Annexure –IV

Letter of Undertaking by the person with specified disability covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

I_____, a candidate with _____ (nature of the disability/condition) appearing for the_____(name of the examination) bearing Roll No._____at_____(name of the centre) in the District_____,_____(name of the State/UT).My Educational 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 of the candidate)

Place: _____

Date: _____

PROFORMA

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, Sh/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 Government health care Institution

Name & Designation

Name of Government Hospital / Health Care Centre with Seal

Place: _____

Date: _____

Signature of candidate:

Name:

Roll Number:

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

PROFORMA

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

I, _____Roll No. _____am a PwBD candidate of Advertisement No. Rec. 02/2025 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:

(i) Medical Certificate from the competent Medical Authority, i.e. the Civil Surgeon of a Government Health Care Institution as per Annexure-II of the Notification of Proficiency test.

(ii) PwBD Certificate from notified Medical Authority as per Proforma-IV (Form V) to Proforma-VI (Form VII), whichever is applicable, 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-CFTRI may cancel my candidature for exemption from appearing in the Typewriting Test, and I will have no claim against the decision of CSIR-CFTRI.

Signature.....

Name of the Candidate .....

Roll Number .....

Date.....

PROFORMA

FORM – A

Form of Certificate applicable for Released/Retired Personnel
(Prescribed proforma subject to amendment from time to time)

1. It is certified that No. ..... Rank..... Name..... whose date of birth is..... has rendered service from..... to..... in Army/Navy/Air Force.

2. He has been released from military services:

a) on completion of assignment otherwise than

(i) by way of dismissal, or

(ii) by way of discharge on account of misconduct or inefficiency, or

(iii) on his own request, but without earning his pension, or

(iv) he has not been transferred to the reserve pending such release

b) on account of physical disability attributable to Military Service.

c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 2020 as amended from time to time

Place: Signature, Name and Designation of the Competent Authority**

Date:

SEAL

Delete the paragraph which is not applicable.

PROFORMA

FORM - B

Form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year)

(Prescribed proforma subject to amendment from time to time)

1. It is certified that No……Rank……Name ……is serving in the Army/Navy/ Air Force from ……

2. He is due for release/retirement on completion of his specific period of assignment on or before ……

3. No disciplinary case is pending against him.

Place: Signature, Name and Designation of the Competent Authority**

Date:

SEAL

PROFORMA

FORM – C

Undertaking to be given by serving Armed Force personnel who are due to be released within one year

(Prescribed proforma subject to amendment from time to time)

(1) I understand that if selected on the basis of the recruitment/Test to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/ retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Serviceman in terms of the Ex-Serviceman (Re-employment in Central Civil Service and Posts) Rules, 2020, as amended from time to time.

(2) I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Serviceman with regard to this recruitment, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.), by availing the concession of reservation of vacancies admissible to Ex-serviceman.

Place: Signature and Name of the candidate

Date:

PROFORMA

GOVERNMENT OF .....
(NAME & ADDRESS OF THE AUTHORITY ISSUING THE CERTIFICATE)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No_____ Date.....

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ Son/daughter/wife of _____ permanent resident of _____Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual Income* of his/her 'family*** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____ His / her family does not own or possess any of the following assets***;

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above;
III. Residential plot of 100 sq. yards and above notified municipalities;
IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Recent Passport size attested photograph of the applicant

Signature with seal of Office _____

Name _____

Designation _____

---

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

Note 2: The term "Family**" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/ her spouse and children below the age of 18 years.

***Note 3: The property held by a "Family" in different locations or different places / cities have been clubbed while applying the land or property holding test to determine EWS Status.

Circulars/Guidelines for proficiency (Typing/Steno) test applicable under CSIR-NEERI Advertisement No. NEERI/1/2025

COUNCIL OF SECIENTIFIC AND INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001

No.7-4(3)/2006-R&A

Dated: 12th March, 2007.

To,

All the Directors of CSIR Laboratories/Institutes.

Sub: Criteria for evaluation of type-scripts of typewriting Test in Hindi/ English.

I am directed to state that it has been brought to the notice of CSIR that different Laboratories/Institutes are following different criteria for evaluation of type-scripts of typewriting test in Hindi / English, being conducted for recruitment of Administrative posts. In order to bring uniformity, a committee of experts was constituted to lay down the criteria for evaluating typed scripts of type-writing test.

