



CSIR-National Metallurgical Laboratory
(Burmamines, Jamshedpur, Jharkhand-831007)

Website-<https://www.nml.res.in>

Helpline:Ph.:0657-2345158 email: recruitment2025@admn.nml.in



No. 2-NML(183)/2025-E-I

Dated: 13.06.2025

NOTICE

Sub.: Instruction to candidates for Proficiency in computer type speed and in using computer for the posts of Junior Secretariat Assistant (Gen./F&A/S&P) and Proficiency test in Stenography for the post of Jr. Stenographer as well as written tests against CSIR-NML Advt. No. 02/2025 – reg.

Ref.: 1. CSIR-NML Advt. No. 02/2025

2. CSIR-NML NOTICE dated 28.05.2025

It is information of all the candidates that:

1. The Proficiency test in stenography for the post of Jr. Stenographer and Computer type speed for the post of Junior Secretariat Assistant (G/F&A/S&P) as well as written tests for both the posts have been rescheduled to be held as detailed below:

Post Name & Post Code	Name of the Exam/Test	Exam/ Test		Reporting Time	Venue and Gate Closing Time
		Date	Timing		
Jr. Stenographer and JSA (G/F&A/S&P)	Proficiency in Stenography and Proficiency in computer type speed and in using computer	30.06.2025 Onwards	09:00 AM Onwards	Will be intimated in respective Admit Card	Will be intimated in respective Admit Card
Jr. Stenographer (Post Code-J-01)	Written Test	11.07.2025	03:00 PM to 05:00 PM	02:00 PM	02:30 PM
JSA (G/F&A/S&P) (Paper-I & Paper-II) (Post Code-A-01)	Written Test (Paper-I & II)	11.07.2025	(Paper-I (10:00 AM to 11:30 AM) Paper-II (12:00 noon to 01:00 PM))	08:00 AM	09:00 AM

2. The exact Date in r/o each of the candidates, Timing, Shifts and Venue of the Stenography/ Proficiency in computer type speed and in using computer will be intimated through respective Admit Card.

3. The location of Stenography test and Proficiency in computer type speed and in using computer test as well as written tests will be Jamshedpur.

4. **The written test will be OMR based.**

5. Scheme and Syllabus of written test: as per the Advt. No.02/2025.

6. All the candidates must note that their admission in the skill tests as well as in written test is provisional. They are being issued admit cards based on the information provided by them in their respective online applications. The candidates who qualify in the skill test are required to appear in the written test wherein they will be allowed to appear only in case, after detailed scrutiny of their online application, they are found to be meeting all the qualification/ criteria as per rules and as per requirement of the Advertisement No. 02/2025.

7. The Scheme of the Proficiency in computer type speed and in using computer and criteria for evaluation of type-scripts of Typing Test is as under:

Time allowed	10 Minutes
English Typing Test	35 words per minute in computer (35 w.p.m. corresponds to 10500 KDPH on an average of 5 key depressions for each word)
Hindi Typing Test*	30 words per minute in computer (30 w.p.m. corresponds to 9000 KDPH on an average of 5 key depressions for each word)
Criteria for Evaluation of type-scripts of typing test as well as methodology for calculating the accurate typing speed.	As per CSIR Letter No.7-4(3)/2006-R&A dated 12 th March 2007 (Annexure-I) , 5-1(116)/2011-Pd dated 23.04.2014 (Annexure-II) & 13.07.2015 (Annexure-III)

***The Hindi typing test will be conducted in 'Mangal Remington GAIL.**

8. Back Space is not permitted during the typing on computer.

9. The Proficiency in computer type speed and in using computer is only qualifying in nature.

10. If the computer goes out of order, the candidate should not disturb others but should remain seated quietly and inform the invigilator.

11. The medium of Proficiency in computer type speed and in using computer shall be in English or Hindi as opted by the candidates in their application form and any request for change of medium shall not be entertained under any circumstances.

