

FT/15(1182)/2021/E-I

31st January, 2025**NOTIFICATION**

Sub: Instructions to candidates shortlisted for Typing Test in computers to the post of Junior Secretariat Assistant (Gen/F&A/S&P) and Proficiency test in Stenography for the post of Junior Stenographer against CSIR-CFTRI Advt. No Rec.02/2021 – reg.

Ref: CSIR-CFTRI Web Notification dated 22/01/2025

1. In continuation to the CSIR-CFTRI web Notification dated 22/01/2025 mentioned under Reference, all the candidates who have qualified in the written Examination (as mentioned in enclosed Annexure-I to this notification) are informed that the Proficiency test in computer typing for the post of Junior Secretariat Assistant (Gen/F&A/S&P) and Proficiency test in Stenography for the post of Junior Stenographer shall be held as per the details below:

S.No.	Post Name	Date of Proficiency Test	Reporting Time	City of the Proficiency Test
1	Junior Secretariat Assistant (Gen/F&A/ S&P)	15 th January, 2025	Reporting Time for Proficiency test i.e. Typing test in Computers: <u>08:30 AM</u>	MYSURU, KARNATAKA
2	Junior Stenographer	15 th January, 2025	Reporting Time for Proficiency test in Stenography: <u>12:00 PM</u>	

2. The shortlisted candidates willing to appear for the Proficiency test may download and print their Admit Card containing detailed information regarding the address of venue and other instructions from the CFTRI recruitment portal (i.e. <https://recruitment.cftri.org>) w.e.f 10.02.2025 (10:00 AM).

3. The candidates are required to download their Admit Cards using their Roll number and Date of Birth. In case of any difficulty in downloading the admit card, the candidate may contact on email: recruit@cftri.res.in . This email is only for Technical Queries related to Accessing the portal.

4. Please note that the Admit Card will be available only through the CFTRI recruitment portal (i.e. <https://recruitment.cftri.org>). The Admit Card will not be issued to the candidates through any other mode. Candidates are advised to login only using Laptop/Desktops and not through their mobile phones.

5. Candidates are advised to read the instructions contained in this notification & the Admit Card carefully before appearing for the Proficiency test. The Date of Exam & Examination Centre for the Proficiency test mentioned in the Admit Card will be the final one and no request for change of same will be allowed in any circumstances.

6. The choice of medium/language for the Proficiency test in computer typing and the language for proficiency test in Stenography given by the candidate in their online application form shall be treated as final (as indicated against their name in this notification). Any request for a change of medium/language for the Proficiency test shall not be entertained under any circumstances.

6. The candidates are required to bring the physical copy of admit card on the date of Proficiency test. Any candidate reporting for test without the admit card, will not be allowed to enter the examination centre. The gates of examination centre will be closed after closing of Reporting Time and the candidates will not be allowed thereafter. CSIR-CFTRI does not assume any responsibility for the candidates not being able to download the admit card & produce the same at the time of the Proficiency test, on account of any reason(s), whatsoever.

7. The candidates must bring the following Original Documents along with the admit card form to verify the information furnished in the application at the time of appearing in the Proficiency Test:

- 10th/ Matriculation or Equivalent Certificate for Age Proof.
- All Original Educational Qualifications (from SSLC/ Matriculation onwards) along with Mark Sheets.
- All Original experience certificates, as proof of experience. (If applicable)
- Any other relevant certificates for typing/shorthand/stenography etc.,
- Latest/Valid Community or Category certificates etc., as per Gol central format, in case of SC / ST / OBC(NCL) / PwBD / Women (Widows / Divorced / Judicially Separated) / Ex-servicemen categories, if claimed.
- Valid Photo Identity proof in original such as PAN Card/Passport/Driving License /Voter Identity card/Aadhar Card/E-Aadhar Card with photograph or any other ID proof issued by State or Central Govt.
- Any other Original document in support of the claim made in the application, as applicable.

8. The candidature of the below mentioned shortlisted candidates for the Proficiency test is provisional and is subject to fulfilling the minimum eligibility criteria as mentioned in the Advertisement No. Rec.02/2021 and verification of all relevant original documents at the time of Document verification at later stages. The shortlisted candidates belonging to SC / ST/ OBC(NCL) / PwBD / Ex-Servicemen / Women (Widows / Divorced / Judicially Separated) categories, their candidature is subject to submission/verification of latest certificates in the prescribed Gol format.

9. If at any stage of the recruitment process, it is found that the candidate has furnished any incorrect/false information or suppressed any material fact(s) or does not fulfil any of the conditions of the eligibility such as essential qualification, prescribed age limit, category/community etc., for the posts notified vide CSIR-CFTRI Advt. No. Rec. 02/2021, the candidature is liable to be cancelled without any further notice. Candidates are, therefore, advised to check carefully and satisfy themselves that they fulfil all conditions as stipulated in the advertisement for the post they have applied for before attending the Proficiency Test. Further, if any of these shortcoming(s) is/are detected after appointment in CSIR-CFTRI, his/her services are liable to be summarily terminated.

10. No TA/DA will be paid by CSIR-CFTRI for the above said test(s). The candidates are advised to make their own arrangements for stay, if required.

