सीएसआईआर-राष्ट्रीय भूभौतिकीय अनुसंधान संस्थान
CSIR - NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
उप्पल रोड, हैदराबाद, UPPAL ROAD, HYDERABAD -500 007

सं. एनजीआरआई-7/21/2024-भर्ती
No. NGRI-7/21/2024-Rectt. दिनांक/Date: 06.06.2025

सूचना / NOTICE

Sub: Downloading of Admit cards for Proficiency Test in Stenography for the post of Junior Stenographer for shortlisted candidates - Reg.
Ref: 1. CSIR-NGRI Advt. No. 06/2024 dated 16.12.2024.
2. CSIR-NGRI Notice dated 30.05.2025.

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It is to inform that the Proficiency Test in Stenography for the posts of Junior Stenographer Advt. No. 06/2024 is scheduled to be held on 19.06.2025 and 20.06.2025 for the shortlisted candidates cited at reference 2.

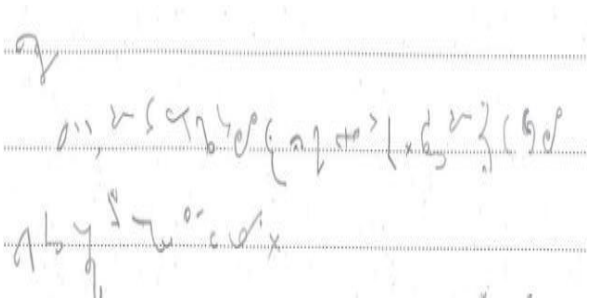
In this regard, the shortlisted candidates are required to download the admit cards to appear for proficiency test in stenography and produce it at the venue. Candidate shall not be allowed to appear for the test without admit card.

The link for downloading the admit card will be available on CSIR-NGRI website from **09.06.2025(Monday) to 15.06.2025(Sunday)**. Candidates are given option of slot booking and Hindi medium candidates have only one slot reserved for them. Requests shall not be considered for change in slots and downloading of admit card after the closing date i.e. **15.06.2025(Sunday).**

PROFICIENCY IN STENOGRAPHY:

The candidates will be given one dictation and the dictation need to be taken/noted down in shorthand only and short-hand dictation work, i.e. strokes etc., need to be as per Pittman's short-hand (long hand not permitted), failing which the Transcript will not be evaluated.

Please note that the below Sample Passage in Stenography is only illustrative and not exhaustive.

Dictation	Short hand
Mr. Speaker, Sir, First-of-all, I-would-like to thank the Honorable-Members for-the suggestions they-have made / during-the course of- the debate. On-this-occasion, I-would-like to assure them that-their suggestions will-be // taken-into-consideration by-the-Government as and when necessary.	

Note: Candidates are requested to make a note of the above and those who can take/note down the dictation in shorthand as mentioned in the above table on right side should only attend the proficiency test.

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1. The Proficiency test in Stenography is only of qualifying in nature.
2. 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.
3. Candidates shall be given trial passage for two minutes duration and two minutes for transcription of the same. Thereafter, the actual passage shall be dictated.
4. The candidates will be provided a Laptop /Computer along with Keyboard and Mouse.
5. Candidates should write their particulars (Registration ID, Name, D.O.B) in the book provided for taking dictation.
6. Procedure for evaluation of transcripts of stenography shall be as per CSIR circular No. 5-1(211)/2014-PD dated 21.12.2021.
7. 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.

Instructions to 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.
5. The Test will be held in Hyderabad. No Travelling Allowance will be paid for Attending the Test.
6. Candidates are required to maintain discipline and decorum for smooth conduct of the test.
7. 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.
8. 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.
9. Your candidature for this test is Provisional and is subject to verification of all the documents and if at any stage of recruitment any discrepancy found or you do not fulfil the eligibility criteria as advertised for the post your candidature is liable to be cancelled.
10. The candidates are advised to visit CSIR-NGRI website regularly for any updates.

Sd/-
(एंटनी पीटर राजा एस / Antony Peter Raja S)
प्रशासन नियंत्रक / Controller of Administration