



सी एस आई आर – भारतीय रासायनिक जीवविज्ञान संस्थान
CSIR-Indian Institute of Chemical Biology
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कोलकाता / Kolkata – 32



स/No.Admn. 1(4)/2021/JSA/550

दिनांक/Dated 05.05.2024

सूचना / NOTICE

Subject : Revised guidelines for Proficiency Test (i.e. Typing Test) for the position of Junior Secretariat Assistant (Gen/S&P/F&A) under the advertisement No. R&C/550/2021

This is for information of all concerned that following the direction received from **CSIR-HQ vide letter no. 5-1(211)/2014-PD dated 03/05/2024**, the revised guidelines for Evaluation of proficiency in computer type speed test for the position of Junior Secretariat Assistant (Gen/S&P/F&A) under the advertisement no. R&C/550/2021 is enclosed herewith for information of all concerned.

This notification is issued in supersession of all the guidelines / Instructions notified earlier for evaluation of Typing Test in this regard. However, there are no changes in Stenography test guidelines.

(सुमना मजूमदार / Sumana Majumdar)

प्रशासनिक अधिकारी / Administrative Officer

प्रतिलिपि / Copy to :

- (1) Notice Board
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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:-

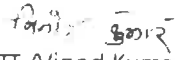
5% mistakes of total words typed are ignored.

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
	10
=	(320/10) - 3
=	32-3
=	29 w.p.m

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

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Anusandhan Bhawan, 2, Rafi Marg, New Delhi-10001



No. 5-1(116)/2011-PD

Dated: 23.04.2014

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

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
A. Vijayalakshmi
(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.