12. Candidates shall not be permitted to leave the Examination Hall until conclusion of the tests or as instructed by the Invigilators.

13. On completion of the test, they shall remain be seated at their desks until they are advised to leave the examination hall.
14. The candidates called for the written tests/Proficiency in Stenography and Proficiency in computer type speed and in using computer will have to produce his/her Admit Card and original Govt. issued photo identity proof viz. Aadhaar Card, Driving License, Voter ID, Passport or any other photo ID proof issued by State or Central Govt. Entry shall not be allowed in test/exam hall without Admit Card and photo identity proof as above. The candidate can download his/her admit card through the link available on CSIR-NML website <https://nml.res.in>. The link for downloading of the admit card will be made available 05 days before the skill tests/written exam.
15. In case, it later transpires that the candidate did not fulfil any laid down eligibility criteria or suppressed material facts, the candidature of such candidate will stand cancelled, irrespective of the result of tests/examination.
16. Candidates are advised to visit CSIR-NML website and their respective emails regularly for further updates/instructions in this matter.

(B) Scheme for Proficiency test in Stenography:

The candidates will be given one dictation for 10 minutes in English or Hindi (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	70
Hindi	65	90

Evaluation of Transcripts in Stenography Test – Nature of mistakes:

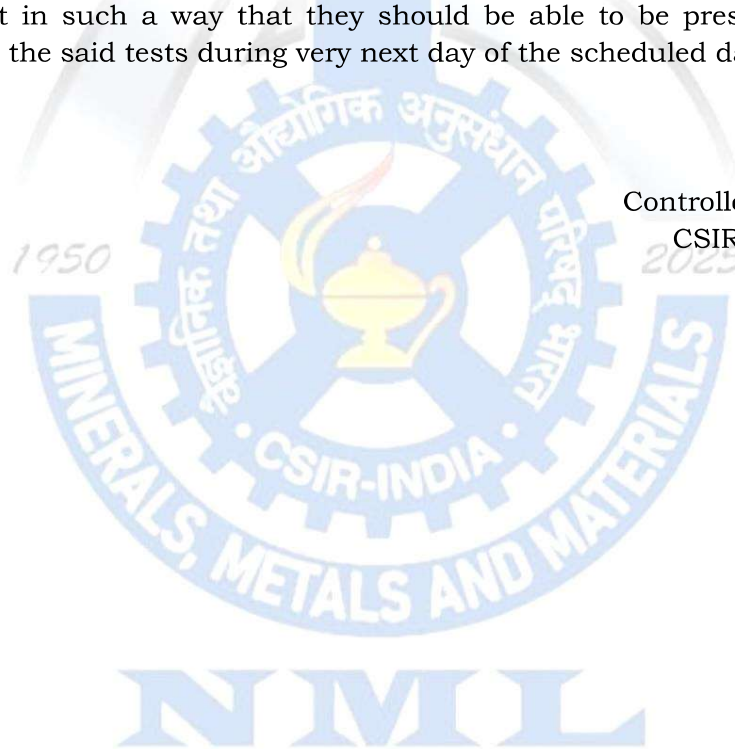
The percentage of ignorable mistakes allowed for proficiency test in stenography shall be as per CSIR Letter No. 5-1(211)/2014-PD dated 01.11.2023 **(Annexure-V)** and the Scheme of Proficiency Test in Stenography & Evaluation of Transcripts shall be as per CSIR Letter No. 5-1(211)/2014-PD dated 21.12.2021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

Merely qualifying the Proficiency tests in Stenography/Typing on computer 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.

Other Instructions

1. The candidate must fill up the required information in the shorthand notebook/in OMR sheets like Name, Roll Number etc. before the commencement of the skill tests/written test.

