



सीएसआईआर-राष्ट्रीय भूभौतिकीय अनुसंधान संस्थान  
CSIR - NATIONAL GEOPHYSICAL RESEARCH INSTITUTE  
उप्पल रोड, हैदराबाद, तेलंगाना UPPAL ROAD, HYDERABAD -500 007, Telangana.



**Advertisement No. 4/2025 dated 30.05.2025**

The CSIR-National Geophysical Research Institute (CSIR-NGRI), Hyderabad, is a premier R&D Institute under Council of Scientific and Industrial Research (CSIR), an autonomous body under the Ministry of Science and Technology, Government of India.

This Institute invites **ONLINE** applications from bright, highly motivated and enthusiastic Indian Nationals only for filling up the following posts, as per details given below:

**The CSIR-NGRI strives to have a work-force which reflects Gender balance and Women candidates are encouraged to apply.**

**A) Important Dates:**

Opening date for On-line Applications	<b>01.06.2025 (from 10:00 AM onwards)</b>
Last date for closing On-line submission of Applications	<b>30.06.2025 (till 06:00 PM)</b>

**Since applications are online, it is advisable to apply immediately to avoid network delays.**

**B) Details of Posts:**

Sl. No.	Post Code	Name of the post	No. of posts# & Reservation	Pay Scale	*Total Emoluments	**Upper Age Limit not exceeding (as on 30.06.2025)
1.	JSA	Junior Secretariat Assistant (Gen)	EWS - 01	Level - 02 [₹ 19900 to 63200] of Pay Matrix as per VII CPC	₹ 38907/-* p.m.	28 years
2.	JSG	Junior Stenographer	UR - 03	Level - 04 [₹ 25500 to 81100] of Pay Matrix as per VII CPC	₹ 52755/-* p.m.	27 years

# Out of the 03 posts of Junior Stenographer notified above, 01 post is reserved for Ex-servicemen (EXS).

\* Total Emoluments means approximate total emoluments on minimum pay of the Pay Level including House Rent Allowance in Class 'X' City.

\*\* Please see details of age relaxations under **General Information and Conditions: Sl. No. 3 - Reservation Rules & Relaxations.**

**Note:** The number of vacancies indicated against each post/category is provisional and may vary i.e. increase or decrease at the time of selection.

**Abbreviations used:**

**UR – Un Reserved, EWS – Economically Weaker Sections**

**Preference for Posts/Cadres:**

**Candidates eligible for both Junior Stenographer and Junior Secretariat Assistant (JSA) must apply separately for each post code and pay the respective application fee (if applicable).**

The preference for the post(s)/cadre(s) exercised by the candidate in the online application is final and no change in the Order of Preference(s) in the options exercised by them would be permitted later.

CSIR-NGRI makes the final allocation of post(s)/cadre(s) in accordance with select panel on Merit-cum- Preference of the post(s)/cadre(s) given by the candidate in the online application subject to eligibility.

**The minimum essential qualifications for all the above posts are as under: -**

<b>Post Code: JSA</b>	<b>JUNIOR SECRETARIAT ASSISTANT</b>
<b>Essential Qualifications</b>	<b>Job Requirements / Nature of Job</b>
10+2/ XII or its equivalent# and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DoPT from time to time*.	The incumbent is required to provide assistance in the functions of General Administration besides any other official work assigned by the Competent Authority.

\* Presently 35 w.p.m. in English or 30 w.p.m. in Hindi and 35 w.p.m. / 30 w.p.m. correspond to 10500 KDPH/9000 KDPH (Key Depressions per Hour) on an average of 5 key depressions for each word. The time allowed for the typing test is 10 minutes, which is qualifying in nature.

# Diploma of 3-year duration, acquired after passing in 10<sup>th</sup> standard, shall be treated as equivalent to 12<sup>th</sup> Standard in respect of posts for which pass in 10+2/XII standard is the essential qualification. The diploma that is to be considered as equivalent shall be a recognized course and awarded by a recognized institution.

<b>Post Code: JSG</b>	<b>JUNIOR STENOGRAPHER</b>
<b>Essential Qualifications</b>	<b>Job Requirements / Nature of Job</b>
10+2/ XII or its equivalent and proficiency in stenography as per the prescribed norms fixed by DoPT from time to time*.	To provide Secretarial/ Stenographic assistance/ Typing or any other official work assigned by the Competent Authority.

\*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. in shorthand with transcription of 50 minutes in English or 65 minutes in Hindi.

**Posts identified suitable for Persons with Benchmark Disabilities (PwBD):**

<b>Designation</b>	<b>Functional Requirement</b>	<b>Suitable Category of Benchmark Disability</b>
Junior Secretariat Assistant (Gen)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy, SD/SI without neurological / limb dysfunction d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above
Junior Stenographer	S, ST, W, L, MF, RW, SE, H, C	a) B, LV b) HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV, SD/SI without neurological / limb dysfunction d) ASD (M), SLD, MI e) MD involving (a) to (d) above

**Functional Requirement Abbreviations Used:**

S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, MF=Manipulation by Fingers, H=Hearing, RW=Reading & Writing, SE=Seeing, C=Communication

**Category Abbreviations Used:**

B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw =Dwarfism, AAV=Acid Attack Victims, MDy=Muscular Dystrophy, SD=Spinal Deformity, SI=Spinal Injury, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities

**GENERAL INFORMATION AND CONDITIONS: -**

**1. Benefits under Council Service:**

- a. These posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to the central government employees and as made applicable to CSIR employees at the place of posting. Council employees are also entitled to accommodation according to the CSIR Residence Allotment Rules, subject to availability. If council or government accommodation is utilized, HRA will not be provided.
- b. In addition to the emoluments indicated against each category of posts, benefits such as reimbursement of Medical Expenses, Leave Travel Concession and Children's Education Allowances etc. are also available as per CSIR /Govt. of India (GoI) Rules as applicable to the Council Servants
- c. The selected candidates will be governed by the 'National Pension System' or Extant Pension System based on defined contributions as adopted by CSIR for its employees.
- d. CSIR provides career advancement under the provisions of CSIR Administrative Services (Recruitment & Promotion) Rules, 2020 (ASRP), as amended from time to time.

- e. In regard to all the matters concerning service conditions of employees of the Society, Central Civil Services (Conduct) Rules, 1964, Central Civil Services (Classification, Control and Appeal) Rules, 1965, the Fundamental and Supplementary Rules framed by the Govt. of India and such other rules and orders issued by the Govt. of India from time to time shall apply to the extent applicable to the employees of the Council.