11. Candidates are advised to check their emails as well as CSIR-CFTRI website <https://cftri.res.in> regularly for the updates. No Interim or Telephonic enquiry or correspondence will be entertained.

Sd/-
Controller of Administration

**INSTRUCTIONS TO THE CANDIDATES RELATING TO THE PROFICIENCY TEST i.e. TYPING TEST
IN COMPUTER FOR THE POST OF JUNIOR SECRETARIAT ASSISTANT (GEN/F&A/S&P):**

Scheme of Typing Test / Skill test norms on Computer:

Time Allowed: 10 minutes
Typing Test (English) in Computer: 35 words per minute (w.p.m.) [35 w.p.m correspond to 10500 KDPH (Key Depressions per Hour) on an average of 5 key depressions for each word]

Criteria for Evaluation of type-scripts of Typing test:

The procedure for calculation of typing speed and relaxation to reserved category candidates shall be as per CSIR circular No. 5-1(116)/2011-PD dated 13.07.2015 (copy enclosed).

Instructions for Typing Test:

1. The typing test (proficiency test) in English will be held in computers, which is qualifying in nature only. Merely qualifying for the Proficiency test in computer typing will not confer any right to claim for appointment to the post. The final selection will be made purely based on merit, i.e., Paper-II.
2. Printed copy of a trial passage of five minutes duration will be given to all the candidates for practice in computer typing before the commencement of the actual examination, and candidates should ensure that the keyboard and system are working properly and are in order.
3. After typing the trial passage, the candidates must sign a declaration that the keyboard and system are working properly & are in order and also they are abiding by the instructions given to them in their Admit Cards and earlier CSIR-CFTRI web notifications regarding this test.
4. The proficiency test (i.e. typing test in computer) shall be of 10 minutes duration. The Medium/Language opted for the Typing test will be as opted by the candidates in their online application form. The candidates should type their Roll No. and Name before starting the typing passage.
5. If the computer goes out of order, the candidate should not disturb others but should remain seated quietly and inform the invigilator.
6. The candidate has to start typing the passage given in the question Paper after the 'Start' signal by the invigilator. The duration of the typing test is 10 minutes and on completion of the 10 minutes, the candidate will be given a 'Stop' signal.
7. The candidate should start typing the test passage in the question paper from beginning to end i.e. the candidate must complete the whole paper in the given time duration of 10 minutes and if any candidate is able to complete all the test passage in the Question paper before the expiry of 10 minutes of time, he/she may start typing again from the beginning of the first passage and continue to type till the end of 10 minutes time.
8. After the conclusion of the test, a printout of the script/matter typed by the candidates will be taken out for each candidate in their presence.

9. At the end of the printed answer sheet/type script, the candidate must sign just after the last word on the typed sheet and hand over the same to the invigilator. Candidates who fail to submit the signed typed script will be disqualified.
10. The computer has been provided with pre-set Margins. No change in pre-set Margins, line spacing and Fonts is to be made. Editing tools/functional keys such as Ctrl + F4, Ctrl + F10, Ctrl + Esc, Ctrl + C, Ctrl + V, Ctrl + Alt + Delete, Alt + F4, Alt + Tab, Alt + Space, Alt + Esc, Shift + F7, Shift + F10, Windows key + Function key(s), Right click of mouse, Delete, Backspace, Auto-correct/spell check shall not be provided on the computer. Therefore, candidates are advised to type the test passages with extra caution.
11. Candidates should not tear any sheet given to them. After the examination, Candidates must return the question paper along with their typed scripts to the invigilator. They should not take either the question paper or script or any blank typing paper out of the Examination Hall.
12. Candidates shall not be permitted to leave the Examination Hall until the Expiry of the test.
13. On completion of the test, they shall remain seated at their desks and wait until the scripts are collected and accounted for.
14. Silence must be observed in the Examination Hall.
15. Candidates must abide by further instructions, if any, which may be given to them by the Invigilator/Supervisor and must maintain silence and are forbidden from talking to/or consulting with other candidates. If any candidate fails to do so or indulges in disorderly or improper conduct he/she will render himself/herself liable to expulsion from the Test or such other penalty as the Director, CSIR-CFTRI may deem fit.
16. Those who qualify in the typing test, their paper-II will only be evaluated.

Candidates are also hereby informed to read the General instructions mentioned below before they appear for the Proficiency Test.

Sd/-
Controller of Administration

**INSTRUCTIONS TO THE CANDIDATES RELATING TO THE PROFICIENCY TEST IN
STENOGRAPHY FOR THE POST OF JUNIOR STENOGRAPHER**

Scheme for Proficiency test in Stenography:

The candidates will be given one dictation for 10 minutes in English (as opted by all the candidates in their online application form) at the speed of 80 w.p.m. for the post of Junior Stenographer.

The transcription time is as follows:

Language of Skill Test	Transcription time (in minutes)	Time for Transcription (in minutes) for the candidates eligible for scribe
English	50 minutes	70

Evaluation of Transcripts in Stenography Test – Nature of mistakes:

The percentage of ignorable mistakes allowed for proficiency test in stenography shall be as per CSIR Letter No. 5-1(211)/2014-PD dated 01.11.2023 (copy enclosed) and the Scheme of Proficiency Test in Stenography & Evaluation of Transcripts shall be as per CSIR Letter No. 5-1(211)/2014-PD dated 21.12.2021 (copy enclosed).

