



सं. एनजीआरआई-7/21/2021-भर्ती

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

दिनांक / Date: 20-06-2023

सूचना / NOTICE

- विषय/ Sub: Schedule of Proficiency Test in Computer Typing for the post of Junior Secretariat Assistant (General) – Reg.
- संदर्भ / Ref: 1. CSIR-NGRI Advt. No. 6/2021.
2. CSIR-NGRI Notice of even number dated 02.06.2023.

It is hereby informed that the Proficiency Test in Computer Typing for the posts of Junior Secretariat Assistant (General) notified vide CSIR-NGRI Advt. No. 06/2021 is scheduled to be held on **20th & 21st 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 Computer Typing and produce it at the Examination venue. No candidate without admit card shall be allowed to appear for the Typing 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 TYPING TEST

5. The Proficiency test in Computer typing is only of qualifying in nature.
6. The candidates will be required to take their seat 10 minutes before commencement of the test. If the computer goes out of order, the candidate should remain seated quietly and inform the invigilator.
7. The candidates will be provided a Laptop /Computer along with desktop Keyboard and Mouse.
8. The typing test shall be of 10 minutes duration. The test language will be as opted by the candidates in their application form. Candidates should type their particulars (Registration ID, Name, D.O.B) before starting the Typing Test.

9. The typing test on computer in English or Hindi will be font based (Krutidev 10 font for Hindi) and will be evaluated manually. The matter for typing test will be provided manually on a paper and candidates are required to type the same matter. They need to save the file with their name and roll number.
10. Candidate who opted for English medium should have Typing speed of 35 words per minute (w.p.m.) and those opted 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 depression per hour respectively.
11. Editing tools/functional keys such as Ctrl + F4, Ctrl + Esc, Alt + F4, Ctrl + Alt + Delete, Alt + Tab, Alt + Space, Alt + Esc, Ctrl + C, Ctrl + V, Start (Windows key + Function key), Right click of mouse, Delete key etc. shall not be provided on the computer. Therefore, candidates are advised to type the test passages with extra caution.
12. Candidates will be able to use the “Backspace” key for correction while typing the word. ‘Backspace’ will be disabled on pressing the ‘Space Bar’ and candidate will not be able to do corrections in the previous word.
13. The candidate should start typing the test passages from beginning to end and if any candidate is able to complete the test passage before the expiry of 10 minutes of time, he/she may start typing again from the beginning of the passage and continue to type till the end of 10 minutes time.
14. Time count down will start automatically as soon as the candidate starts typing and will automatically stop when 10 minutes is over.
15. Procedure for calculation of typing speed and relaxation to reserved category candidates shall be as per CSIR circular No. 5-1(116)/2011-PD dated 13.07.2015 (copy enclosed as attachment).
16. 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:

17. The Test will be held in CSIR-NGRI, Hyderabad. No Travelling Allowance will be paid for Attending the Test.
18. Candidates are required to maintain discipline and decorum for smooth conduct of the examination.
19. 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.
20. Persons with Bench Mark Disabilities (PwBD) should contact the test centre Supervisor/Invigilator of the venue at least one hour before the start of the test for assistance in seating, etc. The instructions for (PwBD) candidates regarding Proficiency test in computer typing shall be as per Government of India/CSIR guidelines.

21. 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.
22. 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.
23. 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 Computer Typing**Date: 20.07.2023****Batch 1**

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

(Registration ID's)

6202100691	6202100901	6202101311	6202101331	6202101421
6202101491	6202102031	6202102111	6202102241	6202102311
6202102651	6202102871	6202103631	6202103711	6202103741
6202103781	6202103931	6202104021	6202104141	6202104161
6202104341	6202104491	6202105081	6202105241	6202105371
6202105461	6202105511	6202106271	6202106301	6202106591

Batch 2

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

(Registration ID's)

6202106661	6202106921	6202107391	6202108361	6202108501
6202109231	6202109961	6202110291	6202110841	6202110871
6202110911	6202111341	6202111411	6202112281	6202113431
6202113611	6202114261	6202114491	6202114651	6202114841
6202115191	6202116021	6202116071	6202116921	6202117671
6202117711	6202118091	6202118361	6202118461	6202118821