## **2. Other Conditions:**

- a) The applicant must be a citizen of India.
- b) All applicants must fulfil the essential qualification of the post and other conditions stipulated in the advertisement as on the last date of receipt of online application. They are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down for post which is compulsory even if a candidate has some other higher qualifications.  
**Enquiries asking for advice as to eligibility will not be entertained.**

The prescribed essential qualifications are the minimum mentioned against the post. Mere possession of the same does not entitle candidates to be called for Written test/Proficiency test. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. The candidate should therefore mention in the application all the qualifications supported with necessary documents and ensure that all details are full and accurate.

The prescribed educational qualifications should have been obtained from a University/Institution/Board etc. recognized by Govt. of India/approved by Govt. Regulatory Bodies and final results should have been declared on or before the last date of receipt of the online application. Completion of course will be reckoned from the date of issue of provisional certificate/notification.

In respect of the equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce an order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated, otherwise the application is liable to be rejected. The decision of the CSIR with regard to the equivalence of qualification(s) and recognition of Universities/Institutes shall be final and binding.

- c) Online Applications from candidate working in CSIR/Government Departments/ Autonomous bodies/ Universities/ Public Sector Undertakings and Government Funded Research Agencies must upload a “No Objection Certificate” (NOC) from their employer (as per the attached format) at the time of submitting the online application, failing which their candidature will NOT be considered.
- d) **The candidates must fill in their Name, Date of Birth, and father’s name/mother’s name in the online application strictly as given in the SSC/Matriculation/10<sup>th</sup> Standard/SSLC/HSC certificate.** In case, a candidate claims a change of his/her name after matriculation or marriage or remarriage or divorce etc. it also should be mentioned in the respective field in the online application and the Candidate claiming a change in name must submit a copy of Gazette Notification/Affidavit from the appropriate authority in support of change of name/mismatch in name/ variation in name of candidate/ parents (if applicable).
- e) Only SSC/Matriculation/10<sup>th</sup> Standard/SSLC/HSC certificate or Birth certificate issued by appropriate government authority will be accepted as age proof for date of birth and no subsequent request for change will be considered

/granted. Where date of birth is not available in certificate/mark sheets issued by concerned Educational Boards, School Leaving Certificate indicating Date of Birth will be accepted.

- f) The candidature may be cancelled in case of incorrect/wrong information given in the online application and as evident in original documents.
- g) **The candidates should indicate their option for the taking the Examination / Typing test / Stenography test either in Hindi or English medium. Candidates will be allowed to take the Typing test / Stenography only in the medium they have opted for. The Choice of medium of Proficiency test (i.e. Typing test / Stenography test) given by the candidates in the Online Application Form shall be treated as final and no change in the medium of Proficiency test will be entertained subsequently.**
- h) Candidates should indicate as to whether any of their blood/close relatives [relation to a Government servant include the wife or husband, son or daughter, parents, brothers or sisters or any person related to any of them by blood or marriage, whether they are dependent on the Government servant or not] is working in CSIR-NGRI or CSIR or any other National Labs/ Institutes/ Units of the CSIR.
- i) In case of Boards/Universities/Institutes awarding CGPA/SGPA/OGPA/DGPA/CPI grades etc., candidates are required to convert the same into percentage based on the formula as per their Boards/Universities/Institutes. A copy of conversion formula of CGPA/SGPA/OGPA/DGPA/CPI grades etc into percentage, issued by the Boards/Universities/Institutes to be uploaded in the online application.
- j) If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted Officer or notary is to be submitted.
- k) Persons with Benchmark disabilities (PwBD/DIVYANGJAN) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- l) The date for determining the upper age limit, qualification shall be the closing date prescribed for submission of online applications i.e. **30<sup>th</sup> June, 2025**.
- m) **Applications not duly filled or uploaded without required certificates / documents will be summarily rejected.**
- n) The selected candidates will be on probation for a period of two years from the date of taking over charge of the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of probationary period, they will be considered for confirmation in accordance with the extant rules.
- o) The selected candidates will not be permitted to apply for appointment elsewhere or in this Laboratory during the probationary period and if they have applied for any posts in any other organization before joining, they have to intimate the details of such applications, immediately on joining the Laboratory.
- p) The selected persons should be ready to serve under the administrative control of the Director, CSIR- NGRI and they can be transferred to any of the Labs/Institutes of CSIR anywhere in India as and when need arises.

- q) The recruitment for the above posts are governed by the “**CSIR Administrative Services Recruitment & Promotion (ASRP) Rules, 2020**” as amended from time to time. Hence all other terms and conditions not stipulated herein will be applicable as per the said Recruitment Rules.
- r) Any discrepancy with regard to the information given in application and as evidenced from the supporting/original documents submitted will be rejected as invalid application. If in case, it was detected at any stage of the screening/selection process will make the candidate ineligible for appearing in Typing test/Written test/Shorthand test.
- s) The screening of the candidates will be done prima facie on the basis of documents and information furnished by the candidates in the online application. If at any subsequent date/stage it is discovered that the candidates do not fulfil the eligibility criteria or has submitted incorrect or false information in the application form or wilfully suppressed any material information their candidature will be cancelled without assigning any reason whatsoever. If it is detected even after selection, he/she will be liable to removal from service after joining at any stage, and such other action as may be deemed necessary may be taken by the Competent Authority. CSIR-NGRI/CSIR will not be responsible for any consequences resulting from the submission of such false/inaccurate information. Therefore, the candidates must ensure that all information provided in the online application are accurate and correct.
- t) Notifications regarding selection, details of screened/short listed candidates to be called for Typing/Written/Shorthand examination along with criteria adopted and any updates shall be displayed only on CSIR-NGRI official website: <https://www.ngri.res.in> from time to time.
- u) Candidates are advised in their own interest to submit the online application much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the recruitment portal on account of heavy load on the website during the closing days. In case candidates could not submit their online application due to failure of server/any technical defect at the last moment, last date will not be extended. Therefore, candidates are advised to submit online application well in advance without waiting for the last date of submission of application. Institute’s decision shall be final and binding and no enquiry will be entertained in this regard.
- v) In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT Act.
- w) **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.** The **Helpdesk** contact mentioned on the website for online application is for resolution of operational issues related to online submission of application form only.
- x) The decision of the CSIR-NGRI/CSIR in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of Typing/Written/Shorthand examination as per CSIR Administrative Services Recruitment & Promotion (ASRP) Rules, 2020 will be final and binding on the candidates. No enquiry or correspondence will be entertained in this connection from any individual or agency on behalf of the candidate.
- y) The Director, CSIR-NGRI reserves the right to cancel the advertisement without assigning any reason thereof or reserves the right not to fill up the posts. The

number of vacancies indicated against each post/category is provisional and may increase or decrease at the time of final selection. This advertisement does not necessarily tantamount to the selections being actually made. The selection process is subject to the CSIR/GoI instructions prevalent at a given point of time during various stages of selection process.

