



सीएसआईआर-भारतीय समवेत औषध संस्थान
CSIR-INDIAN INSTITUTE OF INTEGRATIVE MEDICINE
नहर मार्ग, जम्मू, जम्मू एवं कश्मीर - 180001
CANAL ROAD, JAMMU, JAMMU & KASHMIR - 180001



सं./No.: A-12024/35/2024-R&A-IIIM

दिनांक/Dated: 24.06.2025

सूचना / NOTICE

Sub: Instructions for Typing Test and Proficiency Test in Stenography for the posts of Junior Secretariat Assistant (Gen/F&A/S&P) and Junior Stenographer - Advt. Nos. 01R/2024, 01R/2025 & 03R/2025

With reference to the skill tests scheduled on 26th and 27th June, 2025 for the posts of Junior Stenographer and Junior Secretariat Assistant (Gen./F&A/S&P), respectively, it is hereby informed that the admit cards for the Typing Test and Proficiency Test in Stenography have been made live on the Institute's website www.iiim.res.in since the evening of 21.06.2025.

All shortlisted candidates are advised to download their admit cards at the earliest. In case of any difficulty in downloading the admit card or if any discrepancy is noticed, the candidate must write to rectt.assmt.iiim@csir.res.in, clearly mentioning their Application Number in the subject line.

The detailed instructions for the Typing Test and Proficiency Test in Stenography are as follows:

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.) [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.) [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 Letter Nos. 5-1(116)/2011-PD dated 23.04.2014 and 5-1(116)/2011-PD dated 13.07.2015 (copies enclosed).

Instructions for Typing Test:

1. Candidates must bring two printed copies of their Admit Card with two recent passport-sized photographs pasted on each. They must also bring a photo identity proof issued by the Central/State Government in original. Entry to the examination hall will not be permitted without the admit card and photo ID.
2. The typing test in English/Hindi will be conducted on computers. The test is qualifying in nature. However, qualifying this test is mandatory for being called for the Written Examination. Qualifying the typing test does not confer any right to appointment. Final selection will be based purely on merit in the Written Examination.
3. The medium of the typing test will be as opted by the candidate in the application form. Requests for change in the medium will not be entertained under any circumstances.
4. A trial passage of two minutes will be given before the actual test for practice. Candidates should check and confirm that the keyboard and system are functioning properly. After the trial, candidates must sign a declaration confirming this and that they agree to abide by all instructions given in the Admit Card.

5. The duration of the actual typing test will be 10 minutes. The typing passage will be displayed on the screen.
6. If a computer system malfunctions, the candidate must remain seated and inform the invigilator without disturbing others.
7. Maximum permissible mistakes:
 - 5% for UR/OBC/SC/OH/VH candidates
 - 7% for ST/HH/ESM candidatesMistakes beyond the permissible limit will result in deduction from the attained speed.
8. The computers will have pre-set margins, line spacing, and fonts. Candidates must not change any of these settings. Editing tools and functional keys such as Backspace, Delete, Escape, Control, F1-F12, Auto-Correct, Spell-Check, etc., will be disabled. Candidates are advised to type carefully.
9. Candidates will not be permitted to leave the examination hall before completion of the test.
10. After completion, candidates must remain seated until instructed to leave. Disorderly conduct or failure to follow instructions may lead to expulsion from the test or other disciplinary action as deemed appropriate by the Director, CSIR-IIIM, Jammu.
11. Typing test papers will be evaluated in accordance with:
 - CSIR Letter No. 5-1(116)/2011-PD dated 23.04.2014 (copy enclosed)
 - CSIR Letter No. 5-1(116)/2011-PD dated 13.07.2015 (copy enclosed)
 - Other instructions issued by GoI/CSIR from time to time.
12. Instructions for PwBD candidates will follow GoI/CSIR guidelines.

Note: The font for Hindi typing test will be Mangal/Krutidev.

SCHEME OF PROFICIENCY TEST IN STENOGRAPHY

The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidate in his/her application form) as the speed of 80 w.p.m.

The transcription time is as follows:

Language of Proficiency Test	Transcription Time (in minutes)	Transcription Time (in minutes) for candidates eligible for scribe
English	50	70
Hindi	65	90

Evaluation of Transcripts in Stenography Test - Nature of Mistakes:

The percentage of ignorable mistakes allowed shall be as per CSIR Letter No. 5-1(211)/2014-PD dated 01.11.2023. The scheme of the proficiency test and evaluation methodology shall follow CSIR Letter No. 5-1(211)/2014-PD dated 21.12.2021 (copies enclosed).

