

NOTICE

The University is going to conduct typing test w.e.f. 29.10.2025 to 31.10.2025 at Computer Lab, Guru Gobind Singh Medical College, Faridkot to the recruitment of following post:-

Sr. No.	Name of Post	Department	Typing Test	Eligibility Criteria for typing	Remarks
01	Clerk-Cum-DEO (Advt. No. 25/15)	Baba Farid University of Health Sciences, Faridkot	English and Punjabi	i) Graduate from Recognized University. ii) Possess atleast 120 Hours Course with hands on experience in the use of Personal Computer on IT in Office Productivity Applications or Desktop publishing applications from Government recognized Institution or reputed in Institution which is ISO 9001 certified or iii) Possess a computer IT Course equivalent to O Level Certificate of Department of Electronics Accreditation of Computer Course of Govt. of India. iv) Typing Punjab and English with 30 words per minutes.	List of the candidates is uploaded on the university website i.e www.bfuhs.ac.in , timing of typing test is mentioned against the name of each candidate.

IMPORTANT INSTRUCTIONS

1. The candidates are required to bring Admit Card cum Roll No Slip, Photograph.
2. Candidates will download the Admit Card from the link available on the University website and bring the same on the day of Typing Test to be held as per date and timings mentioned against each in the list.
3. Candidates are required to reach the venue at least one hour before the commencement of Typing Test.
4. Candidate must fulfill the eligibility criteria for the post mentioned above.
5. Appearance for typing test does not imply that candidate has fulfilled the entire criteria and he/she is eligible for the post.
6. Candidate will not be paid any TA/DA for attending the Typing Test.
7. Mere appearance in the typing test cannot be claimed as matter of merit and selection. The candidates are requested to fulfill the eligibility of posts as per the terms and conditions of advertisement.
8. For updates visit University website regularly.

GENERAL INSTRUCTIONS RELATED TO TYPING TEST:-

1. 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.
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 question paras.
3. The duration of the Punjabi and English type test will be 10 minutes for each test.
4. Time interval of 15 min. will be provided between both language tests.
5. 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.
6. 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.

7. Some of the keys of the keyboard, which are not relevant to the typing test software, would remain non-functional during the typing test.
8. A mock test will be made available on the spot before the typing test.

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 12-20 words 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. After typing 90% of text in current chunk, candidate can use the Enter 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. For Punjabi words, vowels(ਉ, ਊ, ਐ, ਆetc.), consonants (ਕ,ਖ,ਗ,ਘetc.), 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 (ਆਸਰਾ) while the word ਸ੍ਰੀ has three characters.
6. For Punjabi words in Unicode, vowels should be typed as single character and not as combination of vowel carrier+matra. Thus for example, ਆshould not be typedas 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	ਓ ੂ
ਊ	Shift + T	ਊ ੁ
ਓ	Shift + A	ਓ ੋ
ਆ	Shift + E	ਅ ਾ
ਐ	Shift + W	ਅ ੈ
ਐ	Shift + Q	ਅ ੐
ਇ	Shift + F	ਿ ਏ
ਈ	Shift + R	ਈ
ਏ	Shift + S	ਏ ੲ

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 or extra space is provided between two words

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 = $(100 \times \text{Net characters}) / \text{Gross characters}$.
 - **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**
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 *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 : 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 ਅਸਮਾਡੀ ਮਾਂ ਬੋਲੀ ਹੈ।

- Gross characters = 29 (including 5 characters for word ਅਸਮਾਡੀ and ignoring the extra space. Note we have considered only 5 characters and not 6 characters in extra word ਅਸਮਾਡੀ. 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 ਸਮਾਡੀ 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: ਪੰਜਾਬੀ 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 = $\frac{100 \times 7.5}{20} = 37.50\%$

Sd/-
Registrar

Baba Farid Univeristy of Health Sciences, Faridkot

Provisional List of candidates called for Computer Typing Test(Punjab/English) for recruitment to the post of Clerk-Cum-Data Entry Operator, published vide advt. no. 25/15 under BFUHS, Faridkot