- z) The Competent Authority reserves the right to amend, delete and add terms & conditions to this advertisement in the interest of CSIR-NGRI. For any issue that is not covered in this advertisement, appropriate instructions of CSIR will apply.
- aa) Canvassing in any form and/or bringing any influence, political or otherwise will be treated as a disqualification for the post.
- bb) The proficiency test & examination will be held at Hyderabad only. No other centres are available across any of other states.

### **3. RESERVATION RULES & RELAXATIONS:**

- a) The age of the applicant should not be below 18 years as on the last date of submission of the online application.

#### **b) For EWS (Economically Weaker Section):**

Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below Rs.8.00 Lakh (Rupees Eight Lakh only) are to be identified as EWSs for benefit of reservation. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. Also, persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:

- i) 5 acres of Agricultural Land and above;
- ii) Residential flat of 1000 sq. ft. and above;
- iii) Residential plot of 100 sq. yards and above in notified municipalities;
- iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.

The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority (Like SDO/District Magistrate/Dy. Commissioner etc.) as per the Government of India Orders in the prescribed format shall only be accepted as candidate's claim as belonging to EWS. Failing in these stipulations, their claim for reserved status under EWS will not be entertained and the candidature / application of such candidates, if fulfilling all the eligibility conditions for General (Unreserved) category, will be considered as General (UR) only.

The benefit of reservation under EWS category will be regulated as per DoPT OM No. 36039/1/2019- Estt. (Res.), dated 31.01.2019 and any other GoI instructions applicable in this regard, at the time of last date of submission of application. Further, the crucial/cut-off date for submitting Income and Asset certificate by the EWS candidate will be the closing date for receipt of  
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application for the post. Income & Asset Certificates issued subsequent to the crucial/cut-off date and for the later Financial Year shall not be accepted.

**Further, Family Gross Annual Income shall be computed for the financial year prior to the year of last date of submission of online application. For example, if the closing date for receipt of application for a post is April, 2025, the financial year for computing gross annual income of the family shall be 2024-2025 and the certificate shall be valid for 2025-2026.**

Where in any recruitment year any vacancy earmarked for EWS cannot be filled up due to non-availability of a suitable candidate belonging to EWS, such vacancies for that particular recruitment year shall not be carried forward to the next recruitment year as backlog. The Post shall be filled by the candidate of UR Category.

c) **Age relaxation for CSIR Departmental Candidates:**

There is no age limit for CSIR departmental candidates (regular CSIR employees) provided they possess the prescribed qualifications. CSIR departmental candidates means the permanent CSIR employees only and not the temporary / contractual/project staff etc.,

**Temporary/contractual employees working in CSIR laboratories/ Institutes, Government departments, Autonomous Bodies and Public Sector Undertakings should mention "NO" in the Government Employee Status.**

d) **Age relaxation for Government employees:**

There is **no** provision for relaxation of age limit for the regular employees working in Central/State Government Departments/ Autonomous bodies and Public sector undertakings etc.

e) **Age relaxation to Persons with Benchmark Disability (PwBD):**

Age relaxation of 10 (Ten) years for Unreserved [total 15 years for SC/ST and 13 years for OBC candidates] in upper age limit shall be allowed to persons suffering from the following benchmark disabilities as per GOI instructions:

- (i) Category A - blindness and low vision;
- (ii) Category B - deaf and hard of hearing;
- (iii) Category C - locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- (iv) Category D - autism, intellectual disability, specific learning disability and mental illness;
- (v) Category E - multiple disabilities from amongst persons under clauses (A) to (D) including deaf-blindness.

**Note: Definition of the above specified disabilities will be as per "THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016".**

**The age concession to the persons with disabilities shall be admissible irrespective of the fact whether the post is reserved for person with disabilities or not, provided the post is identified suitable for the relevant category of disability.**

The persons claiming age relaxation under this sub-para would be eligible for relaxation in conditions/ reservation in posts who suffer from not **less than 40% of relevant benchmark disability and required to produce a valid certificate in prescribed pro-forma in support of their claims clearly indicating that the degree of physical disability is 40% or more.** Those Persons with Benchmark Disabilities (PwBD) who have availed the relaxation

and/or reservation will have to submit **Certificate of Disability** issued by the Competent Authority as per the form V, VI and VII of rule 18(1) under chapter 7 of Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017. Refer **Form V, VI & VII** (as the case may be) for the revised formats as per Ministry of Social Justice & Empowerment Gazette notification dated 15.06.2017. The existing certificates of disability issued under the Persons with Disabilities Act 1995 (since repealed) shall continue to be valid for the period specified therein.

No Application Fee is payable by them. All other relaxations/concessions will be as per the Government of India orders. PLEASE NOTE, PwBD CANDIDATES SHOULD MENTION IN APPLICATIONS, THEIR CASTE/COMMUNITY LIKE SC/ST/OBC/GEN/EWS and also produce Certificate of the concerned Caste/Community, as this is a horizontal reservation. Candidates with benchmark physical disability only would be considered as Persons with Disabilities (PwD) and entitled to reservation for Persons with Disabilities. A candidate under the category (PwBD) will be considered to be eligible for appointment only if he/she (after such physical examination as the appointing authority may prescribe) is found to satisfy the requirements of physical and medical standards for the applied posts.

f) **Guidelines for Persons with Disabilities including use of Scribe**

1. The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their own cost during the examination, with prior approval of CSIR-NGRI. In all such cases where a scribe is allowed, the following rules will apply:
  - i. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe is allowed, if desired by the candidate (Annexure-I).
  - ii. In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be allowed on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his/ her behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution. Accordingly, all the candidates who require the facility of Scribe will be allowed on production of certificate as per proforma at Annexure-I & Annexure-II
  - iii. The facility of scribe will also be allowed to PwBD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be allowed on production of certificate as per Annexure-III and Annexure- IV.
2. **The facility of scribe/ passage reader will be allowed to a PwBD candidate only if he/she has opted for the same in the online application form.** The candidate will have to arrange his/her own scribe at his/her own cost. The scribe arranged by the candidate should not be a candidate for the same examination and the qualification of the scribe should be one step below the qualification of the candidate taking the examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. **Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request will not be entertained.**
3. A person acting as a scribe for one candidate cannot be a scribe for another candidate and the scribe may be from any academic stream.

