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

सं. एनजीआरआई-7/21/22-भर्ती/ No. NGRI – 7/21/22-Rectt दिनांक/Date: 11.04.2025

सूचना / NOTICE

विषय /Sub : Schedule of Proficiency Test in Computer Typing Speed for the post of Junior Secretariat Assistant (Gen, F&A and S&P) – Reg.

निर्देश /Ref:
1. CSIR-NGRI Advt. No. 04/2023 dated 20.12.2023.
2. CSIR-NGRI Notification, dated 26.03.2025.

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It is to inform that the Proficiency Test in Computer Typing Speed for the posts of Junior Secretariat Assistant (Gen, F&A and S&P) notified vide CSIR-NGRI Advt. No. 04/2023 is scheduled to be held on 24th April, 2025(Thursday) at CSIR-National Geophysical Research Institute, Hyderabad, Telangana – 500007 for the Shortlisted candidates cited at Reference 2.

In this regard, the Shortlisted candidates are required to download the Admit Cards to appear for the Proficiency Test in Computer Typing Speed and produce it at the Examination venue. Candidate shall not be allowed to appear for the Typing Test without admit card.

The link for downloading the Admit Card will be available on CSIR-NGRI Website from **16.04.2025** onwards and candidates can download the Admit Card through the link: https://www.ngri.res.in/openings-at-ngri.php .

Scheme of Proficiency Test in Computer Typing Speed and Evaluation Methodology:

- Time Allowed: 10 Minutes
- English Typing: 35 w.p.m Hindi Typing: 30 w.p.m
- (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).
- Hindi Typing will be conducted in 'kruti Dev 10' font.
- The Medium of Proficiency test in computer typing speed shall be in English/Hindi as opted by the candidates in their application form and request for change in medium shall not be entertained under any circumstances.
- Criteria for Evaluation of type scripts of computer type speed test in English/Hindi as per CSIR letter No. 5-1(116)/2011-PD dated 13.07.2015 (Copy attached).
- A passage will be provided on a paper and candidates are required to type the same passage completely for type speed test.

- The proficiency test in computer typing is only qualifying in nature. The final merit list will be prepared on the basis of the performance of the candidates in paper – II of the competitive written examination.

- Instructions with regard to Persons with Benchmark Disability were given Page number 3.

- The candidate will be required to sign on the photo-bearing attendance sheet against his/her Registration Id number before beginning of the exam.

- Editing tools/ Functional keys will be disabled in the computer / laptop. Candidates shall 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.

- The Candidate shall be given a trial run of 2 minutes before the commencement of the main test to get familiar with the keyboard and ensuring that their keyboard and Computer / Laptop is working properly.

- After successful trial run the candidates must have to sign a declaration regarding their successful trial and proper working condition of computer / Laptop and awareness of instructions given to them in their Admit Card.

- No candidate shall leave the examination hall without proper permission of the Supervisor/Invigilator and without handing over Answer type script to Supervisor/Invigilator. Candidates failing to deposit the same shall be disqualified.

- Only the Candidate will be allowed to enter into the campus at the reporting time mentioned in the admit card.

- No TA/DA will be paid by CSIR-NGRI for the above said tests.

- Candidature for proficiency test in computer typing speed is provisional: If it is found at any point of time, even after selection, that the candidate does not fulfil any of the conditions of eligibility for the post advertised vide CSIR Advt. No. 04/2023 his/her candidature will be summarily cancelled without any notice and no appeal against such cancellation will be entertained. Candidates are therefore, advised to check carefully and satisfy themselves that they fulfil all conditions of eligibility for the post they have applied for. Mere appearing for proficiency test in computer typing speed does not confer any right on them for appointment in CSIR-NGRI.

Sd/-

एंटनी पीटर राजा एस / Antony Peter Raja S

प्रशासन नियंत्रक / Controller of Administration

Instructions for Persons with Benchmark Disability

1. Persons with benchmark disability in the category of visually impaired, orthopedically handicapped (afflicted by cerebral palsy), orthopedically handicapped (both arms affected), orthopedically handicapped candidates who has a locomotor disability issued by competent authority, submitted by the candidate will be allowed compensatory time of 05 Minutes (Total: 15 Minutes).

2. All PwBD candidates must bring the original disability certificate given by the competent authority as per Govt of India rules on the day of proficiency test, failing which will not be allowed to attend the exam.

3. Visual Impairment (VI) and Visually Handicapped (VH) are eligible for passage dictator. The passage dictator has to be identified by the candidate at own cost. The passage dictator highest qualification must be one step lower than highest qualification of the candidate.

