



NOTICE

Sub : Instruction to the candidates for Typing / Stenography Tests under the Advertisement No. R&C/550/2021 and R&C/555/2021

(A) Guidelines for Typing Test for the post of Junior Secretariat Assistant (Gen/S&P/F&A):

- (i) The medium of Typing Test will be Hindi or English.
- (ii) The choice of Typing / Proficiency Test given by the candidate in the online Application Form shall be treated as final and no change in the medium of Typing Test will be entertained.
- (iii) The qualified candidates who have opted HINDI for the Proficiency in Computer Typing Speed test, **Mangal Font and Inscript (Modified) Keyboard Layout will be used** for them.
- (iv) Persons with Disabilities candidates who claim to be permanently unfit to take the Computer Typing Speed Test because of a physical disability may, with the prior approval of the **Director, CSIR-IICB**, be exempted from the requirement of appearing and qualifying at such test, provided such a candidate submits a Certificate in the prescribed format (**Annexure-I**) to the **Director, CSIR-IICB** from the competent Medical Authority, i.e., the Civil Surgeon of a Government Health Care Institution declaring him to be permanently unfit for the Typing Test because of a physical disability. In addition, such candidates must substantiate their claim **by furnishing the relevant Disability Certificate**. Such an exemption should be obtained by the candidate within **26/04/2024** failing which any claim for seeking exemption from Typing Test will not be entertained by the Institute. All the above documents are to be sent to this Institute email ID i.e. recruitment@iicb.res.in after self attestation. These documents will be verified with the original on the day of proficiency test.
- (v) VH Candidates will have to bring their necessary peripherals i.e. keyboard etc. for proficiency test.

Procedure for Calculation of Error Percentage :

(1) **Error Percentage** = [(Full Mistakes + Half Mistakes/2)*100] / Total Words

(The error percentage does not exceed 100%. If it does, it's capped at 100, indicating the max value of error percentage is 100 percent)

(2) For Typing Test, a master test passage of about **1750 key depression** in English and **1500 Key depression in Hindi** will be displayed on the screen. Candidates can only type the equivalent number of words given in the master text passage. Duration of this test will be 10 minutes. Combination of alphanumeric keys followed by space is termed as one "Word".

(3) If the candidate is unable to complete the passage within the prescribed time, the incomplete part will be treated as mistakes.

(4) The percentage of mistakes in Typing Test 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.

(5) The cut-off on percentage of errors/mistakes allowed in the Typing Test are given below :

	UR	SC	OBC	ESM
Cut-Off	7%	10%	10%	10%

(B) Guidelines for Stenography Test for the post of Junior Stenographer:

- (i) Computer and shorthand notebook will be provided to the candidates.
- (ii) Candidates are advised to use both the sides of the Shorthand Notepad while taking dictation.
- (iii) Candidates will have to write their Exam Name, Date and Roll No. in figures and words on the cover page of the Notepad.
- (iv) Candidates should bring their own Pen / Pencil / Eraser / Sharpener for the test.
- (v) Candidates should not tear any page from the Notepad given to them. Candidates must write their roll no. and name on each page of the Notepad, sign and handover the same to the invigilator after the test. Candidates are informed that the Shorthand Notepad will be scrutinized by the competent authority before finalization of the result of the skill test.
- (vi) Candidates should not take their Notepad or any blank paper out of the Examination Hall.
- (vii) The choice of medium of Stenography / Proficiency Test given by the candidate in the online Application Form shall be treated as final and no change in the medium of Stenography / Proficiency Test will be entertained.
- (viii) The candidates who have qualified for Stenography / Proficiency Test and opted **HINDI** for the Stenography / Proficiency Test in the online application form, **Mangal Font and Inscript (Modified) Keyboard Layout will be used** for Hindi Transcription.
- (ix) 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.
- (x) VH Candidates will have to bring their necessary peripherals for proficiency test.

Procedure for Calculation of Error Percentage :

(1) The method of calculation of mistakes and Percentage of errors for Stenography test are given in the **Annexure - VI:**

(2) The percentage of Ignorable Mistakes for the proficiency test in stenography for the post of Jr. Stenographer are given below :

	UR	PwBD (Blindness and Low Vision)
Cut-Off	7%	10%

(C) Instructions for PwBD candidates regarding Typing Skill Test (on computer) and Stenography Skill Test :

The following guidelines are applicable to PwBD Candidates shortlisted for Typing test or stenography test.

- 1. Candidates eligible for scribe will be given compensatory time of 5 minutes. Therefore, duration of Typing Test for such candidates will be 15 minutes
- 2. VI Candidates are eligible for scribe/passage dictator.
- 3. The Scribe / Passage dictator is identified and arranged by the candidate at own cost and as per own choice.