2. CSIR-NML shall provide computer with key board and shorthand notebook at the time of skill tests. The candidates are to bring their own ballpoint (Blue/Black) pen and pencil in skill tests as well as in written exam.
3. A trial of 2 minutes' duration will be there in stenography, which shall not be transcribed. Thereafter, the actual passage shall be dictated. The candidates will be given one dictation for 10 minutes in English or Hindi (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.
4. The time for the commencement and closing of the transcription/type test/written test will be announced by the Invigilator.
5. Candidates shall not write/type after the allotted time is over. They should remain in their seats till shorthand transcript papers/shorthand notebooks/taped passage/OMR sheets/Question Booklets/other documents are collected. Candidates should not leave the examination hall without prior permission.
6. Candidates will be allowed to carry blue/black ink ball pens and Admit Card only. Candidates are **NOT allowed** to carry any personal belongings including electronic devices, mobile phone, watches, earphone and other banned/prohibited items at the venues.
7. CSIR-NML reserves the right to change the venue/center/time & also the date of examination.
8. The candidates are advised to plan their itinerary while attending the said skill tests/written test in such a way that they should be able to be present, if situation so warrants, to take the said tests during very next day of the scheduled date.



Sd/-
Controller of Administration
CSIR-NML, Jamshedpur

(GUIDELINES FOR PwBD CANDIDATES)

1. The Instruction/guidelines issued by Govt. of India/CSIR shall be applicable.
2. In case of Persons with benchmark disability (PwBD) in the category of visually impaired (blindness), orthopedically handicapped (afflicted by 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.
3. Visually Impaired Candidates are eligible for passage dictator.
4. The Scribe/ Passage dictator is identified by the candidate at own cost and as per own choice.
5. The Passage dictator will read out the passage to Visually Impaired candidates only within the allotted time.
6. Passage will not be provided in Brail for the Visually Impaired candidates.
7. A person acting as a Scribe/Passage dictator for one candidate cannot be a Scribe /Passage dictator for another candidate.
8. The Scribe/Passage Dictator arranged by the candidate should not be a candidate for the same examination.
9. A Scribe/Passage Dictator shall not assist more than one candidate in the same examination
10. The qualification of the scribe shall be one step below the qualification of the candidate taking the test.
11. A candidate applying for an examination cannot act as a Scribe/Passage Dictator for another candidate in the same test. An additional time of 20 minutes is admissible in case of candidates using scribe in written test.
12. The candidate shall be responsible for any misconduct on the part of the scribe/Passage dictator brought by him during typing test.
13. Persons with Benchmark Disabilities (PwBD) candidates who claim to be permanently unfit to take the Typing test because of a physical disability may, with the prior approval of the CSIR-NML be exempted from the requirement of appearing and qualifying in such test, provided such a candidate submits the certificates in the attached format (**Appendix-I**) to the CSIR-NML from the competent Medical Authority, i.e. Chief Medical Officer/Civil Surgeon/Medical superintendent of a Government Health Care Institution, declaring him/her to be permanently unfit for the typing test because of a physical disability. All such candidates are required to write to the Director, CSIR-NML through e-mail to: recruitment2025@admn.nml.in on or before 25.06.2025 requesting exemption with requisite certificate and declaration.
14. PwBD candidates who are exempted from the typing test, must be present at the venue of Typing test on the day of test with admit card, Valid Photo Id, One Passport size colour photograph, alongwith certificate for attendance and biometric etc.
15. 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/Passage dictator' **Appendix-II.**
16. Candidates are advised to refer point No. IV of OM dated 29th Aug, 2018 issued by Department of Empowerment of persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment referred above and required to produce a certificate (wherever applicable) to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his/her behalf as per attached format

(Appendix-III) from Chief Medical Officer/Civil Surgeon/Medical superintendent of a Government health care Institution.

17. Guidelines are subject to change in terms of GOI/CSIR guidelines/clarifications, if any, from time to time.

Any violation of above conditions will invite cancellation of candidature, debarment as per rules, relevant action against the scribe.