Sno	App ID	Roll No	Candidate Name	Father Name	Gender	Category	Date of Birth	Date of Typing Test	Timings
UR-9 & UR Female-3									
1	16983	889932	SURJEET SINGH	JAGJEET SINGH	Male	BC	16-Mar-94	29.10.2025	10:00 AM
2	21301	889850	ARPATDEEP SINGH	SUKHPAL SINGH	Male	UR	26-Nov-98	29.10.2025	10:00 AM
3	18785	889044	HARMANPREET SINGH	RAM SINGH	Male	UR	13-Aug-93	29.10.2025	10:00 AM
4	14603	888470	BHUVNESH KUMAR	AJAY PAL	Male	UR	6-Mar-94	29.10.2025	10:00 AM
5	21349	889832	Mubark Ali	Kasim Khan	Male	UR	14-Aug-96	29.10.2025	10:00 AM
6	21427	889792	Gurlabh singh	Parkash singh	Male	UR	4-Jun-01	29.10.2025	10:00 AM
7	17887	889245	VARINDER KUMAR	OM PARKASH	Male	BC	4-Apr-89	29.10.2025	10:00 AM
8	18515	889106	Amanpreet Singh	Gurjit Singh	Male	BC	15-Aug-92	29.10.2025	10:00 AM
9	20053	888848	Rupinder kaur	Hazoor Singh	Female	UR	9-Apr-95	29.10.2025	10:00 AM
10	19690	888843	MANINDERJIT SINGH	NACHHATTAR SINGH	Male	UR	12-Jul-95	29.10.2025	10:00 AM
11	20785	888572	MOHIT BASSI	MUNISH BASSI	Male	UR	1-Oct-96	29.10.2025	1:00 PM
12	21015	888732	Parshotam Kumar	Mohan Chand	Male	SC(R/O)	31-Mar-97	29.10.2025	1:00 PM
13	16131	888263	Dallardeep Singh Warring	Jalour Singh	Male	UR	28-Dec-97	29.10.2025	1:00 PM

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14	19387	888910	Akhil	Pardeep kumar	Male	UR	16-Jun-98	29.10.2025	1:00 PM
15	22671	889499	Vincy Trehan	Hitesh Kumar Trehan	Female	UR	12-Jun-99	29.10.2025	1:00 PM
16	16714	888207	Deepak Gupta	Sanjay Gupta	Male	BC	19-Oct-99	29.10.2025	1:00 PM
17	17886	889246	Amardeep Singh	Pritpal Singh	Male	BC	16-Feb-01	29.10.2025	1:00 PM
18	23049	889415	SUKHBIR KAUR	JASWANT SINGH	Female	UR	11/07/85	29.10.2025	1:00 PM
19	16146	888299	Sandip Singh	Mukhtiar Singh	Male	UR	18-Jun-88	29.10.2025	1:00 PM
20	16620	888228	SUNITA DEVI	PIARA SINGH	Female	UR	18-Aug-90	29.10.2025	1:00 PM
21	19968	888777	RAMAN	HARBHAJAN SINGH	Male	BC	11-Jan-94	29.10.2025	3:00 PM
22	20801	888568	Ankush goyal	Amritpal goyal	Male	UR	17-Feb-94	29.10.2025	3:00 PM
23	16372	888232	RISHAV BANSAL	SHAM LAL BANSAL	Male	UR	23-May-94	29.10.2025	3:00 PM
24	22930	889449	AJAY KUMAR	NIRPAT	Male	UR	25-Aug-97	29.10.2025	3:00 PM
25	18599	889086	AMARJOT SINGH	SURINDER SINGH	Male	UR(EWS)	28-Nov-98	29.10.2025	3:00 PM
26	16296	888276	HARDEV SINGH	CHARAN DASS	Male	SC(R/O)	20-Aug-99	29.10.2025	3:00 PM
27	20328	888665	Gurbaz Singh	Parmjit Singh	Male	UR	1-Mar-00	29.10.2025	3:00 PM

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Sno	App ID	Roll No	Candidate Name	Father Name	Gender	Category	Date of Birth	Date of Typing Test	Timings
28	19392	888909	Anmol Rattan	Ashwani Kumar	Male	BC	7-Mar-00	29.10.2025	3:00 PM
29	20097	888555	HANISH KUMAR	BALDEV RAJ	Male	SC(R/O)	21-Oct-85	29.10.2025	3:00 PM
30	18669	889160	Ajay Kumar	Satpal	Male	UR(EWS)	3-Sep-96	29.10.2025	3:00 PM
31	17975	889232	ANKIT GARG	RAMJI DASS	Male	UR(EWS)	14-Mar-97	30.10.2025	10:00 AM
32	15556	888361	HIMANI TANDON	ANIL TANDON	Female	UR	16-Apr-97	30.10.2025	10:00 AM
33	17060	889900	LOVEPREET	DES RAJ	Male	SC(R/O)	3-Feb-98	30.10.2025	10:00 AM
34	21396	889810	KHUSHKARAN SINGH	GURBINDER SINGH	Male	UR	13-Sep-98	30.10.2025	10:00 AM
35	14622	888464	Harjot Singh	Hardial Singh	Male	BC	13-Nov-99	30.10.2025	10:00 AM
36	19974	888778	SOFIA	BALWINDER HANDA	Female	UR(EWS)	17-Feb-00	30.10.2025	10:00 AM