Merely Qualifying for the Proficiency test in Stenography will not confer any right to claim for appointment to the post. The final selection will be made purely based on merit in the Competitive Written Examination.

Instructions for Stenography (Shorthand + Transcription) Test

The shorthand skill test shall be conducted on computer. The Institute shall provide computer and shorthand notebook. The candidates are to bring their own ballpoint pen, pencil, eraser.

- The candidate should write their Roll Number in the shorthand notebook at the top left corner before the commencement of the Stenography test.
- The Scheme of the shorthand test will begin with a trial passage of 2 minutes duration, which shall not be transcribed. Thereafter, the actual passage shall be dictated. The candidates will be given one dictation for 10 minutes in English (as opted by all the candidates in their online application form) at the speed of 80 w.p.m. and transcription will be done on the computer within the stipulated time.
- The time for the commencement of the transcription will be announced by the Invigilator/Venue Supervisor. The candidates will have to complete their transcription including comparison, correction etc., within the stipulated time.
- Candidates should not tear any sheet given to them. When the printout of the transcript typed by him/her is given to him/her, he/she must write his roll no. and name on each page, sign and handover the same to the invigilator along with the Shorthand Note book after duly signing and on each page. Candidates should not take either script or any blank typing paper out of the Examination Hall.
- Candidates shall not write/type after the allotted time is over. They should remain in their seats till shorthand manuscript and transcript papers are collected. Candidates should not leave the examination hall without prior permission.
- Candidates are informed that the Shorthand Notebook will be scrutinized before the finalization of the result of the Proficiency Test.

Sd/-

Controller of Administration

General Instructions for the Proficiency Test

1. Candidates are required to reach the Examination Centre/Test Venue at the scheduled reporting time as indicated in their Admit Card. NO LATE ENTRY WILL BE ALLOWED. Any request for a change of date/session/centre/venue will not be entertained under any circumstances. Candidates, in their own interest, may ensure the location of their centre/venue one day before the date of the Proficiency test and make necessary arrangements to reach the Examination Centre/Test Venue well in advance for their convenience.
2. Candidates in their own interest should be present at the Examination Centre/Test Venue half an hour before the reporting time of the Scheduled date of the Proficiency Test.
3. Candidates will have to bring only black/blue Ball point pen. Candidates should not carry any rough paper or any other stationery (except pencil & eraser) inside the Examination Hall.
4. The candidate is required to affix his/her recent passport size colour photograph on the space given in the counterfoil of the Admit Card. Candidates are required to sign in the respective space provided on the counterfoil of the Admit Card in the presence of the invigilator before actual start of the Proficiency test and return the same to the invigilator before leaving the examination hall. The candidate should retain the Candidate Foil of the Admit Card carefully for future record and reference.
5. Every candidate will be required to sign on the photo-bearing attendance sheet against his/her Roll No. before the beginning of the Proficiency test.
6. **In case of a candidate shortlisted for more than one post code in Junior Secretariat Assistant i.e. (JSAG, JSAF, JSAP) they need to give their preferences for the posts among cadres JSAG, JSAF, JSAP at the time of Proficiency test. Allocation of cadre to the candidates shall be decided by CSIR-CFTRI from amongst select panel on merit cum preference provided they Qualify in the Proficiency test in computer typing.**
7. Candidates are advised in their own interest not to bring any valuables/costly items to the venue as arrangements for safekeeping cannot be assured, and this Institute will not be responsible for any loss in this regard.
8. Candidates are strictly instructed not to carry any communication device like Mobile Phones, Bluetooth, Earphones, Microphone, Health Band etc., and any other item which could be used for unfair means for hiding communication devices like cameras, blue tooth devices etc. at the time of Proficiency Test. Any candidate found resorting to any unfair means or malpractice or any misconduct while appearing for the Proficiency test, including giving/receiving help to/from any Candidate during the Proficiency test, will be disqualified.
9. Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information there in whole or Part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied during the Proficiency test are found to be unauthorized possession of test content will be debarred or disqualified from the test and suitable legal action will be taken on the candidate.
10. The instructions for PwBD candidates regarding the Proficiency test shall be as per GoI/CSIR guidelines.
11. Need to be there, the Coordinator/Invigilator of the centre, the invigilating staff or any other examination team may carry out such physical search of the candidate before they enter the examination venue or anytime during the course of the test as may be required to ensure that the candidates do not have any unauthorized material in their possession.

12. The possibility of occurrence of some problem in conducting of the Proficiency test cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem which may include movement of candidates, delay in the test is at the absolute discretion of the CSIR-CFTRI. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
13. Candidates should strictly comply with the directions given by the authorities of CSIR-CFTRI at the time of Proficiency Test. Any unruly behaviour / disturbance at the venue will be viewed seriously and may entail expulsion from the Test or disciplinary/legal action against the concerned candidates. In case of any disputes, the decision of The Director, CSIR-CFTRI is final and binding on all the candidates.
14. Canvassing in any form by or on behalf of the candidates or bringing political or other outside influence with regard to their selection/recruitment shall be considered as disqualification.
15. The above instructions are not exhaustive and are indicative only. Instruction on the subjects, as in vogue at the time of proficiency test, shall be followed. The decision of the Competent Authority, CSIR-CFTRI, is final and binding for all candidates on any points not mentioned in the preceding instructions.
16. Candidates are advised to visit CSIR-CFTRI official Website regularly for updates on CSIR-CFTRI Advt.No.Rec.02/2021.