Sd/-
(Controller of Administration)
CSIR-NML, Jamshedpur



APPENDIX-I

**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 Mr/Ms/Mrs _____ Son/Daughter/Wife

wife of Shri _____, a resident of _____
(Village/District/State), is suffering from _____ Clinical
diagnosis as a result of which he/she has the following disabilities. (Brief description of
his/her disability) -----

-----This is a permanent disability and the
extent of his/her disability works out to _____% of disability. This disability is likely to
interfere with _____ Typewriting
(Specify) _____

Signature

Recent passport
size photograph
of the candidate
clearly showing
face with
affected portion
of the body

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:

Signature of candidate:

Name of the candidate:

Application number:

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

**DECLARATION/UNDERTAKING BY PERSON WITH DISABILITIES (PWD) CANDIDATES WHO
WISH TO USE SCRIBE/PASSAGE DICTATOR (Letter of Undertaking for Using Own
Scribe/Passage Dictator)**

I _____ a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Application No. _____ at _____ (centre name) in the _____ (City), _____, (name of State). My highest qualification is _____ and scribe's highest qualification is _____. We (Candidate & Scribe) together hereby declare that _____ (name of the scribe) will provide the service of scribe/reader/lab assistant for the candidate for taking the aforesaid examination and also undertake that we (Candidate & Scribe) have read/been read out the instructions of 'Guidelines regarding Persons with Disabilities (PWD) using the services of a Scribe/Passage Dictator' issued by CSIR-NML and hereby undertake to abide by them. It is also stated that the Scribe arranged by the candidates should not be a candidate for the same examination and also cannot be a Scribe for another candidate. We also understand that in case it is detected at any stage of recruitment and even after recruitment that we do not fulfil the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), or that scribe's qualification is not as declared and I Shall forfeit my right to the post and claims relating thereto.

Given under our signature:

and Left Hand Thumb
Scribe/Passage Dictator

Signature and Left Hand Thumb Impression of the
Impression of the Candidate

Correspondence Address	Application No.:
.....	Seat No.:
.....	Post Code & Post Name:
ID Proof Type:*	Date of Skill test:
ID Number:	Shift:
	Skill Test Centre: STD
Code: Phone No:	City:
Mobile No., if any:	Correspondence address:

	STD Code: Phone No:
	Mobile No., if any

Signature of the Council Authority

***Scribe/Passage dictator is required to carry his ID proof in original at the time of Examination.**

CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o D/o _____, a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical superintendent of a
Government health care institution

Name & Designation.

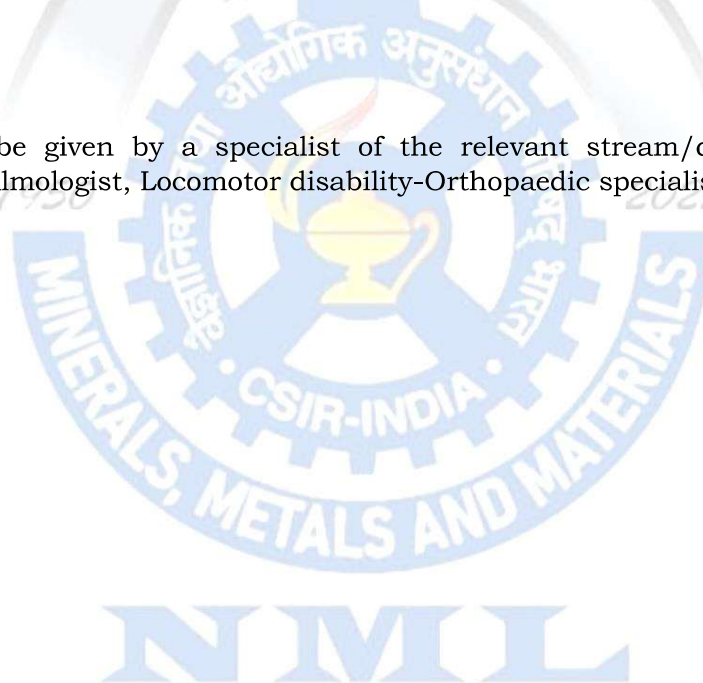
Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

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



Annexure-I to CSIR-NML Notification dated-13.06.2025



COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001

No.7-4(3)/2006-R&A

Dated: 12th March, 2007.