Batch 3

Reporting Time for the Candidates: 11:00 AM and Time of the Test: 12:00 PM

(Registration ID's)

6202118931	6202119001	6202119081	6202119231	6202119441
6202119541	6202120061	6202120121	6202120391	6202120681
6202120761	6202121871	6202121941	6202122121	6202122361
6202122471	6202122541	6202122651	6202122731	6202122921
6202123451	6202123751	6202124451	6202124631	6202124651
6202124661	6202125171	6202126031	6202127141	6202127231

Batch 4

Reporting Time for the Candidates: 02:00 PM and Time of the Test: 03:00 PM

(Registration ID's)

6202127721	6202128491	6202128521	6202129201	6202129231
6202129741	6202130251	6202130991	6202131321	6202134041
6202135031	6202135531	6202135611	6202135781	6202136061
6202136471	6202136931	6202137351	6202137811	6202137861
6202137941	6202138391	6202138561	6202138581	6202139231
6202139861	6202140091	6202140451	6202142331	6202143101

Batch 5

Reporting Time for the Candidates: 03:00 PM and Time of the Test: 04:00 PM

(Registration ID's)

6202143261	6202143361	6202145741	6202145751	6202147811
6202148111	6202148171	6202148331	6202148361	6202148511
6202148931	6202148991	6202149231	6202149571	6202149901
6202150901	6202151481	6202152551	6202153401	6202153981
6202154701	6202155071	6202155221	6202155871	6202156261
6202157591	6202157881	6202158581	6202159131	6202159201

Schedule for Proficiency Test in Computer Typing**Date: 21.07.2023****Batch 1**

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

(Registration ID's)

6202159891	6202159941	6202162231	6202162791	6202162851
6202163181	6202163921	6202164091	6202164761	6202165051
6202165331	6202165761	6202165811	6202166241	6202168311
6202169691	6202171551	6202171901	6202171941	6202172601
6202172721	6202173071	6202174191	6202174341	6202174861
6202175701	6202177581	6202177621	6202178291	6202181291

Batch 2

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

(Registration ID's)

6202181511	6202181791	6202186361	6202186511	6202186911
6202187251	6202187841	6202188911	6202189361	6202192181
6202192531	6202192841	6202193511	6202194161	6202194461
6202195891	6202195961	6202196311	6202197411	6202197461
6202198031	6202198491	6202198531	6202201131	6202201271
6202202121	6202202411	6202203221	6202203591	6202204871

Batch 3

Reporting Time for the Candidates: 11:00 AM and Time of the Test: 12:00 PM

(Registration ID's)

6202204921	6202206071	6202206591	6202207021	6202207951
6202208041	6202209691	6202209921	6202210471	6202211661
6202212131	6202212201	6202213111	6202213221	6202213941
6202215871	6202216311	6202216651	6202218101	6202219021
6202219051	6202219251	6202219441	6202220171	6202220201
6202220271	6202220331	6202220391	6202221441	6202222031

Batch 4

Reporting Time for the Candidates: 02:00 PM and Time of the Test: 03:00 PM

(Registration ID's)

6202222421	6202223131	6202223281	6202223751	6202224441
6202226071	6202226121	6202226711	6202227581	6202227951
6202229221	6202229391	6202229661	6202229921	6202230011
6202230061	6202230871	6202231921	6202232141	6202232221
6202232321	6202233541	6202235511	6202235691	6202236131
6202236421	6202236831	6202236941	6202237431	6202237491

Batch 5

Reporting Time for the Candidates: 03:00 PM and Time of the Test: 04:00 PM

(Registration ID's)

6202237591	6202237801	6202238011	6202238431	6202238491
6202238701	6202239281	6202239391	6202239731	6202239831
6202239981	6202240051	--	--	--



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.

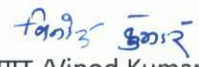
Total strokes typed	:	1600
Words typed	:	1600/5=320
Mistakes	:	19
Ignorable mistakes	:	5% of 320=16
Admissible mistakes	:	19-16=3

As per formula : No.of words (-) Number of Mistakes

$$\begin{aligned} & \mathbf{10} \\ = & (320/10) - 3 \\ = & 32-3 \\ = & \mathbf{29\ w.p.m} \end{aligned}$$

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)

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