Sd/-
Controller of Administration

Annexure-I

List of shortlisted candidates to be called for Proficiency test in computer typing for the post of Junior Secretariat Assistant (Gen/F&A/S&P)

Sl.No	Roll Number	Name of the Candidate	Medium/Language opted for Typing Test
1	240002	ABHISHEK A P	English
2	240028	SANATH KUMAR K B	English
3	240039	A SALOMI	English
4	240040	A SANJAY DATTA	English
5	240045	ABHILASH H K	English
6	240054	ABHISHEK HIREWODEYAR	English
7	240056	ABHISHEK RATHOD	English
8	240122	ANUSREE A	English
9	240157	BANDA SRILEKHA	English
10	240161	BANNELA KARTHIK	English
11	240177	BHOOMIKA	English
12	240189	C PRIYANKA	English
13	240206	CHODISETTI CHARAN	English
14	240208	D ABHILASH	English
15	240218	DEEPAK D NAIR	English
16	240229	DEEPU S	English
17	240232	DEVIREDDY HAZARATHAIAH	English
18	240236	DHANRAJ S	English
19	240237	DHANUSH B	English
20	240239	DHANVANTHRI M	English
21	240272	GANGADHAR KAMBLE	English
22	240302	HAMSA B	English
23	240306	HARISH INGALAGI	English
24	240345	JAYANTH YADAV A	English
25	240415	KUMARA M K	English
26	240418	KUMMATHI NIRANJAN REDDY	English
27	240430	LAVITHA B M	English
28	240441	SOWRABH M	English
29	240447	MADDURI ANVESH	English
30	240467	MANASA B T	English
31	240487	MARUTHI B R	English
32	240523	MONIKHA G	English
33	240533	N. SHANMUGHAPRIYA	English
34	240552	NAVEEN P	English
35	240553	NAVEEN V	English
36	240609	PAVAN S	English
37	240610	PERARASAN A	English
38	240628	PRANAV T S	English
39	240633	PRASHITA RAO	English
40	240651	PRIYANKA K	English
41	240656	PRUTHVIKA H P	English

42	240658	PULIDINDI DHARMA KUMAR	English
43	240661	PUNITH KUMAR H A	English
44	240667	R ANUSHA	English
45	240669	R GOWTHAM SHARMA	English
46	240692	RAJGOPAL ND	English
47	240702	RAMESH SHIVARAYI HORATTI	English
48	240708	RANGILA K	English
49	240725	ROHAN H RAJ	English
50	240741	SAGAR M L	English
51	240749	SAI KEERTHY C	English
52	240770	SANTHOSH RK	English
53	240782	SAVITHA C R	English
54	240797	SHARANABASAVA	English
55	240798	SHARATH BABU J	English
56	240804	SHILPA V	English
57	240814	SHREYA L	English
58	240822	SHYLENDRA K M	English
59	240824	SIDDARTHA D S	English
60	240838	SONU BASAVARAJ SHERAKHANE	English
61	240850	SRIDHARA K	English
62	240949	VENKATAPPA K	English
63	240953	VIBIN E	English
64	241017	ABHIRAM H	English
65	241068	AKHIL KRISHNAN A	English
66	241073	AKHILNATH GK	English
67	241099	AMARTHA A NAIR	English
68	241133	ANILKUMAR PUNDALIK CHAVAN	English
69	241138	ANJANA RAMESH	English
70	241158	ANURAG ARYA	English
71	241168	ANUSHA L S	English
72	241178	APARNA VP	English
73	241186	ARIHARASUDHAN G	English
74	241189	ARJUNA S	English
75	241215	ASHWANTH KUMAR M O	English
76	241219	ASHWINI S P	English
77	241231	ATUL KUMAR GIRI	English
78	241247	BALAGANESH S	English
79	241256	BARANI DHARAN M	English
80	241258	BASAVAPRABHU SADEPPA ITAGI	English
81	241264	BHAGYA SHREE S	English
82	241271	BHARATH P	English
83	241286	BHRUNGESHA	English
84	241342	CHINMAYI P	English
85	241349	D PRASHANTH BANDE	English
86	241353	DAMERA HAREESH	English
87	241371	DEEPAK RAJAGOPAL	English
88	241376	DEEPTHI A V	English

