 7.5 (1 wrong + 1 merged)
- Net characters = 24-7.5 = 16.5
- Gross speed = $\frac{24}{5 \times 2} = 2$ WPM
- Net speed = $\frac{16.5}{5 \times 2} = 1$ WPM
- Accuracy percentage = $\frac{100 \times 16.5}{24} = 68.75\%$

Case 5: ਪੰਜਾ ਬੀ ਮਾਂ ਬੋਲਦੀਆਂ ਹੈ।

- Gross characters = 20
(Note: we have considered only 4 characters for wrongly typed word ਬੋਲਦੀਆਂ, See Instruction 9)
- Error characters = 12.5 (1 missing + 1 wrong + 1 split)
- Net characters = 20-12.5 = 7.5
- Gross speed = $\frac{20}{5 \times 2} = 2$ WPM
- Net speed = $\frac{7.5}{5 \times 2} = 0$ WPM

- Accuracy percentage = $\frac{100*7.5}{20} = 37.50\%$

Preparation of Merit

- Merit will be prepared on Net Speed.
- If two candidates have same net speed, then the candidate with greater count of net typed characters will be placed higher on merit list. And in case there is still a tie, then the candidate with greater accuracy will be placed higher on merit list.
- If still there is a tie, then the merit will be decided on date of birth.

Merit preparation calculation example:

Consider six candidates A, B, C, D, E and F as below:

Candidate	Gross Characters typed (10 mins)	Net Characters typed (10 mins)	Net Speed	Accuracy
A	2025	1902	38	93.92
B	2070	1911	38	92.31
C	1982	1971	39	99.44
D	2137	1971	39	92.23
E	2251	2001	40	88.89
F	1553	1499	29	96.52

The final merit will be:

1. C
2. D
3. B
4. A

Candidates E and F are out rightly rejected on basis of lower accuracy and lower net speed respectively.