

(1) **Selection Procedure:**

(a) **For Post Code A,B&C- Junior Secretariat Assistant (General/Finance & Account/Store & Purchase)**

Proficiency in computer typing speed and in using computer will only be qualifying in nature, the final merit list will be prepared on the basis of the performance of the candidates in open competitive written examination and choice of their preference for the post. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing.

(b) **For Post Code D - Junior Stenographer**

Eligible candidates will be invited for Competitive Written examination & Stenography Test. While 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 who have qualified the proficiency test in stenography.

(2) **SYLLABUS/ MODE OF WRITTEN EXAMINATION FOR THE POST OF JUNIOR SECRETARIAT ASSISTANT (GENERAL/FINANCE & ACCOUNT/STORE & PURCHASE)**

(i) **Written Examination details** :- For posts of Junior Secretariat Assistant (General/Finance & Account/Store & Purchase) there will be two papers (Paper-I and Paper – II). The second paper will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper.

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 Exam	Class XII
Total No. of Questions	200
Total Time Allotted	2 hours 30 minutes

Paper I (Time Allotted – 90 minutes)

Subject	No. of questions	Maximum Marks	Negative Marks
Mental Ability Test*	100	200 (two marks for every correct answer)	There will be no negative marks in this paper.

****Mental Ability Test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgment, etc.***

Paper- II (Time Allotted – 1 hour)

Subject	No. of questions	Maximum Marks	Negative Marks
General Awareness	50	150 (three marks for every correct answer)	One negative mark for every wrong answer.
English Language	50	150 (three marks for every correct answer)	One negative mark for every wrong answer.

(3) SYLLABUS/MODE OF WRITTEN EXAMINATION FOR THE POST OF JUNIOR STENOGRAPHER:

(i)

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 exam	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 details 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

(ii)

#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

Evaluation of Transcripts of Stenography Tests-Nature of Mistakes

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes} / 2) \times 100}{\text{Numbers of words in the master passage}}$$

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

(iii) **EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TESTS-NATURE OF MISTAKES**

1. FULL MISTAKES:- The following mistakes are treated as full mistakes:-

a. 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.

- b. Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/figure dictated which have been replaced/substituted by other words(s) figure(s). However, if a figure is written correctly either In numeral or words both will be acceptable and will not counted as mistake.
- c. Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.

(iv) **HALF MISTAKES:- The following are treated as half mistakes:-**

- a. 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 single half mistake.
- b. Using singular or plural noun and vice versa.
- c. Use of small letter at the beginning of the sentences.

NOTE

- a) 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.
- b) 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'able, Hon., Honourable and hon.- all these forms will be treated as correct.
- c) CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.
- d) The above guidelines will be valid for Hindi Stenography Skill Test also.

4) Benefits under Council Service:

- a. These positions carry Pay and Allowances at Central Government rates as applicable to the employees of Council stationed at Lucknow. In addition, other benefits such as Leave Travel Concession (LTC) and Reimbursement of medical expenses are also available as per CSIR Rules.
- b. All new entrants will be governed by the 'National Pension System' based on defined contributions for new entrants recruited in Central Government Services on or after 01.01.2004, as adopted by CSIR for its employees. However, persons selected from other Government Departments/ Autonomous Bodies/Public Sector Undertakings/ Central Universities having pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e. CCS (Pension) Rules, 1972. Provided they were in Govt. Service prior to 01.01.2004 and are covered by CCS (Pension) Rules, 1972.

5) Age Limit and Relaxation:

- a. The age of the candidate should not be below 18 years and should not be above the prescribed upper age limit as on last date of submission of the online application. There is no age limit for regular CSIR employees provided they possess the prescribed qualifications.
- b. The upper age limit is relaxable upto 05 years for SC as per Government order in force, only in those cases where the post is reserved for respective categories, on production of relevant certificate in the prescribed format signed by the specified authority.
- c. Age relaxation to Persons with Disability (PwDs): Age relaxation of 10 years for appointment (total 15 years for SCs only in those cases where the post is reserved for respective categories) is allowed to PwBD persons and other specified disabilities as per Central Govt. rules subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years. The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the