89	241393	DHEERAJ A MURTHY	English
90	241437	FRANCIS DEVASAHAYAM MANDADI	English
91	241462	GEETHA B T	English
92	241463	GEETHA S P	English
93	241470	GOKUL KRISHNAN C	English
94	241475	GOPIKRISHNA G	English
95	241477	GOTTIPARTHI TEJASWINI	English
96	241493	GURUBASAVARAJ	English
97	241524	HEMANTH KUMAR S	English
98	241535	HRITHIK RAI N R	English
99	241540	INCHARA D S	English
100	241542	INDULEKSHMI	English
101	241546	ISHWAR	English
102	241557	JAYANNA R	English
103	241612	KAVANA B B	English
104	241620	KAVYASHREE K	English
105	241637	KIRAN N M	English
106	241644	KIRANRAJ N	English
107	241654	KOMMANA VASANTH SANDEEP	English
108	241660	KOTHAMASU V V SATYA SAI PAVAN GANGADHAR	English
109	241671	KRISHNAMURTHY G	English
110	241694	LAKSHMI K N	English
111	241751	MANASA MR	English
112	241786	MARUTHI D R	English
113	241808	MENDHE RASIKA MILIND	English
114	241820	MOHAN K	English
115	241821	MOHANKUMAR M O	English
116	241855	NAGANJALI VEERANKI	English
117	241861	NAGENDRA GM	English
118	241873	NANDIKALVA AVINASH	English
119	241889	NAVEENA NAGARAJA KODIGOWDRA	English
120	241909	NIKAM LAKHAN UDHAV	English
121	241924	NITESH KUMAR	English
122	241932	NIVED A K	English
123	241935	NIVEDITHA R	English
124	241969	PASUPATHI S	English
125	241982	PAVANA S P	English
126	241983	PAVANAKUMARA	English
127	241984	PAVANKUMAR M	English
128	242010	PRADEEP R	English
129	242015	PRAJWAL A.S	English
130	242024	PRAMOD KUMAR M S	English
131	242050	PRAVEEN BABU M L	English
132	242056	PRAVEEN NAIKA M	English
133	242060	PRAVEENKUMARA M K	English
134	242074	PRIYADHARSHINI A	English
135	242078	PRIYANKA G.N	English

136	242081	PRIYANKA S	English
137	242086	PUNITH ANAND	English
138	242107	RAGHAVENDRA N P	English
139	242115	RAHUL K	English
140	242128	RAJASHEKHARAMURTHY S	English
141	242173	RANGASWAMY B	English
142	242204	REVATHI A	English
143	242213	RIYANSHU PANDEY	English
144	242217	ROHINI R RAO	English
145	242225	ROOPESH V	English
146	242243	S.KEERTHANA	English
147	242266	SAJIL SABU N	English
148	242280	SANDEEP SINGH	English
149	242284	SANDHYA S	English
150	242312	SATEESH D L	English
151	242336	SHALINI B M	English
152	242340	SHAMITH T	English
153	242345	SHARATH J	English
154	242380	SHIVAREDDY	English
155	242387	SHREYAS M	English
156	242391	SHRINIVASA.R	English
157	242397	SHUBHA S	English
158	242411	SINDHU R	English
159	242413	SINDHUJHA S	English
160	242424	SNEHA MEBAL PAUL PONNU DURAI	English
161	242427	SOMU B K	English
162	242430	SONAL SAXENA	English
163	242471	SUKESHINI S	English
164	242475	SUMEET ITEKAR	English
165	242514	T KIRAN	English
166	242526	TAZAMMULKHAN A PATHAN	English
167	242587	VEDHA A S	English
168	242588	VEDHIKA R	English
169	242589	VEENA K	English
170	242600	VIDYA SHINDHE	English
171	242605	VIJAY NATH G	English
172	242624	VINAYAK ASHOK KUMAR NAIK	English
173	242629	VINOD B	English
174	242643	VISHNU K	English
175	242648	VISHNU V S	English
176	242650	VISHWA MURTHY M	English
177	242676	YELAGANDULA SAINATH	English

Sd/-
Controller of Administration

List of shortlisted candidates to be called for Proficiency test in Stenography for the post of Junior Stenographer

Sl. No	Roll Number	Name of the Candidate	Medium/Language opted for Stenography test
1	250009	PRANAV SINGH KUSHWAHA	English
2	250084	C PRIYANKA	English
3	250097	DEVIREDDY HAZARATHAIAH	English
4	250101	DHINESH. S	English
5	250126	HARSHA H N	English
6	250137	JAYANTH YADAV A	English
7	250149	KARAMTOT LAKSHMI VIKAS	English
8	250159	KONGA ANIL KUMAR	English
9	250209	MONIKHA G	English
10	250235	PAVAN KUMAR NAYAKA A	English
11	250247	PRANAV T S	English
12	250259	R MATHUMATHI	English
13	250274	RAMESH SHIVARAYI HORATTI	English
14	250353	V M PARVINDAS	English

Sd/-
Controller of Administration



स./No. 5-1(116)/2011-PD

दिनांक/Date: 13.07.2015

प्रेषक / From :

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To :

The Directors/Heads of all
National Labs./Instts. of CSIR
Hqrs./Complex/Centres/Units

विषय/Sub : **Criteria for Evaluation of type-scripts of typewriting test in Hindi/English for recruitment of Asstt. Gr.III - clarification reg.**

संदर्भ/ Ref : **CSIR-SERC letter No.A1(614)88-Rct. Dated 12.05.2015**

महोदय/Sir,

In continuation of CSIR letter No.7-4(3)/2006-R&A dated 12th March, 2007 approval of the Competent Authority is hereby conveyed for adopting Staff Selection Commission's methodology for calculating the accurate typing speed, i.e. upto 5% mistakes may be ignored for UR/OBC /SC/OH/VH candidates and upto 7% mistakes may be ignored for ST/HH/Ex.S candidates.

