File No. A 12024/03/2025-Rect.   **Date:09.10.2025**

Notification

Subject: Typing Test Schedule for Shortlisted Candidates for the Post of Junior Secretariat Assistant (Gen/F&A/S&P) /Jr. Stenographer against CSIR-NAL ,Advt. No.03/2025 and for the Post of JSA against CSIR-4PI Advt. No.02/2025-reg

All shortlisted candidates are hereby informed that the Typing Test for the recruitment process will be conducted as per the schedule Annexed. Candidates must report at the specified time and date at the designated venue. The reporting date and reporting time mentioned in the schedule are final. No request for change of date or time will be entertained under any circumstances.

Important Instructions:

1. Candidates must bring their Admit Card, original photo ID proof (Aadhaar Card/Voter ID/PAN Card/Driving Licence), and a black/blue pen. **Admit Card and photo ID proof are mandatory for entry into the exam venue.**

2. Latecomers will not be permitted to appear for the test under any circumstances.

3. The use of electronic gadgets, including mobile phones, smartwatches, Bluetooth devices, or any recording equipment, is strictly prohibited inside the examination hall.

4.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]

Criteria for Evaluation of type-scripts of Typing test: The procedure for calculation of typing speed and relaxation to reserved category candidates shall be as per CSIR circular No. 5-1(116)/2011-PD dated 13.07.2015.

5. The Typing Test is qualifying in nature. Candidates who qualify will be considered for further recruitment process.

6. If a candidate does not qualify in the typing speed test, he/she shall no longer be allowed to participate further in the recruitment process.

7.The language/medium opted for the Typing Test shall be as selected by the candidates while downloading the Admit Card. No request for change of language/medium will be entertained under any circumstances.

8. Each candidate shall appear for the typing test only once, even if they have applied for more than one post at CSIR-NAL & CSIR-4PI. Multiple attempts shall result in disqualification and responsibility shall be candidates' to bring it to the notice of the office.

9. Candidates must remain seated until their type scripts are collected and must not leave the hall without permission or signing his/her transcripts, responsibility shall be candidates' to bring it to the notice of the invigilators.

10. The use of unfair means or disorderly conduct during the examination will lead to immediate disqualification.

11. Please note that the candidature is subject to verification of essential qualification certificate Issuance of Admit Cards for the shortlisted candidates for appearing in Typing Test on computers is provisional. If the candidate doesn't fulfil the eligibility conditions of the post even after they have taken test in computer typing, CSIR-NAL has the right to reject their candidature at any stage. No representation or claim by the candidate in this regard will be entertained.

12. If at any stage of the recruitment process, it is found that the candidate has furnished any incorrect/false information or suppressed any material fact(s) or does not fulfil any of the conditions of the eligibility such as essential qualification, prescribed age limit, category/community etc., for the post of Junior Secretariat Assistant (Gen/F&A/S&P) /Jr. Stenographer notified vide CSIR-NAL advt. No. referred above, the candidature is liable to be cancelled without any further notice. Candidates are, therefore, advised to ensure themselves that they fulfil the conditions of eligibility of the posts and possess the caste certificates/PwBD/ESM Certificates, etc., wherever applicable, issued by the Competent Authority in the GoI format before appearing for the typing test in computer typing. Further, if any of these shortcoming(s) is/are detected at subsequent stages and even after appointment in CSIR-NAL, his/her candidature/services are liable to be summarily rejected/terminated.

13. Candidates are advised to visit the CSIR–NAL website regularly for any updates or announcements related to the test schedule or results.

Encl: As above

Sd/-
Sr. Controller of Administration