4. The candidates with benchmark disabilities (PwBD) allowed for own scribe shall be required to upload the details of the own scribe in the online portal, before the examination as per Annexure-I, Annexure- II, Annexure- III and Annexure-IV, as applicable and detailed at above and submit the originals on the day of examination. In addition, the scribe has to produce a valid ID proof in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with relevant Annexures mentioned above. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his right to the post and claims relating thereto.
5. Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
6. During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the invigilator/test personnel that the scribe independently answered the questions. No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.
7. Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised. In case the duration of the examination is less than an hour, then the duration of the compensatory time should be allowed on pro-rata basis. The candidates with Benchmark Disabilities who are eligible for availing the facility of scribe at preceding sub paras in g i.e. (ii) and (iii), but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
8. One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/indicate the answer with the help of magnifying glass will be allowed to use the same in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall.
9. Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour.

It is informed that all the eligible PwBD applicant who are authorized for scribe as per the applicable notifications of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan), Government of India are **requested to bring their own scribe for the examination as Institute is not in position to provide scribe.**

g) **Age relaxation for Ex-Servicemen (EXS) candidates:**

Upper age limit is relaxable by 03 years for EXS candidates, after deduction of the military service rendered from the actual age as on the closing date for submission of online application

Only those candidates shall be treated as Ex-Servicemen who fulfil the definition and criteria as laid down in Ministry of Personnel, Public Grievances and Pensions, Government of India Gazette Notification No. G.S.R 116 (E) issued vide No. 36034/1/2019-Estt (Res) dated 13.02.2020, as amended from time to time.

Ex-servicemen who have already secured employment in civil side under Central Government in Group C posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are not eligible for claiming benefits of reservation under Ex-Servicemen category and fee concession.

Candidates who are released/ retired from Armed Forces are required to upload a certificate as per Form-A and/or also have to produce a copy of the discharge Certificate / pension payment order and documentary proof of rank last/presently held (substantive as well as acting).

Candidates who are still in the Armed Forces and desirous of applying under Ex-Servicemen category should upload Form-B from the Competent Authority showing his/her date of completion of a specific period of engagement (SPE) along with the declaration in Form-C that he/ she is entitled to benefits admissible to Ex-Servicemen as per Govt. of India rules.

**h) Age relaxation to Widows, divorced women and women judicially separated from their husbands and who are not re-married:**

As per GOI provisions, in respect of widows, divorced women and women judicially separated from their husbands and who are not re-married, the upper age limit is relaxable up to the age of 35 years (up to 40 years for members of Scheduled Caste/Scheduled Tribe candidates in respect of the posts reserved for them) but no relaxation of educational qualification or method of recruitment. The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence:

i) In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.

ii) In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgment/decree of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women that they have not remarried since.

i) Any other Age relaxation shall be applicable as per extant GoI/ CSIR Recruitment Rules and all the Age relaxations indicated above are not exhaustive. For detailed information on age relaxations, please refer to the orders of the Government of India/CSIR amended from time to time.

**N.B:** Candidates belonging to SC/ST/OBC(NCL)/EWS/PwBD/Ex-Servicemen etc., are required to upload the certificate(s) in the prescribed format as the case may be signed by the specified authority valid for appointment to posts under the Central Government. For information and compliance, the prescribed formats for producing SC/ST/OBC(NCL)/EWS/ESM/PwBD/Ex-Servicemen Certificate referred to above are enclosed as Proformas in this advertisement. The concerned candidates are also required to produce the applicable certificate in Original at the time of test/examination/document verification (as and when asked for).

Candidates belonging to **SC/ST/EWS/OBC/PwBD/ESM** may note in respect of the above that their candidature will **remain provisional** till the Certificate of their falling under SC/ST/EWS/OBC/PwBD/ESM is verified/confirmed by the Appointing Authority from the Certificate issuing Authority and appointments to the reserved posts will be provisional and subject to the verification of caste certificates through proper channels. If the verification reveals that the claim of the candidate belongs to the SC/ST/OBC/EWS/PwBD/Ex-Servicemen is false OR it reveals that the claim of the candidate belongs to the creamy layer is false,

his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of a false certificate.

#### 4. **Selection Procedure:**

##### i) **For the post of Junior Secretariat Assistant (Gen):**

- The candidates fulfilling all necessary eligibility criteria as recommended by the Screening Committee duly constituted by the Director, CSIR-NGRI, will be invited for Proficiency in typing test on computers (Qualifying in nature) / open competitive written examination.
- There will be two papers (Paper-I and Paper-II) in the open competitive written examination. The Second paper (Paper-II) will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper (Paper-I)
- The proficiency in computer typing speed and in using computer 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 in Paper-II. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing.

##### a) **Scheme/Syllabus of Open Competitive Written Examination:**

For these posts, there will be two papers (Paper-I and Paper-II). The Second paper (Paper-II) will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper (Paper I).

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 Exam	Class XII
Total No. of Questions	200
Total Time Allotted	2 hours 30 minutes (2 hours and 50 minutes for the candidates eligible for scribe)

##### **Paper-I (Time Allotted- 90 minutes)**

Subject	No. of Questions	Maximum Marks	Negative Marks
Mental Ability Test*	100	200 (two marks for every correct answer)	There will be no negative marks in this paper.

\* Mental Ability Test will be so devised so as to include General intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational judgement etc.

**Paper-II (Time Allotted- 1 hour)**

Subject	No. of Questions	Maximum Marks	Negative Marks
General Awareness	50	150 (Three marks for every correct answer)	One negative mark for every wrong answer
English Language	50	150 (Three marks for every correct answer)	One negative mark for every wrong answer

**b) 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]

Typing Test (Hindi) in Computer: 30 words per minute (w.p.m.) [30 W.P.M correspond to 9000 KDPH (Key Depressions per Hour) on an average of 5 key depressions for each word]

Note: There will be English Typing Test/Hindi Typing Test for those candidates who opt for English/Hindi as their medium of typing test respectively. The choice of medium of Proficiency test given by the candidates in the Online Application Form shall be treated as final and no change in the medium of Proficiency test will be entertained.

**c) Criteria for evaluation of type-scripts of Proficiency test in Hindi/English:**

The methodology for calculating the accurate typing speed and relaxation to reserved category candidates is enclosed as **Annexure-I** to this advertisement. Any other new instructions issued prior to the conduct of the proficiency test shall be applicable.

**d) Preparation of Merit List:**

- There will be two papers (Paper-I and Paper-II) in the open competitive written examination. Paper-I is qualifying in nature.
- The Second paper (Paper-II) will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper (Paper-I).
- The proficiency in Computer typing speed and in using computer will only be qualifying in nature.
- The merit list will be comprising of those candidates who will qualify the proficiency test in computer typing and the final Merit list will be prepared based on marks obtained in Paper-II.

Note: The minimum threshold marks (Cut off Marks) in Paper-I, decided by the Selection Committee for each category of posts as advertised will be notified in the website of CSIR-NGRI for information of all concerned before the written exam.