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SC(M/B)-2 & SC(M/B)Female-01 (Remaining Candidates)

1	19380	888913	JASHANPREET KAUR	RANJEET SINGH	Female	SC(M/B)	2-Jan-03	30.10.2025	10:00 AM
2	19397	888908	Rohit Bhatti	Jatinder Kumar	Male	SC(M/B)	22-Dec-95	30.10.2025	10:00 AM
3	21536	889761	SUKHDEEP SINGH	BAKHSISH SINGH	Male	SC(M/B)	8-Jan-00	30.10.2025	10:00 AM
4	20411	888739	Amritpal Singh	Paramjit Singh	Male	SC(M/B)	28-May-92	30.10.2025	10:00 AM
5	21602	889739	RAVINDER SINGH	RESHAM SINGH	Male	SC(M/B)	5-Aug-02	30.10.2025	1:00 PM
6	20759	888580	Lovepreet Singh	Gurmeet Singh	Male	SC(M/B)	5-Aug-01	30.10.2025	1:00 PM
7	21574	889748	Gurpreet Singh	Amarjit Singh	Male	SC(M/B)	1-May-98	30.10.2025	1:00 PM
8	22753	889489	Randeep Singh	Jagtar Singh	Male	SC(M/B)	5-May-01	30.10.2025	1:00 PM
9	19050	888988	Akashdeep singh	Gurmail singh	Male	SC(M/B)	4-May-01	30.10.2025	1:00 PM

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SC(R/O)-01 & SC(R/O)Female-01 (Remaining Candidates)									
1	19710	888837	ARSHDEEP SINGH	KARAM SINGH	Male	SC(R/O)	6-Jul-01	30.10.2025	1:00 PM
2	16942	889925	RAMANPREET SINGH	BALWINDER SINGH	Male	SC(R/O)	3-Mar-97	30.10.2025	1:00 PM
3	14936	888431	Sandeep singh	Swaran singh	Male	SC(R/O)	3-Oct-00	30.10.2025	1:00 PM
4	19318	888926	Surjeet Singh	Joginder Pal Singh	Male	SC(R/O)	7-Mar-84	30.10.2025	1:00 PM
5	18498	889109	SURJEET MEHMI	CHARANJEET	Female	SC(R/O)	25-Nov-89	30.10.2025	1:00 PM
6	18553	889097	MUKUL KUMAR	SUBHASH KUMAR	Male	SC(R/O)	1-Feb-99	30.10.2025	3:00 PM

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ESM SC-02 (Remaining Candidates)									
1	21435	889788	Teerath Singh	Jasveer Singh	Male	SC(ESM)	16-Jul-03	30.10.2025	3:00 PM
2	14559	888472	KULWINDER SINGH	MEHAR SINGH	Male	SC(ESM)	10-Jan-82	30.10.2025	3:00 PM
3	15630	888358	harpreet singh	amarjit singh	Male	SC(ESM)	20-Oct-96	30.10.2025	3:00 PM
4	22542	889815	JASWINDER SINGH	NACHHATAR SINGH	Male	SC(ESM)	5-Nov-86	30.10.2025	3:00 PM
5	16034	888313	Gurarshdeep Singh	Balvir Singh	Male	SC(ESM)	17-Jan-99	30.10.2025	3:00 PM
6	20095	888569	Angrej singh	Sukhmander singh	Male	SC(ESM)	18-Dec-86	30.10.2025	3:00 PM

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EWS-03 (Remaining Candidates)