4. Candidate as well as the passage dictator will have to give an undertaking, in prescribed format (Annexure – I)

5. The Passage will not be provided in Brail script for the Visual Impaired candidates. The Passage dictator shall read out the passage to Visual Impaired within the allotted time. VI and VH candidates will have bring their necessary peripherals i.e. keyboard etc for the proficiency test.

6. A person acting as a passage dictator for one candidate cannot be a passage dictator for another candidate. The Passage dictator arranged by the candidate should not be a candidate for the same examination.

7. The candidate shall be responsible for any misconduct on the part of passage dictator brought by him during typing test.

8. Persons with disability candidates who claim to be permanently unfit to take the typing test due to physical disability may, with the prior approval of competent authority, CSIR-NGRI be exempted for proficiency test in computer typing speed, provided such candidate submits certificate (Annexure – II & III) from the Competent Medical Authority, i.e. Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution, declaring him/her to be permanently unfit for the typing test because of a physical disability. In addition, such candidates must substantiate their claim with all relevant certificates. Such request for exemption should be obtained by the candidate before the examination i.e. on or before 21.03.2025. Request in this regard, may be sent to email: career@ngri.res.in .

9. The term 'Physical Disability' referred in para 8 does not cover those who are visually handicapped or who are hearing handicapped but cover only those physical disability permanently prevents them from typing.

10. PwBD candidates who are seeking exemption from the proficiency test, must attend venue of typing skill test on the day of test with admit card and valid photo Id card for attendance.

11. In case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will be cancelled.

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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

(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

Phone: EPABX-23710138, 23710144, 23710158, 23710468, 23710805, 23711251, 23714238, 23714249, 23714769, 23715303
Fax : 91-11-23714788, Gram : CONSEARCH, NEW DELHI, E-mail : jsa@csir.res.in

Annexure - I

DECLARATION / UNDERTAKING BY PERSON WITH DISABILITIES (PWD) CANDIDATES WHO WISH TO USE SCRIBE / PASSAGE DICTATOR

(Letter of Undertaking for Using Own Scribe / Passage Dictator)

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Regd. No. _____ at _____ (name of the centre) in the District _____, _____ (name of the State/UT). My qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/her qualification is _____. In case, subsequently it is found that his / her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

Signature with date of the Passage Dictator	Signature with date of the candidate
Name: ……	Name:
ID Proof Type. :……	Date of Skill Test.……
ID Number. :……	Regd. No.…….……..……..
Correspondence Address:	

Recent passport size photograph of the Scribe/Passage dictator. To be signed by Scribe and Candidate	Left Hand Thumb Impression of the Scribe / Passage Dictator	Left-Hand Thumb Impression of the candidate

Passage dictator is required to carry his ID proof in original at the time of examination

Annexure-II

Form of Medical Certificate to be produced by the Persons with Benchmark Disabilities candidates who seek exemption from appearing in the Typewriting Test

This is to certify that, Shri/Smt./Kum. _____ S/o, D/o

_____ a resident of

_____(Village/District/Sate) suffering

from _____.

Clinical diagnosis as a result of which he/ she has the following disabilities.
(Brief description of his/ her disabilities)

_____

_____

This is a permanent disability and the extent of his/ her disability works to_____ % of disability.
This disability is likely to interfere with Typewriting (specify):

_____

_____

Photograph of Candidate clearly showing face with affected portion of the body

Signature

Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government health care Institution

Name & Designation

Name of Government Hospital / Health Care Centre with Seal

Signature of candidate:

Name:

Regd. No:

Place: _____

Date: _____

Note: Certificate should be given by a specialist of the relevant stream/disability
(e.g. Visual impairment- Ophthalmologist, Locomotor Disability-Orthopaedic specialist/PMR)

Annexure-III

Undertaking by the Persons with Benchmark Disabilities candidates who seek exemption from appearing in the Typewriting Test

I, _____Regd. No. _____am a PwBD candidate of Advertisement No. and would like to avail exemption from appearing in the Typing Test in accordance with the Notification of Proficiency test as I am permanently unfit to take the typing test because of physical disability.

I am attaching a copy of each of the following documents:

- Medical Certificate from the competent Medical Authority, i.e. the Civil Surgeon of a Government Health Care Institution as per Annexure-I.

- PwBD Certificate from notified Medical Authority as per the advertisement.

I also undertake that I will produce all these documents in original during document verification. If I fail to produce the same, CSIR-NGRI may cancel my candidature for exemption from appearing in the Typewriting Test, and I will have no claim against the decision of CSIR-NGRI.

Signature.....

Name of the Candidate .....

Regd. No. .....

Date.....