



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

No. 131/ATI-99/2/2019-IT AND D SEC-ATI

Date: 26-06-2025

**Half-Yearly Examination on Computer Operation and Computer Typing,**  
**{Type Test 2025 (Phase XX)}**

**NOTIFICATION**

Online applications are hereby invited from the willing West Bengal Government employees for Half yearly Examination on Computer Operation and Computer Typing (Type Test 2025, Phase XX). Details of the examination are given below-

**Name of the Examination:** Half yearly Examination on Computer Operation and Computer Typing (Type Test 2025, Phase XX).

**Date and time of commencement of application:** 26<sup>th</sup> June, 2025, 05:00 pm.

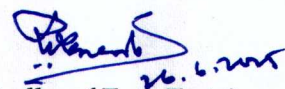
**Last date of uploading the application in the online portal of NSATI:** 25<sup>th</sup> July, 2025, 5:00 pm.

**Procedure for application:**

- i) All Applicants will have to fill up the Application Form downloaded from the link provided at the website <http://atiwb.in/jrtype2/> and submit the properly filled up form to the respective Head of Office/ Directorate/ Department (as the case may be). **Applicants should not apply directly to NSATI.**
- ii) After receiving the application form from the concerned applicant, the Head of Office/ Directorate/ Department will issue a receipt (already provided in the form).
- iii) The Head of Office/ Directorate/ Department shall attest the form as well as the photograph of the candidate (*half on the photo and half on the application*).
- iv) 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. (*The uploaded application file should be pdf, single page -1<sup>st</sup> page of application, scanned with 300 dpi colour and not more than 1 MB file size.*) This process should be completed within 25<sup>th</sup> July, 2025, 5:00 pm.
- v) Applicants or the concerned Head of Office/ Directorate/ Department should not send any hard-copy to NSATI.
- vi) 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 on the website.

**Information**

- i) No communication should be made to any staff of NSATI over phone. NSATI has provided a dedicated grievance portal for any queries. Our representative will contact you as and when required.
- ii) Applicants can download their admit cards using their Aadhar Number.
- iii) **Admit card** can be downloaded from 08<sup>th</sup> August, 2025 at 03:00 pm and onward.
- iv) Tentative date for commencement of Type Test: is 20<sup>th</sup> August, 2025.
- v) 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(CCVV)/M-19/17, dtd. 11/04/2019 and 350-PAR(CCVV)/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.**
- vi) Aadhaar Number of the applicant should be mentioned correctly and compulsorily. In case of Aadhaar number mentioned on the Application does not match with that on the Aadhaar card, the application will be rejected. If double applications are submitted, both of them will be rejected.
- vii) **For Candidates seeking relaxation (vide No. 2831-F(P2), 11.07.2022 or any amendment thereafter) in Type Test:** Letter from the Head of Office should reach at 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)

  
26.6.2025  
Controller of Type Test &  
Additional Director, NSATI

No. 131/1(7)/ATI-99/2/2019-IT AND D SEC-ATI

Date: 26-06-2025

Copy forwarded for kind information to :-

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



Controller of Type Test &  
Additional Director, NSATI

Memo. No. ....

Date: .....

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	Aadhaar 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  
(with seal)