**ii) For the post of Junior Stenographer:**

- The candidates fulfilling all necessary eligibility criteria as recommended by the Screening Committee duly constituted by the Director, CSIR-NGRI, will be invited for Proficiency Test in Stenography / open competitive written examination.
- The proficiency test 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 who have qualified for the proficiency test in stenography.

**a) Scheme of Competitive Written Examination:**

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 Exam	10+2/XII
Total No. of Questions	200
Total 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 proficiency in stenography will only be qualifying in nature. The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the online application form) at the speed of 80 w.p.m. The transcription time is as follows: -

Sr. No.	Language of Skill Test	Time Duration/Transcription time (in minutes)	Time Duration/Time for Transcription (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 for evaluation of transcripts of Stenography tests, calculation of mistakes and the percentage of ignorable mistakes allowed for proficiency test in stenography is enclosed as **Annexure-II** to this advertisement. Any other new instructions issued prior to the conduct of the proficiency test shall be applicable.

#### **d) Preparation of Merit List**

- 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

#### **Methodology for Resolution of Tie Cases for the post of Junior Secretariat Assistant (Gen) and Junior Stenographer:**

In the event of tie in scores where two or more candidates secure equal aggregate marks in the written examination (other than qualifying paper), merit will be decided by applying the following criteria, as notified by CSIR vide its Circular Letter No. 5-1(211)/2014-PD dated 30.05.2023, in the order of precedence given below, till tie is resolved:

<b>Order of Preference</b>
i. Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of Written Test placed higher.
ii. Date of Birth, with older candidate placed higher,
iii. Candidate acquiring Essential Degree earlier placed higher,
iv. Alphabetical Order in which first names of the candidates appear.

#### **N.B: For the posts of Junior Secretariat Assistant (Gen) and Junior Stenographer**

- The actual sequence/order of conducting the Proficiency Test (for post codes JSA & JSG) followed by Competitive Written Examination or vice versa will be decided by the Selection Committee of CSIR-NGRI and the same will be notified through the CSIR-NGRI Website for information of all the concerned.
- There shall be no provision for re-evaluation/ re-checking of the scores at any stage of the examination. No correspondence in this regard shall be entertained.

#### **5. How to Apply:**

- a) Eligible and interested candidates are required to apply ONLINE only through our website <https://ngri.res.in> No other mode of application will be considered.
- b) If the candidate does not have a valid email id, he/she should create a new valid email id before applying online and should be kept active during the entire recruitment process.
- c) Candidates are advised to go through the instructions for online filling of the application carefully. For online application process please refer “How-to-apply online” instructions, “Fee Payment Procedure’ available on the above-mentioned website. The application is to be submitted in three distinct steps within prescribed timeline, as below: - i) Registration [online] ii) Fee Submission [online], if applicable iii) Online application submission
- d) **Online Application will be available on <https://ngri.res.in> The deadlines for the above-mentioned stages of application are mentioned in the first page of this advertisement.**

Candidates should keep a copy of the application print-out and payment details, if any, for their record. Print-out of Application and payment details will not be available after **06:00 p.m. on 30.06.2025. THERE IS NO NEED TO SEND THE HARD COPY OF ONLINE APPLICATION.**

- e) Candidates are required to remit the application fee of **Rs.500/- in favour of "Director, CSIR-NGRI" through online payment system only viz., SB Collect by using the following link:**

<https://onlinesbi.sbi/sbcollect/icollecthome.htm?corpID=20666>

**(Govt. Departments → All India → National Geophysical Research Institute → Application Fee for the post of JSA / Junior Stenographer vide Advt No. 04/2025)** and downloaded copy of e-receipt of the same must be uploaded in the portal for successful submission of online application.

**The candidates belonging to SC/ST/PwBD/Women/Ex-Servicemen are exempted from payment of application fee, subject to uploading of the relevant document of their claim.**

**Applications without the prescribed fee will not be considered and summarily rejected in the non-exempted categories. No representation against such rejection would be entertained.**

- f) Candidate is required to upload his/her recent passport size scanned colour photograph (max size 50 KB), signature (max size 50 KB) and also relevant certificates (max size 1 MB each) at the specified places in the online application.
- g) In case of Boards/Universities/Institutes awarding CGPA/SGPA/OGPA/DGPA/CPI grades etc., candidates are required to convert the same into percentage based on the formula as per their Boards/University/Institute. A copy of conversion formula of CGPA/SGPA/OGPA/DGPA/CPI grades etc., into percentage, issued by the Boards/Universities/Institutes to be uploaded in the online application.
- h) Applications submitted cannot be withdrawn and Fee once paid, will not be refunded under any circumstances, nor can it be held in reserve for any other recruitment or selection process.
- i) Only a single application will be entertained from each candidate for each postcode. **IN CASE A CANDIDATE SUBMITS MULTIPLE ONLINE APPLICATIONS FOR A SINGLE POSTCODE WITH DIFFERENT EMAIL IDS, ONLY THE LATEST COMPLETED APPLICATION WILL BE CONSIDERED.** Candidates should retain a copy of the application print-out and any payment details for their records, as these will not be available after the application deadline.
- k) **A candidate can apply for multiple postcodes subject to fulfilling all eligibility criterion attached to each individual post code.** However, candidate needs to fill the application (except primary/registration details) with the requisite application fee separately for each post code.
- l) The candidate must register with their name, email-id and mobile number. After successful registration, the candidate has to login using the credentials and apply through the Online Application Portal. After filling-up the application form, the candidate can upload all relevant supporting documents and verify or edit the application to ensure that the application is accurate and complete in all aspects. After finalizing the application, the candidate has to finally 'Submit' the Draft application and update the payment details, if applicable, in the Portal to successfully submit the application form. Once the application is submitted, no further modifications or amendments or any request for change or correction in the application form will be permitted. It is important

to keep a printout of the completed application form. **Candidates should NOT send a hard copy of the application after submission. They will be requested to submit a hard copy at the appropriate time.**

- m) Candidates currently working in CSIR/Government Organisations/Autonomous Bodies/Statutory Bodies/Universities/PSU etc., as regular employee, must upload a 'No Objection Certificate' (NOC) from their employer, along with their online application. Failure to do so will rendered the application as incomplete.

**Note: CSIR-NGRI is not responsible for any discrepancy in submitting details through online. The applicants are therefore, advised to strictly follow the instructions. The particulars furnished by the applicant will be taken as final and further processing of the application will be based on these particulars only. The validation rules and design of the online application are based on the requirements outlined in the advertisement and no representation in this regard will be entertained. Candidates should carefully read the advertisement and refer to the "Instructions" section on the application portal. Submission of an online application does not guarantee that the candidate meets all eligibility criteria stated in the advertisement. Applications are subject to subsequent scrutiny and may be rejected if ineligibility is discovered at later stages.**

Frivolous representation/ clarification made through any correspondence without reading the instruction given in the advertisement thoroughly will not be entertained. Therefore, candidates are advised to take the assistance of the Help Desk if required.