Note: Qualifying the proficiency test is mandatory for being called for the Written Examination. However, merely qualifying the test does not confer any right to appointment. Final selection will be based solely on merit obtained in the Written Examination.

Instructions for Proficiency Test in Stenography (Shorthand + Transcription):

1. Candidates must bring two printed copies of their Admit Card, each affixed with a recent passport-sized photograph. A photo identity proof issued by Central/State Government (in original) is also mandatory for entry.
2. The shorthand skill test will be conducted on a computer. The Institute will provide the computer and shorthand notebook/sheet. Candidates must bring their own ballpoint pen, pencil, and eraser.
3. The time for beginning the transcription will be announced by the Invigilator/Venue Supervisor. Candidates must complete their transcription, including checking and corrections, within the stipulated time.
4. Typing after the allotted time is strictly prohibited. Candidates must remain seated until shorthand notebooks and typed transcripts are collected. Leaving the hall without permission is not allowed.
5. The shorthand notebook will be scrutinized as part of the evaluation process before the finalization of results.

Guidelines for Persons with Disability:

1. Instructions for PwBD candidates shall be as per GoI/CSIR guidelines.
2. PwBD candidates who fall under the following categories are eligible for compensatory time of 5 minutes: Visually Impaired (Blindness), Persons with Cerebral Palsy, Orthopedically Handicapped (both arms affected), and Orthopedically Handicapped candidates with a locomotor disability affecting the dominant hand (to the extent that it slows down performance). To avail compensatory time, the candidate must produce the original PwBD certificate issued by a competent authority in the prescribed format on the day of the test. Failure to do so will result in ineligibility for compensatory time.
3. Detailed guidelines for PwBDs, including conditions for using a scribe and required undertakings, are provided in Advt. No. 03R/2025.
4. Visually Impaired (VI) candidates are eligible for a scribe, who must be arranged by the candidate at their own cost and choice. The passage will not be provided in Braille. The scribe will read out the passage within the allotted time only.
5. A person acting as a scribe for one candidate cannot act as a scribe for any other candidate in the same exam.
6. The candidate is responsible for any misconduct or malpractice by the scribe. Both the candidate and scribe must submit an undertaking in the format provided in Advt. No. 03R/2025.

**Sd/-
Administrative Officer**

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



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

Dated: 23.04.2014

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admin.)

To,

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

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

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

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

English Typing @ 35 w.p.m.
Hindi Typing @ 30 w.p.m.
(Time allowed – 10 mts.)

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

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

Yours faithfully

(Signature)
(D. Vijayalakshmi)
Deputy Secretary

Copy to:

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

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 12th March, 2007 approval of the Competent Authority is hereby conveyed for adopting Staff Selection Commission's methodology for calculating the accurate typing speed, i.e. upto 5% mistakes may be ignored for UR/OBC/SC/OH/VH candidates and upto 7% mistakes may be ignored for ST/HH/Ex.S candidates.

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

5% mistakes of total words typed are ignored.

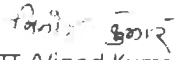
Total strokes typed	:	1600
Words typed	:	1600/5=320
Mistakes	:	19
Ignorable mistakes	:	5% of 320=16
Admissible mistakes	:	19-16=3

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

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

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

भवदीय/Yours faithfully


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

प्रतिलिपि/Copy to:

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

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

Dated 01.11.2023

From : Joint Secretary (Admn.)

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

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

Ref.: CSIR Letter of even number dated 21.12.2021

Sir/Madam,

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

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

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

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

Yours faithfully,


(M Arun Manikanda Bharathi)
Under Secretary (PD)

Encl. : As above

Copy to:

- 1. CSIR Website
- 2. Office copy.



सां/No. : 5-1(211)/2014-PD

Dated 21.12.2021

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

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

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

महोदय/Sir / महोदया/Madam,

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

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

भवदीय/Yours faithfully,

M. Arun Manikanda Bharathi 21 Dec 2021

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

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

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

1/4

A. Scheme of Competitive Written Examination for Junior Stenographer

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

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

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

B. Proficiency Test in Stenography

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

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

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

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

D. Preparation of Merit List

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

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

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

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

EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TESTS – NATURE OF MISTAKES

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

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

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

NOTE

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

Muhd

3/4

- 2 -

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

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

Number of words in the master passage

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

.....



4/4