

## Advertisement Number: R&C/550/2021 and R&C/555/2021

### **Recruitment of Junior Secretariat Assistant (Gen/S&P/F&A) and Junior Stenographer**

#### **Frequently asked question (FAQ)**

**(1) Whether the candidates can apply for the position of Junior Secretariat Assistant (Gen), Junior Secretariat Assistant (S&P), Junior Secretariat Assistant (F&A) and Junior Stenographer in a single application?**

**Ans :** No. In a single online application, candidates can apply for the position of Junior Secretariat Assistant (Gen), Junior Secretariat Assistant (S&P) and Junior Secretariat Assistant (F&A) giving preference for the cadre of selection. For the position of Junior Stenographer, the eligible candidates have to apply separately. While giving preferences for cadre of selection, it will be candidate's responsibility to verify that he/she is eligible to apply for that cadre as per all the eligibility criteria given in the advertisement. If, at a later stage it is found that the candidate is ineligible for the cadre selected/ preferred, his/her candidature for that cadre will be cancelled by CSIR-IICB, Kolkata.

**(2) When the proficiency test in computer type speed and in using computer will be held for the position of Junior Secretariat Assistant (Gen), Junior Secretariat Assistant (S&P) and Junior Secretariat Assistant (F&A)?**

**Ans :** Those candidates who will secure the minimum threshold marks (to be determined by the selection committee) in the competitive written examination will be called for proficiency test in computer type speed in using computer. The proficiency test in computer type 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 as mentioned in the detailed advertisement.

**(3) When the proficiency test in stenography will be held for the position of Junior Stenographer)?**

**Ans :** Those candidates who will secure the minimum threshold marks (to be determined by the selection committee) in the competitive written examination will be called for proficiency in stenography test. 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 as mentioned in the detailed advertisement.

**(4) What are the guidelines for proficiency test in computer type speed and in using computer for the position of Junior Secretariat Assistant (Gen), Junior Secretariat Assistant (S&P) and Junior Secretariat Assistant (F&A)?**

**Ans :** As per guidelines of DoPT/CSIR candidates opting for English medium should have typing speed of 35 words per minute (w.p.m.) and those opting for Hindi medium should have typing speed of 30 words per minute (w.p.m.). 35 w.p.m. and 30 w.p.m. correspond to about 10500 key depressions per hour and about 9000 key depressions per hour respectively.

**(5) Whether applicants have to submit hard copy of the application form?**

**Ans :** No. Only online application will be accepted.

**(6) Whether applicants working in Government Department shall be required to upload "No Objection Certificate" from their employer while applying?**

**Ans:** No. However applicants working in Government Departments shall be required to produce a "No Objection Certificate" from their employer at the time of document verification, failing which their candidature will NOT be considered. The date of such document verification will be intimated in due course. However, such candidates will have to give an undertaking at the appropriate place in the online application that they have intimated their employer about their application against the advertisement. Accordingly, candidates are requested to ignore the clause no. 12 (1) of the detailed advertisement.

  
(Amrendra Kumar)  
Administrative Officer