Candidate is cautioned not to furnish any incomplete, false or misleading information or submit any document which is defective, forged or fabricated or otherwise not admissible or claim fraudulently SC/ST/OBC/PwBD/Ex-Servicemen status etc. or resort to any sort of malpractice during the selection process. Notwithstanding verification of original documents during various stages of the selection process, if any case of illegality is detected at any stage of the selection process or later on, CSIR-NGRI reserves the right to cancel candidature or selection apart from taking other appropriate legal actions.

#### **6. Following documents must be uploaded along with online application form**

- a. Proof for remittance of application fee of Rs. 500/- paid through SBI collect (E-receipt/Transaction reference), wherever applicable.
- b. Recent Passport size Colour photograph uploaded at appropriate place.
- c. Signature of the candidate uploaded at appropriate place.
- d. Copy of Matriculation /10th Standard or equivalent marksheet/certificate indicating date of birth or School leaving certificate indicating Date of Birth in support of Name and Date of Birth.
- e. Copy of Gazette Notification/Affidavit from appropriate authority in support of change of name/ mismatch in name/ variation in name of candidate (if applicable).
- f. Copies of educational certificate(s) and/or mark sheet(s) supporting the essential qualifications and any higher qualifications.
- g. Conversion formula of CGPA/SGPA/OGPA/DGPA/CPI grades etc. into percentage, issued by the University, if applicable.

- h. Copy of full Discharge book & valid Ex-Servicemen certificate, if any.
- i. Copy of Scheduled Caste/ Scheduled Tribe/ Other Backward Class/ Economically Weaker Section / PwBD certificate(s) in the prescribed Government of India (GoI) format issued by the specified authority, if applicable.
- j. Copy of the 'Form of Declaration' from OBC (Non-Creamy Layer) candidates, supporting their claim in the application that they do not belong to the OBC (Creamy Layer) category based on income for the immediate preceding three financial years.
- k. Copies of experience certificates, if any.
- l. No Objection Certificate (NOC)/Proper channel Application, wherever applicable.
- m. PwBD certificate, in the prescribed Government of India (GoI) format signed by the specified authority, if applicable.
- n. Any other relevant document/certificates in support of the claim made(s) in the application, as applicable.

**Note 1: The documents/ certificates uploaded must be legible.**

**Note 2: Applications without the required document(s) as mentioned above will be considered as incomplete and will be summarily rejected.**

**Note 3: The decision of the Appointing Authority in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of examination/ Proficiency test will be final and binding on the candidates.**

## **DISCLAIMER**

**Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the Recruitment Process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications / decisions given / to be given by the CSIR, regarding process for recruitment shall be final and binding.**

**N.B.** Candidate are advised to check the official CSIR-NGRI website regularly. No separate individual information/intimation shall be sent to the candidates pertaining to the recruitment process. Therefore, candidates are advised to keep visiting this website <https://ngri.res.in> regularly for addendum/corrigendum and updated information regarding this advertisement/recruitment process.

No separate call letters/Admit cards or information will be mailed to candidates. Provision for downloading the admit cards of subsequent stages will only be available at <https://ngri.res.in>

**CSIR-NGRI will not be held responsible in any manner, for any missed update/information on the candidate's part throughout the whole recruitment process.**

**By applying to this advertisement and appearing for the examination(s), if eligible, the candidate is bound by the advertisement conditions and any subsequent notifications issued by CSIR-NGRI pertaining to this recruitment process.**

In case of discrepancies between the English version of this abridged Advertisement and its Hindi Translation, the English version shall prevail.

In case of any difficulty while submitting online registration/application please do write email at [career@ngri.res.in](mailto:career@ngri.res.in) To avoid last minute rush, candidates are advised to pay the online fee (if applicable) and apply online at the earliest. All further announcements/details pertaining to this process/updates/corrigendum/addendum etc. will be published/provided only on NGRI official website <https://ngri.res.in> from time to time.

**NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.**

**The Helpdesk contact (040 2701 2374) mentioned on the website for online application is for resolution of operational issues related to online submission of application form only.**

**Sd/-  
Controller of Administration**

## LIST OF FORMATS FOR CERTIFICATES

Proforma	Particulars of the Proforma	Page No.
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**PROFORMA-I**

FORMAT OF 'NO OBJECTION CERTIFICATE FROM THE EMPLOYER OF CANDIDATE  
CURRENTLY WORKING AS REGULAR EMPLOYEE IN CSIR/ GOVERNMENT ORGANISATIONS  
/AUTONOMOUS BODIES /STATUTORY BODIES/ UNIVERSITIES/ PUBLIC SECTOR UNDERTAKINGS  
etc.

(Letter Head of the Institution/Issuing Authority)

No.....

Date: [DD/MM/YYYY]

**No Objection Certificate for Applying to Advertisement No. [Advertisement Number]**

This is to certify that Dr./Mr./Ms. [Full Name of Employee], [Designation], is a permanent/regular employee of this department/organization and has been serving in the capacity of [Current Position] since [Joining Date].

This department/organization has no objection to his/her applying for the position advertised vide Advt. No. [Advertisement Number] dated [Advertisement Date] for the position of [Post Code/Position]. This department/organization has no objection to Dr./Mr./Ms. [Employee's Name] participating in the selection process or being considered for the aforementioned employment in the new position.

It is also certified that Dr./Mr./Ms. [Full Name of Employee] is not currently undergoing any penalties under the applicable conduct rules and Dr./Mr./Ms. [Full Name of Employee] is neither under suspension, nor any vigilance, disciplinary, or criminal cases is pending against him/her as of the date of issuance of this certificate.

This certificate is issued at the request of the applicant for the purpose of applying to the said advertisement.

Place: .....

**For [Name of Department/Organization],**

[Signature of Issuing Authority] [Name of  
Issuing Authority] [Designation of Issuing  
Authority]

[Official Seal/Stamp]

[Contact Information]

[Department/Organization Address]

**THE FORM OF CERTIFICATE TO BE PRODUCED BY DEPARTMENTAL CANDIDATES EMPLOYEES FOR CLAIMING AGE CONCESSION**

(Letter Head of the Institution/Issuing Authority)

No.....

