



सं. एनजीआरआई-7/21/2021-भर्ती

No. NGRI-7/21/2021-Recdt.

दिनांक / Date: 20-06-2023

सूचना / NOTICE

- विषय/ Sub: Schedule of Proficiency Test in Stenography for the post of Junior Stenographer – Reg.
- संदर्भ / Ref: 1. CSIR-NGRI Advt. No. 6/2021.
2. CSIR-NGRI Notice of even number dated 09.06.2023.

It is hereby informed that the Proficiency Test in Stenography for the post of Junior Stenographer notified vide CSIR-NGRI Advt. No. 06/2021 is scheduled to be held on **19th July, 2023** for the Shortlisted candidates as per annexure enclosed.

In this regard, the Shortlisted candidates are required to download the Admit Cards to appear for the Proficiency Test in Stenography and produce it at the Test venue. No candidate without admit card shall be allowed to appear for the Stenography Test.

The link for downloading the Admit Card will be available on CSIR-NGRI Website from **28.06.2023** onwards and candidates can download the Admit Card through the link <https://www.ngri.res.in/openings-at-ngri.php>

Instructions to the Candidates:

1. Candidates are required to report to the Invigilator Half-an-Hour before the commencement of the test i.e., the reporting time indicated in the Admit Card.
2. The candidates are required to produce their valid photo Identity proof in original along with the Admit Card failing which the candidates will not be permitted to appear for the test.
3. If there is any mismatch between the name indicated in the admit card and Photo Identity Proof, the candidate will not be allowed to appear for the test.
4. The Candidate will be required to sign on the photo-bearing attendance sheet against his/her Registration ID number before beginning of the test.

PROFICIENCY IN STENOGRAPHY

5. The Proficiency test in Stenography is only of qualifying in nature.
6. 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. and the transcription time in **English is 50 minutes and in Hindi is 65 minutes.**
7. If the computer goes out of order, the candidate should remain seated quietly and inform the invigilator.
8. The candidates will be provided a Laptop /Computer along with desktop Keyboard and Mouse.

9. Candidates should write their particulars (Registration ID, Name, D.O.B) in the book provided for taking dictation.
10. Procedure for evaluation of transcripts of stenography shall be as per CSIR circular No. 5-1(211)/2014-PD dated 21.12.2021 (copy enclosed as attachment).
11. Candidates must abide by instructions, if any, which may be given to them by the Supervisor/Invigilator at the time of examination. If any candidate fails to abide by the instructions or indulges in disorderly or improper conduct he/she will render himself/herself liable to expulsion from the exam or such other penalty as the Director, CSIR-NGRI may deem fit.

OTHER INSTRUCTIONS:

12. The Test will be held in CSIR-NGRI, Hyderabad. No Travelling Allowance will be paid for Attending the Test.
13. Candidates are required to maintain discipline and decorum for smooth conduct of the test.
14. Candidates are not allowed to bring any type of electronic gadgets like Mobile phone, Calculator, tabs, laptops, Bluetooth device etc. into the Examination Hall and to be deposited at designated place.
15. No candidate shall leave the Examination Hall without proper permission of the Supervisor/Invigilator and without handing over Answer Sheet/Script to the Supervisor / Invigilator. Candidates failing to deposit the same shall be disqualified and may be liable to suitable action as per rules.
16. Your candidature for this test is Provisional and is subject to your fulfilling the prescribed Criteria of Age, Educational Qualifications and other conditions as specified in our advertisement. This admit card is issued purely on the basis of the details furnished by you in the online application form, which is subject to a detailed scrutiny and if at any stage of recruitment any discrepancy found or you do not fulfil the eligibility criteria as adopted by the Screening Committee your candidature is liable to be cancelled.
17. The candidates are advised to visit CSIR-NGRI website for any updates.

Sd/-
(डीवीएस शास्त्री / DVS Sastry)
प्रशासन नियंत्रक / Controller of Administration

प्रतिलिपि / Copy to:

पीएल, आईटी - को सीएसआईआर-एनजीआरआई वेबसाइट पर रखने के लिए /
PL, IT- for placement on CSIR-NGRI website.

Schedule for Proficiency Test in Stenography**Date: 19.07.2023****Batch 1**

Reporting Time for the Candidates: 09:00 AM and Time of the Test: 10:00 AM

(Registration ID's)

6202105202	6202118492	6202118872	6202124302	6202126152
6202126232	6202128492	6202131322	6202132742	6202139242
6202143262	6202145752	6202155032	6202169302	6202171942
6202172172	6202172222	6202172602	6202181532	6202186312
6202187522	6202188112	6202191312	6202191802	6202193022

Batch 2

Reporting Time for the Candidates: 10:00 AM and Time of the Test: 11:30 AM

(Registration ID's)

6202194722	6202198532	6202207362	6202215782	6202218882
6202218902	6202218972	6202225612	6202227582	6202227812
6202228542	6202234702	6202236242	6202237282	6202237432
6202238182	6202238402	6202239812	-	-



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

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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.

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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.

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