For example:- For a typing test of 10 minutes:-

5% mistakes of total words typed are ignored.

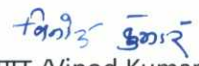
Total strokes typed	:	1600
Words typed	:	1600/5=320
Mistakes	:	19
Ignorable mistakes	:	5% of 320=16
Admissible mistakes	:	19-16=3

As per formula : No.of words (-) Number of Mistakes

$$\begin{aligned} & \mathbf{10} \\ = & (320/10) - 3 \\ = & 32-3 \\ = & \mathbf{29\ w.p.m} \end{aligned}$$

For computing the typing speed for skill test on computer for the post of Asstt. Gr.- III (G/F&A/S&P), the same formula may be applied in addition to the instructions issued vide CSIR letter No. 5-1(116)/2011-PD dated 23.04.2014.

भवदीय/Yours faithfully


(विनोद कुमार /Vinod Kumar)
अवर सचिव (नीति) / US(PD)

प्रतिलिपि/Copy to:

- 1) Head, IT Division with the request to make this OM available on the website & Policy Repository.
- 2) कार्यालय प्रति/Office copy

सा. : 5-1(211)/2014-पीडी

Dated 01.11.2023

प्रेषक : संयुक्त सचिव (प्रशासन)

सेवा में : सीएसआईआर की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान

विषय: जूनियर स्टेनोग्राफर के पद के लिए स्टेनोग्राफी में प्रवीणता परीक्षा हेतु अनुमत अनदेखा करने योग्य गलतियों की प्रतिशतता के संबंध में।

संदर्भ: सीएसआईआर का समसंख्यक पत्र दिनांक 21.12.2021

महोदय/ महोदया,

सीएसआईआर के दिनांक 21.12.2021 के समसंख्यक पत्र के संदर्भ में, मुझे यह कहने का निदेश दिया गया है कि जूनियर स्टेनोग्राफर के पद के लिए स्टेनोग्राफी में प्रवीणता परीक्षा हेतु अनुमत अनदेखा करने योग्य गलतियों की प्रतिशतता निम्नानुसार होगा:

- (i) 7% - अनारक्षित के मामले में।
- (ii) 10% - सभी आरक्षित श्रेणियों (ईडब्ल्यूएस, एससी, एसटी, ओबीसी, ईएसएम, पीडब्ल्यूडी आदि) के मामले में।

2. उपरोक्त स्पष्टीकरण इसकी अधिसूचना की तिथि से प्रभावी होगा, इसलिए, ऐसे मामलों जहां स्टेनोग्राफी में प्रवीणता परीक्षा का परिणाम अधिसूचित नहीं किया गया है, में उपरोक्तानुसार अनदेखा करने योग्य गलतियों की अनुमति दी जाएगी। हालाँकि, जहाँ स्टेनोग्राफी में प्रवीणता परीक्षा का परिणाम पहले ही अधिसूचित किया जा चुका है, उन्हें पुनः खोलने की आवश्यकता नहीं है।

3. यह महानिदेशक, सीएसआईआर के अनुमोदन से जारी किया गया है।

भवदीय,

 01/11/2023

(एम. अरुण मणिकण्ड भारति)
अवर सचिव (नीति प्रभाग)

संलग्न: यथोपरि
प्रतिलिपि:

1. सी.एस.आई.आर. वेबसाइट
2. कार्यालय प्रति

No. : 5-1(211)/2014-PD

Dated 01.11.2023

From : Joint Secretary (Admn.)

To : The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

Sub.: Percentage of Ignorable Mistakes allowed for the Proficiency Test in Stenography for the post of Jr. Steno. - reg.

Ref.: CSIR Letter of even number dated 21.12.2021

Sir/Madam,

With reference to the CSIR letter of even number dated 21.12.2021, I am directed to state that the percentage of ignorable mistakes allowed for the Proficiency Test in Stenography for the post of Jr. Stenographer shall be as under:

- (i) 7% - In case of Unreserved.
- (ii) 10% - In case of all reserved categories (EWS, SC, ST, OBC, ESM, PWD etc)

2. The above clarification will be effective from the date of its notification, therefore, in cases where the result of the Proficiency Test in Stenography has not been notified shall allow ignorable mistakes as above. However, where the result of the Proficiency Test in Stenography has already been notified need not be re-opened.

3. This issues with the approval of DG, CSIR.

Yours faithfully,


(M Arun Manikanda Bharathi)
Under Secretary (PD)

Encl. : As above

Copy to:

- 1. CSIR Website
- 2. Office copy.



सां/No. : 5-1(211)/2014-PD

Dated 21.12.2021

प्रेषक/From: संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में/To: सी.एस.आई.आर के सभी राष्ट्रीय प्रयोगशालों/संस्थाओं/इकाईयों के निदेशक/प्रमुख
The Directors/Heads of all National Labs./Instts./Units of CSIR

विषय/Sub.: **Scheme of Competitive Written Examination and Proficiency Test in Stenography for post of Jr. Stenographer - reg**

महोदय/Sir / महोदया/Madam,

I am directed to invite your kind attention to CSIR Administrative Services (Recruitment and Promotion) Rules, 2020 and subsequent amendment to CSIR ASRP Rules, 2020 vide letter of even No. dated 23.09.2021 and to state that the DG, CSIR has approved the Scheme of Competitive Written Examination and Proficiency Test in Stenography for post of Junior Stenographer, attached as **Annexure-A & B** for your information, guidance and compliance.