Date: [DD/MM/YYYY]

**CERTIFICATE FOR CLAIMING AGE CONCESSION FOR APPLYING AGAINST ADVERTISEMENT NUMBER**

This is to certify that Dr./Mr./Ms.....S/o./D/o/W/o Shri ..... is a regularly appointed employee of .....(Name of the Institute) and duties performed by him/her during the period(s) are as under:

- (i) .....
- (ii) .....
- (iii) .....

Certified that:

\*(a) Dr./Mr./Ms. .... holds substantively a permanent post of ..... in the ..... (Name of the Institute) with effect from ..... to .....

OR

\*(b) Dr./Mr./Ms. .... has been continuously in temporary service on a regular basis in the of ..... at ..... (Name of the Institute) with effect from ..... to .....

*\*strike out which is not applicable*

Place: .....

**For [Name of the Institute],**

[Signature of Issuing Authority] [Name of Issuing Authority] [Designation of Issuing Authority]  
[Official Seal/Stamp]  
[Contact Information]  
[Department/Organization Address]

**The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India**

This is to certify that Shri/Shrimati/Kumari\* .....son/daughter of..... of village/town\*.....in District/Division\*.....of the State/Union Territory\* .....belongs to the .....Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\*under:-

- \* The Constitution ( Scheduled Castes) Order, 1950
- \* The Constitution ( Scheduled Tribes) Order, 1950
- \* The Constitution (Scheduled Castes) Union Territories Orders, 1951
- \* The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes lists (Modification) Order,1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation) Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.]:

- The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956 ;
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order; 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
  
- The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;
- The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 ;
- The Constitution (Pondicherry) Scheduled Castes Order 1964;
- The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967;
- The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
- The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ;
- The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
- The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
- The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
- The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
- The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
- The Constitution (ST) Orders (Amendment) Ordinance, 1990 ;
- The Constitution (ST) Orders (Second Amendment) Act,1991 ;
- The Constitution (ST) Orders (Amendment) Ordinance, 1991;
- The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002\
- The Constitution (ScheduledCastes) Order (Amendment) Act, 2002;
- The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002
- The Constitution (Scheduled Caste) Orders (Second Amendment) Act, 2002
- The Constitution (Scheduled Caste) Orders (Amendment) Act, 2007

contd...2/-

% 2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons , who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes\* Certificate issued to Shri / Shrimati/ Kumari\*.....Father /Mother\* of Shri / Shrimati/ Kumari\* ..... of village / town\*/Terriotry.....in District/Division\*.....of the State/Union Territory\*.....who belong to the.....Caste / Tribe\* which is recognized as a Scheduled Caste/ Scheduled Tribe\* in the State/Union Territory\* issued by the.....dated .....

% 3. Shri /Shrimati/ Kumari\* .....and/or\* his/her\* family ordinarily reside(s).....in village/town\* ..... of..... District/Division\* of the State/Union Territory\*.

Signature .....

Designation .....

[With seal of Office] State/Union Territory\*

Place: .....

Date: .....

\* Please delete the words which are not applicable.

• Please quote specific Presidential Order.

% Delete the paragraph which is not applicable

NOTE: The term “Ordinarily reside (s)” used here have the same meaning as in Section 20 of the Representation will of the Peoples Act, 1950.

\*\* List of authorities empowered to issue Caste / Tribe Certificate:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
3. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.
4. Administrator/Secretary to Administration/Development Officer (Lakshadweep)

**Note :**

ST candidates belonging to Tamil Nadu State should submit case certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari .....  
son/daughter of ..... village/town  
..... in District/Division belongs to the  
..... community which is recognized as a backward class  
under the Government of India, Ministry of Social Justice and Empowerment's Resolution No.  
..... dated .....  
\* and/or his family ordinarily reside(s) in the ..... District/Division of the  
..... State/Union Territory. This is also to certify that he/she  
does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the  
Government of India, Department of Personnel & Training O.M. No.36012/22/93-Estt.(SCT) dated  
8.9.1993 and O.M. No.36033/1/2013-Estt.(Res) dated 27<sup>th</sup> May, 2013\*\*

Signature .....\$

Designation .....

Dated:

Seal:

\* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the case of the candidate is mentioned as OBC.

\*\* As amended from time to time.

\$ List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

Note:- The Term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**PROFORMA – V**

**FORM OF DECLARATION TO BE SUBMITTED BY THE 'OTHER BACKWARD CLASS' CANDIDATE  
(IN ADDITION TO THE COMMUNITY CERTIFICATE)**

I .....Son/daughter of Shri .....resident  
of village/town/city ..... district ..... State  
..... hereby declare that I belong to the ..... Community  
which is recognized as a backward class by the Government of India for the purpose of reservation in  
services as per orders contained in Department of Personnel and Training Office Memorandum  
No.36102/3/2024-Estt.(SCT) dated 8-9-1983. It is also declared that I do not belong to persons/sections  
(Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated  
8-9-1983, O.M. No.36033/3/2004-Estt.(Res.) dated 9<sup>th</sup> March, 2004 and O.M. No. 36033/3/2004-  
Estt.(Res.) dated 14<sup>th</sup> October, 2008 and as amended from time to time.

I also declare that the condition of status/annual income for creamy layer of my Parents/guardian is  
within prescribed limits as on last date of application.

Signature.....

Full Name.....

Address .....

Place : .....

Date : .....

Government of .....  
(Name & Address of the authority issuing the certificate)

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY  
ECONOMICALLY WEAKER SECTIONS**

Certificate No. ....

Date : .....

**VALID FOR THE YEAR .....**

This is to certify that Shri/Smt./Kumari .....son/daughter/wife of permanent resident of ..... Village/Street ..... Post office, .....District ..... in the State/Union Territory ..... Pin Code.....whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs.8 lakhs (Rupees Eight Lakh only) for the financial year .....His/her family does not own or possess any of the following assets\*\*\* :

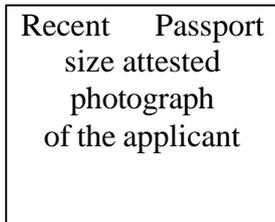
- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities

2. Shri/Smt./Kumari ..... belongs to the..... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

**Signature with seal of Office .....**

**Name .....**

**Designation .....**



\*Note 1 : Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2 :The term “Family” for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\*Note 3 : The property held by a “Family” in different locations or different places/cities have been clubbedwhile applying the land or property holding test to determine EWS status.

**Form-V**

**Certificate of Disability**

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

[See rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent Passport Size  
Attested Photograph  
(Showing face only  
the person with  
disability)

Certificate No. ....

Date: .....

This is to certify that I have carefully examined Shri/Smt/Kum ..... son/ wife/ daughter of Shri..... Date of Birth ..... (DD/ MM/ YY) Age ..... years, male/female..... Registration No. .... permanent resident of House No Ward/Village/Street..... Post Office ..... District ..... State whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of :

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is .....