4. The qualification of the scribe/Passage dictator should be one step below the qualification of the candidate taking the examination.
5. The scribe/Passage dictator will read out the passage to **VI** candidates only within the allotted time.
6. A person acting as a Scribe/Passage dictator for one candidate cannot be a Scribe /Passage dictator for another candidate.
7. The scribe/Passage dictator arranged by the candidate should not be a candidate for the same examination.
8. The candidate shall be responsible for any misconduct on the part of the scribe/Passage dictator brought by him during test.
9. **PwBD candidates who are exempted from the typing skill test, must attend venue of Typing skill test on the day of test with admit card and Valid Photo Id for attendance and biometric etc.**
10. Candidate as well as the scribe/Passage dictator will have to give a suitable undertaking, in the prescribed format 'Letter of Undertaking for Using Own Scribe/Passage dictator' as **Annexure -II**.
11. Candidates are advised to refer point No. IV of OM dated 29th Aug, 2018 issued by Department of Empowerment of persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment referred above and required to produce a certificate (wherever applicable) to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his/her behalf as per attached format (**Annexure-III**) from Chief Medical Officer/Civil Surgeon/Medical superintendent of a Government health care institution.
12. In case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
13. Guidelines are subject to change in terms of GOI / CSIR guidelines / clarifications, if any, from time to time.
14. Candidates shall not be permitted to leave the Examination Hall until the expiry of the Test.

General Instruction:

- (i) Candidates are required to report at the venue at least 30 mins before the reporting time indicated on their Call Letter. The Candidate must bring the call letter issued to him/her by the Institute for securing admission to the test.
- (ii) Travelling and other expenses must be borne by the candidates themselves.
- (iii) The candidates will be required to take their seat ten minutes before the commencement of proficiency test. If the computer goes out of order during proficiency test / transcription, the candidates should not shout or disturb others, but should remain seated quietly and inform the Invigilator. Necessary arrangements will be made for completion of their test.
- (iv) **Candidates should type their Roll No. and password to be provided to them at the venue**, in the appropriate space on the screen and verify personal details on the next screen and press the button 'SUBMIT'.
- (v) Candidates should not take either script or any blank typing paper out of the Examination hall.
- (vi) On completion of the test, the candidates shall remain seated at their desks and wait for further instructions. They must not type, write or erase anything after the expiry of the allotted time.
- (vii) Candidates must abide by further instructions, if any, which may be given to them by the Supervisor / Invigilator. If any candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable to expulsion from the Test.

- (viii) Every candidate will be provided an attendance sheet with his/her Roll Number. He/She will be required to sign it before the beginning of the Test.
- (ix) Candidate shall not be permitted to leave the examination Hall until the expiry of the Test.
- (x) Silence must be observed in the examination Hall. Smoking / Chewing tobacco in the Examination Hall is strictly prohibited.
- (xi) Any request for change in time/date/centre/medium of the test will not be entertained by the Institute under any circumstances.
- (xii) Possession of mobile/cellular phone or any communication gadgets (whether in use or not) in the examination hall is strictly prohibited. Failure to do so shall invite disciplinary action as the competent authority may deem fit, such as cancellation of candidature etc. Candidates are advised in their own interest not to bring these gadgets to the examination venue as there may be limited facility for safe-keeping.
- (xiii) Candidates must abide by all the instructions, which may be given to them by the Exam conducting staff. If any candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable to expulsion from the Test or such other penalty as the Institute may deem fit.
- (xiv) Candidates should not indulge in malpractice which may lead them for cancellation of candidature, debarment from the future examinations of the CSIR-IICB, Criminal Proceedings etc.
- (xv) **Methodology for Resolution of Tie Cases**

In the event of tie in scores in the written examination (other than qualifying paper), merit will be decided by applying 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:

Order of Preference	
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.

Sd/-

(अमरेन्द्र कुमार / Amrendra Kumar)

प्रशासनिक अधिकारी / Administrative Officer



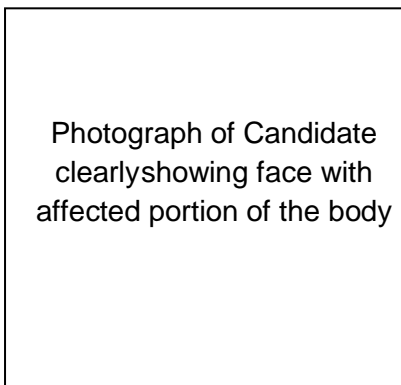
Form of Medical Certificate to be produced by the Persons with Benchmark disabilities candidates who seek exemption from appearing in the Typewriting Test

This is to certify that Sh./Smt./Kum _____ son/daughter/wife of Shri _____, a resident of _____ (Village/District/State), is suffering from _____.

Clinical diagnosis as a result of which he/ she has the following disabilities. (Brief description of his/ her disabilities) _____

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

Signature



Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government health care Institution

Name & Designation

Name of Government Hospital / Health Care Centre with Seal

Place:

Date:

Signature of candidate:

Name:

Roll Number:



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

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing 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 with date of the Scribe / Passage Dictator

ID Proof Type* :.....

ID Number. :.....

Correspondence Address:

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.....

Signature with date of the candidate

Roll No.:.....

Advertisement No. :.....

Vacancy Code (s) :

Date of Skill Test:.....

Skill Test Centre :

City :.....



Left Hand Thumb Impression of the Scribe / Passage Dictator

Left Hand Thumb Impression of the candidate

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



Certificate regarding physical limitation in an examinee to write

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

Signature

Chief Medical Officer / Civil Surgeon / Medical Superintendent of a
Government health care Institution

Name & Designation

Name of Government Hospital / Health Care Centre with Seal

Place: _____

Date: _____

Note :

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Prthopaedic specialist / PMR).