2. Further, it has been decided that recruitment through external agencies, if any, must be as per rules and through government authorised agencies only.

भवदीय/Yours faithfully,

M. Arun Manikanda Bharathi 21 Dec 2021

(एम. अरुण मणिकण्ड भारति / M Arun Manikanda Bharathi)
अवर सचिव (नीति प्रभाग) / Under Secretary (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

1. प्रमुख, आईटी डिवीजन - इस सर्कुलर पत्र को वेबसाइट और नीति रिपोजिटरी पर उपलब्ध कराने के अनुरोध के साथ / Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
2. कार्यालय प्रति / Office copy

1/4

A. Scheme of Competitive Written Examination for Junior Stenographer

Mode of Examination	OMR Based or Computer Based Objective Type Multiple Choice Examination
Medium of Questions	The questions will be set both in English and Hindi except the Questions on English Language
Standard of Examination	10+2/XII
Total No. of Question	200
Time Allotted	Total 2 hours (2 hours and 40 minutes for the candidates eligible for scribe)

Competitive Written Examination will consist of only **one Paper** with three parts as detailed below:

Part	Subject	No. of Questions	Maximum Marks	Negative Marks
I	General Intelligence & Reasoning	50	50	0.25 marks is deducted for every wrong answer
II	General Awareness	50	50	0.25 marks is deducted for every wrong answer
III	English Language & Comprehension	100	100	0.25 marks is deducted for every wrong answer

B. Proficiency Test in Stenography

The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the Application Form) at the speed of 80 w.p.m. for the post of Junior Stenographer. The transcription time is as follows:

S. No.	Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for the candidates eligible for scribe
1	English	50	70
2	Hindi	65	90

C. Evaluation of Transcripts of Stenography Tests- Nature of Mistakes

The methodology of evaluation of Stenography Test, calculation of mistakes, etc. is enclosed as Annexure-B.

D. Preparation of Merit List

As per Rule 6 of Section II of Part III of CSIR ASRP Rules, 2020:

- The proficiency in stenography will only be qualifying in nature.
- The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination
- The merit list will only comprise of those candidates those who have qualified the proficiency test in stenography

E. Sequence/Order of conducting Competitive Written Examination and Proficiency Test in Stenography

The sequence/order of conducting Proficiency Test in Stenography followed by Competitive Written Examination or vice versa may be decided by the Selection Committee of CSIR and its Labs./Instts..

EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TESTS – NATURE OF MISTAKES

1. **FULL MISTAKES:** The following mistakes are treated as full mistakes:-
- Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
 - Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/ figures dictated which have been replaced/ substituted by other word(s)/ figure(s). However, if a figure is written correctly either in numeral or words both will be acceptable and will not be counted as mistake.
 - Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.

2. **HALF MISTAKES:** The following are treated as half mistakes:-

- Wrong spelling, including transposition of letters in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as a single half mistake.
- Using singular or plural noun and vice versa.
- Use of small letter at the beginning of the sentence.

NOTE

- More than one error in a single word: All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
- Every passage will be accompanied by a list of words which can be spelt/ written in more than one form. All the spellings/ forms of words will be acceptable and not counted as error. For example the word 'Honorable' is written as Hon'ble, Hon., honourable and hon. – all these forms will be treated as correct.
- CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.
- The above guidelines will be valid for Hindi Stenography Skill Test also.

Muhd

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- 2 -

e) Method of calculation of mistakes in Stenography Skill Test:-

Percentage of Errors = $(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100$

Number of words in the master passage

Percentage will be rounded off to two decimal places. For example 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00.

.....