(A) He/ She has .....% (in figure) ..... percent (in words) permanent Locomotor Disability/dwarfism/blindness in relation to his/her.....(part of body) as per guidelines (.....number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb  
impression of the  
person in whose favour  
certificate of disability  
certificate is issued

**PROFORMA – VII (B)**

**Form-VI Certificate of Disability**

(In cases of multiple disabilities)[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size  
attested photograph  
(Showing face only)  
of the person with  
disability

Certificate No.....

Date:.....

This is to certify that we have carefully examined Shri/Smt./Kum.  
\_\_\_\_\_ son/wife/daughter \_\_\_\_\_ of Shri \_\_\_\_\_  
\_\_\_\_\_ Date of Birth (DD/MM/YY) \_\_\_\_\_ Age \_\_\_\_\_ Years,  
male/female .Registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_  
\_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State, whose photograph is  
affixed above, and am satisfied that:

(A) He/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guideline (..... number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

S.No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor Disability			
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid attack Victim			
7	Low Vision			
8	Blindness			
9	Deaf			
10	Hard of Hearing			
11	Speech and Language disability			
12	Intellectual Disability			
13	Specific learning Disability			

14	Autism Spectrum Disorder			
15	Mental illness			
16	Chronic Neurological Conditions			
17	Multiple Sclerosis			
18	Parkinson's disease			
19	Haemophilia			
20	Thalassemia			
21	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (..... number and date of issue of the guidelines to be specified), is as follows:

In figures.....percent

In Words.....percentage

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is : (i) not necessary Or

(ii) is recommended/ after..... Years.....months, and therefore this certificate shall be valid till (DD)/(MM)/(YY)

@ - eg. Left/Right/both arms/legs

# - eg. Single eye /both/eyes

€ - eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/Thumb impression of the person in whose favour certificate of disability is issued.

**Form-VII Certificate of Disability**

(In cases other than those mentioned in Forms V and VI)[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passportsize  
attested photograph  
(Showing face only) of  
the person with  
disability

Certificate No.....

Date:.....

This is to certify that I have carefully examined Shri/Smt./Kum ..... son/wife/daughter of Shri ..... Date of Birth..... (DD)/(MM)/(YY) Age ..... years, male/female..... Registration No.....permanent resident of House No..... Ward/Village/Street .....Post Office.....District.....State whose photograph is affixed above, and am satisfied that he/she is a case of disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below:-

S.No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid attack Victim			
6	Low Vision	#		
7	Deaf	€		
8	Hard of Hearing	€		
9	Speech and Language disability			
10	Intellectual Disability			
11	Specific learning Disability			
12	Autism Spectrum Disorder			
13	Mental illness			
14	Chronic Neurological Conditions			
15	Multiple Sclerosis			
16	Parkinson's disease			
17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			

(Please strike out the disabilities which are not applicable.)

The above condition is progressive/ non-progressive/ likely to improve/not likely to improve.

Reassessment of disability is :

- (i) not necessary Or  
(ii) is recommended/ after ..... years.....months, and therefore this certificate shall be valid till.....(DD)/(MM)/(YY)

@ - eg. Left/Right/both arms/legs

# - eg. Single eye/both eyes

€ - eg. Left/Right/both ears

The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)  
(Name and Seal)

Countersigned (Countersignature and seal of the Chief Medical Officer/Medical Superintendent/ Head of Government Hospital, in case the certificate is issued by a medical authority who is not a Government servant (with seal)

Signature/Thumb impression of the person in whose favour certificate of disability is issued.

**Note:** In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

**Note:** The principal rules were published in the Gazette of India by Ministry of Social Justice and Empowerment vide notification number 489, dated 15.06.2017.

**Certificate regarding physical limitation of 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, Loco motor disability-Orthopedic specialist / PMR)

**Letter of Undertaking for Using Own Scribe**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_ (name of the State/ UT) My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/ reader/ lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/ her qualification is \_\_\_\_\_ In case, subsequently it is found that his/ her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

**(Signature of the candidate with Disability)**

Place:

Date:

**PRODUCED BY SERVING/RETIRED/RELEASED ARMED FORCES PERSONNEL FOR  
AVAILING THE AGE CONCESSION FOR POSTS FILLED BY DIRECT RECRUITMENT**

**Form of Certificate applicable for Released/Retired Personnel**

It is certified that Rank..... Name ..... whose date of birth is .....  
has rendered service from ..... to ..... in Army, Navy/Air Force.

2. He has been released from military services:

% a) on completion of assignment otherwise than

(i) by way of dismissal, or

(ii) by way of discharge on account of misconduct or inefficiency, or

(iii) on his own request, but without earning his pension, or

(iv) he has not been transferred to the reserve pending such release

% b) on account of physical disability attributable to Military Service.

% c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Servicemen (Re-employment in Central Civil Services and Posts)  
Rules. 1979 as amended from time to time.

Place: .....

Date: .....

% . Delete the paragraph which is not applicable.

**Signature, Name and Designation of the  
Competent Authority\*\*  
SEAL**

**B. Form of Certificate for Serving Personnel**

(Applicable for serving personnel who are due to be released within one year)

It is certified that No. .... Rank ..... Name ..... is serving in the  
Army/Navy/Air Force from .....

2. He is due for release retirement on completion of his specific period of assignment on .....

3. No disciplinary case is pending against him.

Place: .....

Date: .....

**Signature, Name and Designation of the  
Competent Authority\*\*\*  
SEAL**

**Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:**

**Undertaking to be given by serving Armed Force personnel who are due to be released within one year**

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Place:

Date:

**Signature and Name of Candidate**

**C. Form of Certificate applicable for Serving ECOs/SSCOs who have already completed their initial assignment and are on extended assignment**

It is certified that No. .... Rank ..... Name .....  
whose date of birth is ..... serving in the Army/Navy/Air Force from.....

2. He has already completed his initial assignment of five years on ..... and is on extended assignment till .....

3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of offer of appointment.

Place:

Date:

**Signature, Name and Designation of the  
Competent Authority\*\*\*  
SEAL**

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-110001**



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 12<sup>th</sup> 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**

$$= \frac{10}{(320/10) - 3}$$

$$= \frac{10}{32-3}$$

$$= \frac{10}{29} \text{ w.p.m}$$

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*  
 (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

Phone: EPABX-23710138, 23710144, 23710158, 23710468, 23710805, 23711251, 23714238, 23714249, 23714769, 23715303  
 Fax : 91-11-23714788, Gram : CONSEARCH, NEW DELHI, E-mail : jsa@csir.res.in



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



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.

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

**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.

*Mukul*

*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.

.....



4/4