



09/2006

# UNIVERSITY GRANTS COMMISSION

Commission Circular No: 873

No. 20, Ward Place,  
Colombo 07.

27<sup>th</sup> February, 2006

Vice-Chancellors of Universities,  
Rectors of Campuses,  
Directors of Institutes,

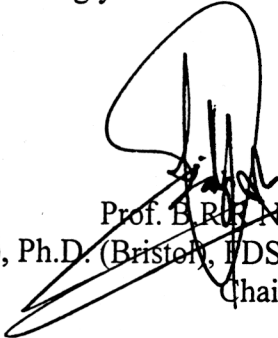
## SCHEME FOR TESTING THE PROFICIENCY IN TYPING BY USING COMPUTERS/ELECTRONIC / ELECTRIC TYPEWRITERS

Your kind attention is invited to the minimum speed levels stipulated in the schemes of recruitment for the posts of Typist and Stenographer by using manual type writers.

The Commission at its 691<sup>st</sup> meeting held on 29.08.2005 having considered the fact that almost all Typists and Stenographers in the University System are proficient with the use of Computers and Electronic Typewriters at present, approval has been granted to adopt the annexed scheme for testing the proficiency in typing by using Computers/Electronic / Electric Typewriters. The Commission further decided that an option be given to the candidates either to use the manual typewriters or computers/electric/ electronic typewriters for testing the proficiency in typing.

The provisions of this circular are effective from 01.01.2006.

Please take action accordingly.

  
.. 27.02.2006

Prof. B.R.S. N. Mendis,  
BDS(Hons.), Ph.D. (Bristol), FDSRCS (Eng. & Edin.), FFDRCS (I)  
Chairman

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**THE SCHEME FOR TESTING THE PROFICIENCY IN TYPING  
REQUIRED FOR RECRUITMENTS/PROMOTIONS OF TYPISTS**

1. **Using Computers**

- i) The question paper should be handwritten and not in print form.
- ii) The function keys of **spell check** should be de-activated before commencement of examination. (use of function keys will be a violation of the examination regulations).
- iii) Set the Computer in such a way to obtain a print out immediately after the speed test.
- iv) In order to avoid corrections being done by the candidates, the Examiner should pay special attention to the time allocated for exam and collect the print outs immediately after the examination.

**Minimum speeds required for speed test on Computers**

<u>Post</u>	<u>Typing Speed</u>		
	<u>Sinhala</u>	<u>Tamil</u>	<u>English</u>
Stenographer Gr.II	35	35	55
Stenographer Gr.I	40	40	60
Staff Assistant (Stenography)	45	45	65
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Typist Grade III	35	35	55
Typist Grade II	40	40	60
Typist Grade I	45	45	65
Staff Assistant (Typing)	50	50	70

2. **Electronic and Electric Typewriters**

- i) The question paper should be handwritten and not in print form.
- ii) Only the **Typewriter Mode** should be used (using the Word Processor Mode is prohibited).
- iii) Use of correcting fluid/correcting tapes (lift-off tapes)/erasers is prohibited.  
Use of any of these items will be a violation of the examination regulations.

Contd....

Minimum speeds required for speed test on Electric & Electronic Typewriters

<u>Post</u>	<u>Typing Speed</u>	
	<b>Sinhala</b>	<b>English</b>
Stenographer Gr.II	25	45
Stenographer Gr.I	30	50
Staff Assistant (Stenography)	35	55
Typist Grade III	25	45
Typist Grade H	30	50
Typist Grade I	35	55
Staff Assistant (Typing)	40	60

The Officers conducting the above examinations are required to strictly follow the instructions given above.

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