To,

All the Directors of CSIR Laboratories/Institutes.

Sub: Criteria for evaluation of type-scripts of typewriting Test in Hindi/English.

I am directed to state that it has been brought to the notice of CSIR that different Laboratories/Institutes are following different criteria for evaluation of type-scripts of typewriting test in Hindi / English, being conducted for recruitment of Administrative posts. In order to bring uniformity, a committee of experts was constituted to lay down the criteria for evaluating typed scripts of type-writing test.

Based on recommendations of that committee, it has been approved that, henceforth, following criteria for evaluation of type-scripts of typewriting test in English/Hindi, which also include counting of mistakes and formula for calculating speed shall be followed:

Typewriting Errors and Number of Corresponding Mistakes:			
Sl. No.	Description of Typewriting Errors	Number of Mistakes to be counted	
		Hindi	English
1.	Paragraph Indenting – It should be uniformly 5 spaces for each paragraph	One	One
2.	Overlapping / Piling up of letters (also known as Faulty Shifting)	One	One
3.	Overtyping /X'ing of word or even full line	One	One
4.	Mis-spelt word including Transposition	One	One
5.	Omission or Commission (In case of commission, it will be counted towards number of strokes in evaluation)	One	One
6.	Erasing is not allowed	One	One
7.	Repetition of any number of words (only once to be counted as mistake)	One	One
8.	Each repeated mistake	One	One
9.	Punctuation marks; Omission of punctuation marks in typing	Half	Half
10.	Irregular Line Spacing Irregular left margin	Half Half	Half Half

Annexure-I to CSIR-NML Notification dated-13.06.2025

	Highly Irregular Right margin	Half	Half
11.	Omission of Space between words	Half	Half
12.	Difference in space , if not the following:- Full Stop – 2 spaces Question Mark – 2 spaces Exclamatory Mark – 2 spaces Coma Mark – 1 space Colon/Semi colon Mark – 1 space Hyphen (Beginning & after) – No Space	Half mistake each time	Half mistake each time
13.	Wrong syllabification (Division of words) irregular division of words. Following is the description where division of words is permitted: - As they are pronounced, like precaution (pre-cau-tion) - Separating prefixes or suffixes - Words having double consonants (like Suc-cess) - Compound Words (like under-estimated) Where division of words is not at all permitted: - If there is only one syllable, then there will be no division - When only two / three letters remains to be typed - Figures and Proper Nouns are not divided. - Last word of Paragraph / page should not be divided. - Separating prefixes or suffixes	If there is any variation, than that is specified, it is to be counted as one mistake	If there is any variation, than that is specified, it is to be counted as one mistake.
14.	Extra space in middle of the word	Half	Half
15.	Extra space between words	Ignore	Ignore
16.	Mechanical error or Machine mistakes can be ignored	Can be ignored	Can be ignored
17.	Incomplete last word of the passage	No mistake	No mistake
18.	Capital letter errors	Not Applicable	Half

Scheme of Test :

- (a) Qualifying speed for English type-writing test: 30 wpm /Hindi type-writing test 25 wpm.
- (b) Duration of Typewriting Test: 10 minutes on Manual Typewriter.
- (c) Question paper should not be of less than **1500 strokes**.
- (d) Question paper should be set up/devised by a professional so appointed.