4/4

Guidelines for Persons with Benchmark Disabilities

1. The instructions for PwBD candidates regarding Proficiency test shall be as per Gol/CSIR guidelines.
2. In case of Persons with benchmark disabilities (PwBD) in the category of Visually impaired (blindness), cerebral palsy, orthopedically handicapped (both arm affected), orthopedically handicapped candidates who has a locomotor disability wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidate (such deficiency to be indicated in the certificate, issued by competent authority, submitted by the candidate) will be allowed compensatory time of 05 minutes. For availing this compensatory time, the candidate should provide original PwBD Certificate from notified Medical Authority as per the advertisement Proforma-IV (Form V) to Proforma-VI (Form VII), whichever is applicable (these forms are available in CFTRI website). If the candidate fails to produce the required certificate (in original) on the date of Proficiency test, he/she is not eligible for compensatory time.
3. Guidelines for Persons with Disabilities, including the use of Scribe and the required formats to be produced, are already mentioned in the CFTRI web notification [FT/15\(1182\)/2021/E-I dated 14/11/2024](#) (page no. 9 onwards).
4. Visually impaired (VI) Candidates are eligible for scribe/passage dictator. The Scribe/ Passage dictator is identified by the candidates at their own cost and as per their own choice. Passage will not be provided in Braille for the VI candidates. The scribe/Passage dictator will read out the passage to VI candidates only within the allotted time.
5. A person acting as a Scribe/Passage dictator for one candidate cannot be a Scribe /Passage dictator for another candidate and the scribe/Passage dictator arranged by the candidate should not be a candidate for the same examination.
6. The candidate shall be responsible for any misconduct on the part of the scribe/Passage dictator brought by him during the Proficiency test. Candidate as well as the scribe/Passage dictator will have to give a suitable undertaking, in the prescribed format 'Letter of Undertaking for Using Own Scribe as available in the CFTRI web notification [FT/15\(1182\)/2021/E-I dated 14/11/2024](#).
7. Candidates with Benchmark Disabilities who claim to be permanently unfit to take the Computer Typing Test because of a physical disability may seek exemption from typing test which shall be governed by the guidelines laid down by Govt. of India/CSIR.
8. All such candidates are required to produce original Medical Certificate for claiming exemption from typing test or facility of scribe as per rules at the time of reporting for typing test in the prescribed format (Annexure-II) from the competent Medical Authority i.e., the Civil Surgeon of a Government Health Care Institution declaring him to be permanently unfit for the Typing Test because of a physical disability. However, a candidate who submits Medical Certificate from Civil/Orthopaedic Surgeon, his/her case would be referred to a Medical Board in a Government Hospital or Medical Board attached to VRC/Special Employment Exchange for PH persons for clearance to verify the same. In addition, such candidates are required to take prior approval from the Competent Authority, CSIR-CFTRI by intimating this office within 10 (Ten) days from the date of this notice by email to recruit@cftri.res.in mentioning their particulars such as name, father's name, Roll No., application No., Post Applied, Post Code, date of birth, category, PwBD with details of disability, Undertaking (as per Annexure-III) **failing which they will not be allowed for any exemption**. No further request in this regard will be entertained under any circumstances.

9. Only those candidates who submit proper medical certificate for exemption from typing test will specifically be permitted for exemption of typing, but they have to physically remain present in the typing test center and affix his/her signature in the attendance sheet.
10. Absence from Proficiency test without obtaining/seeking exemption from the CSIR-CFTRI will disqualify the candidate, though he/she may be entitled to such exemption.
11. The PwBD candidates who have availed of the facility of scribe/passage reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of Document Verification conducted by CSIR-CFTRI. Failure to produce such supporting documents will lead to cancellation of their candidature for the proficiency test.

“Request for availing the facility of Scribe for the post of _____ (Post Code _____) Advt. No. Rec.02/2021 – duly enclosing the details mentioned in the CFTRI web notification [FT/15\(1182\)/2021/E-I dated 14/11/2024](#) within 10 (Ten) days from the date of this notice. Any request received after 10.02.2025 (05:30 PM) will not be entertained.

Also, it is pertinent to mention that the candidates who will submit the said request through email will also be required to carry the original Certificate/Annexures on the date of the Proficiency test for the purpose of verification. In case, the candidate fails to produce the required documents (in original) on the date of examination, he/she shall not be allowed to avail the above exemption from appearing in the proficiency test.

Sd/-
Controller of Administration

Annexure-II

**Form of Medical Certificate to be produced by the Persons with Benchmark Disabilities
candidates who seek exemption from appearing in the Typewriting Test**

This is to certify that, Sh/Smt/Kum _____ S/o, D/o
_____ a resident of
_____ (Village/District/Sate)
suffering from _____.

Clinical diagnosis as a result of which he/ she has the following disabilities.

(Brief description of his/ her disabilities)

This is a permanent disability and the extent of his/ her disability works to _____ % of disability.

This disability is likely to interfere with Typewriting (specify):

Signature

Chief Medical Officer / Civil Surgeon / Medical Superintendent of a
Government health care Institution

Name & Designation

Name of Government Hospital / Health Care Centre with Seal

Place: _____

Date: _____

Photograph of
Candidate clearly
showing face with
affected portion of
the body

Signature of candidate:

Name:

Roll Number:

Note: Certificate should be given by a specialist of the relevant stream/disability
(eg. Visual impairment- Ophthalmologist, Locomotor disability-Orthopaedic specialist/PMR)

Annexure-III

Undertaking by the Persons with Benchmark Disabilities candidates who seek exemption from appearing in the Typewriting Test

I, _____ Roll No. _____ am a PwBD candidate of Advertisement No. Rec. 02/2021 and would like to avail exemption from appearing in the Typing Test in accordance with the Notification of Proficiency test as I am permanently unfit to take the typing test because of physical disability.

I am attaching a copy of each of the following documents:

- (i) Medical Certificate from the competent Medical Authority, i.e. the Civil Surgeon of a Government Health Care Institution as per Annexure-II of the Notification of Proficiency test.
- (ii) PwBD Certificate from notified Medical Authority as per Proforma-IV (Form V) to Proforma-VI (Form VII), whichever is applicable, as per the advertisement.

I also undertake that I will produce all these documents in original during document verification. If I fail to produce the same, CSIR-CFTRI may cancel my candidature for exemption from appearing in the Typewriting Test, and I will have no claim against the decision of CSIR-CFTRI.

Signature.....

Name of the Candidate

Roll Number

Date.....