1	20781	888574	AMAN GARG	RAKESH KUMAR	Male	UR(EWS)	14-Aug-00	30.10.2025	3:00 PM
2	20089	888578	sahil kumar	ashwani kumar	Male	UR(EWS)	8-Apr-02	30.10.2025	3:00 PM
3	19931	888787	JUJHAR SINGH	GURCHARAN SINGH	Male	UR(EWS)	26-May-90	30.10.2025	3:00 PM
4	13897	888506	PRINCE PATHANIA	TARSEM SINGH	Male	UR(EWS)	29-Sep-93	31.10.2025	10:00 AM
5	15738	888347	UNIQUE KUMAR	NARESH KUMAR	Male	UR(EWS)	17-Jan-96	31.10.2025	10:00 AM
6	22977	889384	Sahil Arora	Niranjan Kumar	Male	UR(EWS)	18-Jan-01	31.10.2025	10:00 AM
7	22722	889492	RUHANI	VIPAN KUMAR	Female	UR(EWS)	8-Dec-02	31.10.2025	10:00 AM
8	20199	888701	JASHAN	BALJINDER KUMAR	Male	UR(EWS)	13-Jun-04	31.10.2025	10:00 AM
9	15472	888377	Karan Singh	Ranjit Singh	Male	UR(EWS)	21-May-96	31.10.2025	10:00 AM
10	19151	888956	Sanchit	NEERAJ GUPTA	Male	UR(EWS)	8-Dec-01	31.10.2025	10:00 AM

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ESM UR Female-02 (Remaining Candidates)

1	14522	888475	Jagjeet singh	Charat singh	Male	UR(ESM)	11-Jul-94	31.10.2025	10:00 AM
2	20280	888676	PARMINDER KAUR	GURMEET SINGH	Female	UR(ESM)	18-Feb-95	31.10.2025	10:00 AM
3	20338	888660	Harmeet Kaur	Kundan Singh	Female	UR(ESM)	4-Mar-91	31.10.2025	10:00 AM
4	15635	888357	Navdeep Kaur	Harbhajan Singh	Female	UR(ESM)	17-Oct-99	31.10.2025	1:00 PM

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BC-02 & BC Female-01 (Remaining Candidates)									
1	22289	889587	HARDEV SINGH	SUKHWINDER SINGH	Male	BC	20-Feb-00	31.10.2025	1:00 PM
2	20273	888678	Rimple Kamboj	Paramjeet kumar	Male	BC	12-Mar-03	31.10.2025	1:00 PM
3	22263	889601	NARESH KUMAR	KUMBHA RAM	Male	BC	5-Sep-89	31.10.2025	1:00 PM
4	23052	889413	ved prakash yadav	sushil yadav	Male	BC	28-Oct-96	31.10.2025	1:00 PM
5	18256	889104	akwal singh	harphool singh	Male	BC	26-Jul-97	31.10.2025	1:00 PM
6	18165	889191	PRABHDEEP SINGH	JARNAIL SINGH	Male	BC	11-Dec-98	31.10.2025	1:00 PM
7	18762	889053	ANMOL SINGH	INDERJEET SINGH	Male	BC	2-Oct-00	31.10.2025	1:00 PM
8	22813	889480	Ranjeet Singh	Sukhdev singh	Male	BC	21-Sep-01	31.10.2025	1:00 PM
9	18261	889094	Neha Gautam	Satpal Gautam	Female	BC	28-Aug-90	31.10.2025	1:00 PM

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ESM BC-01 (Remaining Candidates)

1	889052	Lovepreet Singh	Sukhwinder Singh	Male	BC(ESM)	15-Oct-00	31.10.2025	3:00 PM
2	889848	ANGREJ SINGH	MAHINDER SINGH	Male	BC(ESM)	27-Dec-83	31.10.2025	3:00 PM

Sno	Roll No	Candidate Name	Father Name	Gender	Category	Date of Birth	Date of Typing Test	Timings
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Freedom Fighter -01

1	889307	Sachin Sethi	Parvinder Kumar Sethi	Male	FF	16-Aug-92	31.10.2025	3:00 PM
2	889206	GURPREET SINGH	RAJINDER PAL SINGH	Male	FF	24-Aug-97	31.10.2025	3:00 PM
3	888321	ANKITA	Kamal rai wadhwa	Female	FF	3-Mar-88	31.10.2025	3:00 PM

Sno	Roll No	Candidate Name	Father Name	Gender	Category	Date of Birth	Date of Typing Test	Timings
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PH (Remaining)

1	889096	SUKHMANDER SINGH	JAGJEET SINGH	Male	PH	9-Feb-91	31.10.2025	3:00 PM
2	888742	GURPREET SINGH	JAGTAR SINGH	Male	PH	2-Jan-97	31.10.2025	3:00 PM
3	888635	Tejvinder Singh	Gurcharan Singh	Male	PH	22-Jul-94	31.10.2025	3:00 PM