



सं. 5(106)/2025-E. II

दिनांक 16 जून, 2025

सूचना / Notice

Sub.: Instructions for PROFICIENCY IN COMPUTER TYPE SPEED AND IN USING COMPUTER for the post of Jr. Secretariat Assistant (Gen/F&A/S&P) vide CSIR-CDRI Advt. No. CSIR-CDRI/02/2025 held on 19th & 20th June, 2025

This is for the information of all candidates who have qualified in the written examination held on 18th May, 2025 for the post of Jr. Secretariat Assistant (Gen/F&A/S&P). The Proficiency in Computer Type Speed and in using Computer will be conducted as per the following **scheme and instructions**:

A. SCHEME OF PROFICIENCY IN COMPUTER TYPE SPEED AND IN USING COMPUTER

Duration: 10 minutes
Medium: English or Hindi (as opted in the online application; no change allowed)
English: 35 w.p.m. → 10,500 KDPH (on average of 5 key depressions per word) Hindi: 30 w.p.m. → 9,000 KDPH (on average of 5 key depressions per word)
Allowed Mistakes: <ul style="list-style-type: none"> ○ UR/OBC/SC/OH/VH: 5% ○ ST/HH/Ex-Servicemen: 7%
Qualifying Nature: Typing Test is only qualifying. Final selection will be based on merit in Paper-II.

B. General Instructions for Candidates

1. The medium of Typing Test will be **as opted by the candidate** in the application form. **No request for change** will be entertained.
2. A **trial/practice session** will be provided **before the actual test** begins. Candidates must check their assigned **keyboard and computer** during the trial session and confirm their readiness via a **declaration form** in the above of test paper. The candidates must sign a declaration that the keyboard and system are working properly & are in order and also they are abiding by the instructions given to them in their Admit Cards and earlier CSIR-CDRI web notifications regarding this test.
3. Institute will provide the computers and keyboards.
4. Proficiency in Computer Type Speed and in using Computer will be done **from a paper to the computer screen**, using **pre-defined margins, line spacing, and fonts**.
5. **No editing tools or shortcut keys** (e.g., Ctrl+C, Ctrl+V, Backspace) will be allowed during the test. Candidates must type carefully.
6. In case of any **system issues**, candidates must inform the **invigilator** immediately. **Do not attempt to fix the issue** or disturb others.
7. **Leaving the test hall** before completion of the test is **strictly prohibited**. All instructions given by invigilators must be followed.

8. **Evaluation** will be conducted as per CSIR Guidelines **No. 5-1(116)/2011-PD** dated **23.04.2014** and **13.07.2015** (Annexure-I).
9. The candidature is purely provisional and is subject to fulfillment of the prescribed educational qualifications and other terms and conditions specified in the advertisement, as well as detailed scrutiny at a later stage."

Candidates must adhere strictly to all rules and instructions during the test. Any misconduct or breach of examination protocol may lead to disqualification or further disciplinary action as deemed fit by the Director, CSIR-CDRI.

वरिष्ठ प्रशासन नियंत्रक
Sr. Controller of Administration

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
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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.

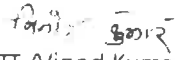
Total strokes typed	:	1600
Words typed	:	1600/5=320
Mistakes	:	19
Ignorable mistakes	:	5% of 320=16
Admissible mistakes	:	19-16=3

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)

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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

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2. Office copy.