Annexure-I to CSIR-NML Notification dated-13.06.2025

Formula for calculating typewriting speed in Hindi/English:

No. of words (-) Number of Mistakes

10

(Means: Number of words divided by ten minus number of mistakes)

OR

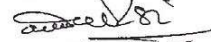
No. of strokes (-) Number of Mistakes

50

(Means: Number of words divided by ten minus number of mistakes)

The above criteria may kindly be brought to the notice of all concerned of your Laboratory/Institute for information and compliance.

Yours faithfully,



(K.K. Chopra)
Deputy Secretary

Copy to :

1. Staff Officer to DG, CSIR
2. US, O/o Joint Secretary (Admn.)
3. PA to FA, CSIR
4. PA to LA, CSIR
5. PA to CVO, CSIR
6. Head, HRDC, Head, HRDG, Head, RAB, Head, URDIP
7. Sr. Deputy Secretary/Deputy Secretaries/Under Secretaries CSIR Hqrs./
CSIR Complex, New Delhi.
8. ☒ CSIR website : www.csir.res.in
9. Office copy

Annexure-II to CSIR-NML Notification dated-13.06.2025

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2 रफी मार्ग, नई दिल्ली-110001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-10001



No. 5-1(116)/2011-PD

Dated: 23.04.2014

From

संयुक्त सचिव (प्रशासन)

Joint Secretary (Admn.)

To,

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

Sub: Skill Test Norms on Computer for the post of Asstt. Gr.III (G/F&A/ S&P) - reg .

I am directed to invite reference to the approval of the Governing Body in its 183rd meeting held on 29.10.2013, on the above subject wherein it is laid down in the amended rule for the post of Assistant Gr.III (G/F&S/S&P) to be filled by Direct Recruitment and by Departmental Test Quota that proficiency in computer typing speed and in using computer shall be as per the prescribed norms fixed by DoPT from time to time.

In this regard, it is stated that as per DoPT OM No. AB-14017/20/2008-Estt (RR) dated 17.05.2010, the Skill Test Norms on Computer as on date are as under:

English Typing @@ 35 w.p.m.

Hindi Typing @ 30 w.p.m.

(Time allowed – 10 mts.)

(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).

It is requested that the above Skill Test Norms on Computer may be brought to the notice of all concerned for information, guidance and compliance and in case of any change in norms in future by DoPT, the same will be communicated.

Yours faithfully

(Signature)
(D. Vijayalakshmi)
Deputy Secretary

Copy to:

1. Head, IT Division with the request to make this circular available on the website & Policy Repository.
2. Office copy.

Phone: EPABX-23710138, 23710144, 23710158, 23710458, 23710805, 23711251, 23714238, 23714249, 23714759, 23715303
Fax : 91-11-23714788. Gram : CONSEARCH, NEW DELHI. E-mail : csirho@sinetd.ernet.in



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**
10
=**(320/10) – 3**
=**32-3**
=**29 w.p.m**

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

Annexure-IV to CSIR-NML Notification dated-13.06.2025

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली - 110 001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi - 110 001



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

Annexure-IV to CSIR-NML Notification dated-13.06.2025

Annexure-A
CSIR letter No. 5-1(211)/2014-PD dated 21.12.2021

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..



2/4

EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TESTS – NATURE OF MISTAKES

1. FULL MISTAKES: The following mistakes are treated as full mistakes:-

- a) 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.
- b) 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.
- c) 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:-

- a) 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.
- b) Using singular or plural noun and vice versa.
- c) Use of small letter at the beginning of the sentence.

NOTE

- a) 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.
- b) 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.
- c) CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.
- d) The above guidelines will be valid for Hindi Stenography Skill Test also.



3/4

- 2 -

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

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100}{\text{Number of words in the master passage}}$$

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.



Annexure-IV to CSIR-NML Notification dated-13.06.2025

4/4

Annexure-V to CSIR-NML Notification dated-13.06.2025



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली. 110 001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001



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, मैं 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

Annexure-V to CSIR-NML Notification dated-13.06.2025

Annexure-V to CSIR-NML Notification dated-13.06.2025



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
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Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001



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.