



NETAJI SUBHAS ADMINISTRATIVE TRAINING INSTITUTE  
GOVERNMENT OF WEST BENGAL  
SALT LAKE CITY, SECTOR-III, FC-BLOCK, CALCUTTA - 700106

**Notification: Half-Yearly Examination of Computer Operation and  
Computer Typing, {(Type Test 2024 (Phase XVIII)}**


No. 26/ATI-99/2/2019-IT AND D SEC-ATI

Date: 03-07-2024

1. Following are the guidelines relating to the conduct of Examination of Computer Operation and Computer Typing, {(Type Test 2024 (Phase XVIII))} by the NSATI, Govt. of West Bengal:

**Type Test, 2024 (Phase XVIII) :**

- ❖ Date of commencement of Application is 05<sup>th</sup> July, 2024, 11:00 a.m.
  - ❖ All Applicants shall have to fill up the Application Form (can be downloaded from the link provided at the website <http://atiwb.in/jrtype2/>) and route it through the respective Head of Office/Directorate/Department (as the case may be).
  - ❖ Last date of submission of Application to the Head of Office/Directorate/Department is 05<sup>th</sup> August, 2024, 5:00 p.m.
  - ❖ Applicants should not apply directly to NSATI.
  - ❖ After receiving the application from the concerned applicant, the Head of Office/Directorate/Department will issue a receipt (already provided in the form)
  - ❖ The Head of Office/Directorate/Department shall affix his/her signature on the form and also attest the photograph of the candidate.
  - ❖ The Head of Office/Directorate/Department shall upload the duly signed and attested form, along with the relevant data, in the link provided in the website. This process should be completed within 14<sup>th</sup> August, 2024, 5:00 pm.
  - ❖ Applicants or the concerned Head of Office/Directorate/Department should not send any hard-copy to NSATI.
  - ❖ After successful uploading of the form by the concerned Head of Office/Directorate/Department, the status of submission can be viewed from the list of applicants in the website.
  - ❖ No communication should be made to any staff of NSATI through phone. NSATI is providing a dedicated grievance portal. For such queries. Our representative will contact you as and when required.
  - ❖ Applicants can download their admit cards using their Aadhar Number.
  - ❖ Downloading of admit card is to commence from 23<sup>rd</sup> August 2024, 11 a.m.
  - ❖ Tentative date for commencement of Type Test: 04<sup>th</sup> September, 2024.
2. Name of Candidates working under the purview of State Secretariat may be sent to Common Cadre Wing of Personnel and Administrative Reforms Department, as mentioned vide No. 118-PAR(CCW)/M-19/17, dtd. 11/04/2019 and 350-PAR(CCW)/M-19/17, dtd. 15/09/2021 of Common Cadre Wing, Personnel and Administrative Reforms Department. **When any department falling under the purview of State Secretariate, uploads the details of any applicant, it will be implied that they have already taken prior approval from P&AR Department.**
3. Submission of Aadhaar Number during online application is compulsory. No two applications shall have the same Aadhaar number. In case Aadhaar number mentioned on the Application does not match with that on the Aadhaar card, the application may be rejected.
4. For Candidates seeking relaxation (vide No. 2831-F(P2), 11.07.2022 or any amendment thereafter) in Type Test: Letters from the head of the office should reach NSATI before the commencement of Type Test, mentioning the relaxed speed as applicable vide No. 2831-F(P2), 11.07.2022 or any amendment thereafter. (in the format attached)

  
Controller of Type Test & ex-officio Joint  
Secretary, Govt. of West Bengal

**Copy forwarded for kind information to :-**

- 1-5. The Additional Chief Secretary, Personnel & Administrative Reforms Department, Government of West Bengal.
- 2-6. The Commissioner, Medinipur/Malda/Presidency/Burdwan/Jalpaiguri Divisions.
7. Shri Sudip Mitra, IAS, Special Secretary, Personnel and Administrative Reforms & e-Governance Department, Government of West Bengal.
- 8-61. Joint Secretary, ..... (all) Department.
- 62-83. The District Magistrate (All).
84. PS to Director General, NSATI, WB.
85. PS to ADG, NSATI



**Controller of Type Test & ex-officio Joint  
Secretary, Govt. of West Bengal**

To,

The Controller of Type Test,

NSATI

Sub: Submission of prayer for getting relaxation in Type Test on computer in term of G.O. No. 2831-F(P2), dated 11/07/2022 or amendment thereby

Madam/Sir,

In connection with the above mentioned subject allowing certain relaxation in the matter of Typing Test on computer in terms of G.O. No. .... in case of below noted officials may be allowed:

Sl. No.	Name	Adhar No.	Para no. of No. 2831-F(P2), dated 11/07/2022, in term of which relaxation is sought	Effective speed per minute (WPM)

Signature of competent authority