Based on recommendations of that committee, it has been approved that, henceforth, following criteria for evaluation of type-scripts of typewriting test in English/Hindi, which also include counting of mistakes and formula for calculating speed shall be followed:

Typewriting Errors and Number of Corresponding Mistakes:

Sl. No.	Description of Typewriting Errors	Number of Mistakes to be counted	
		Hindi	English
1.	Paragraph Indenting – It should be uniformly 5 spaces for each paragraph	One	One
2.	Overlapping / Piling up of letters (also known as Faulty Shifting)	One	One
3.	Overtyping /'X'ing of word or even full line	One	One
4.	Mis-spelt word including Transposition	One	One
5.	Omission or Commission (In case of commission, it will be counted towards number of strokes in evaluation)	One	One
6.	Erasing is not allowed	One	One
7.	Repetition of any number of words (only once to be counted as mistake)	One	One
8	Each repeated mistake	One	One
9	Punctuation marks; Omission of punctuation marks in typing	Half	Half
10.	Irregular Line Spacing Irregular left margin	Half Half	Half Half

	Highly Irregular Right margin	Half	Half
11.	Omission of Space between words	Half	Half
12.	Difference in space , if not the following:: Full Stop – 2 spaces Question Mark – 2 spaces Exclamatory Mark – 2 spaces Coma Mark – 1 space Colon/Semi colon Mark – 1 space Hyphen (Beginning & after) – No Space	Half mistake each time	Half mistake each time
13.	Wrong syllabification (Division of words) irregular division of words. Following is the description where division of words is permitted: - As they are pronounced, like precaution (pre-cau-tion) - Separating prefixes or suffixes - Words having double consonants (like Suc-cess) - Compound Words (like under-estimated) Where division of words is not at all permitted: - If there is only one syllable, then there will be no division - When only two / three letters remains to be typed - Figures and Proper Nouns are not divided. - Last word of Paragraph / page should not be divided. - Separating prefixes or suffixes	If there is any variation, than that is specified, it is to be counted as one mistake	If there is any variation, than that is specified, it is to be counted as one mistake.
14.	Extra space in middle of the word	Half	Half
15.	Extra space between words	Ignore	Ignore
16.	Mechanical error or Machine mistakes can be ignored	Can be ignored	Can be ignored
17.	Incomplete last word of the passage	No mistake	No mistake
18.	Capital letter errors	Not Applicable	Half

Scheme of Test :

(a) Qualifying speed for English type-writing test: 30 wpm /Hindi type-writing test 25 wpm.
(b) Duration of Typewriting Test: 10 minutes on Manual Typewriter.
(c) Question paper should not be of less than **1500 strokes**.
(d) Question paper should be set up/devised by a professional so appointed.

Formula for calculating typewriting speed in Hindi/English:

No. of words (-) Number of Mistakes
10
(Means: Number of words divided by ten minus number of mistakes)

OR

No. of strokes (-) Number of Mistakes
50
(Means: Number of words divided by ten minus number of mistakes)

The above criteria may kindly be brought to the notice of all concerned of your Laboratory/Institute for information and compliance.

Yours faithfully,

(K.K. Chopra)
Deputy Secretary

Copy to :

1. Staff Officer to DG, CSIR
2. US, O/o Joint Secretary (Admn.)
3. PA to FA, CSIR
4. PA to LA, CSIR
5. PA to CVO, CSIR
6. Head, HRDC, Head, HRDG, Head, RAB, Head, URDIP
7. Sr. Deputy Secretary/Deputy Secretaries/Under Secretaries CSIR Hqrs./ CSIR Complex, New Delhi.
8. CSIR website : www.csir.res.in
9. Office copy

Circulars/Guidelines for proficiency (Typing/Steno) test applicable under CSIR-NEERI Advertisement No. NEERI/1/2025

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2 रफी मार्ग, नई दिल्ली-110001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-10001

No. 5-1(116)/2011-PD

Dated: 23.04.2014

From
संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To,

The Directors/Heads of all
CSIR National Labs./Instts./Hqrs.
/Complex/Centres/Units.

Sub: Skill Test Norms on Computer for the post of Asstt. Gr.III (G/F&A/ S&P) – reg .

I am directed to invite reference to the approval of the Governing Body in its 183rd meeting held on 29.10.2013, on the above subject wherein it is laid down in the amended rule for the post of Assistant Gr.III (G/F&S/S&P) to be filled by Direct Recruitment and by Departmental Test Quota that proficiency in computer typing speed and in using computer shall be as per the prescribed norms fixed by DoPT from time to time.

In this regard, it is stated that as per DoPT OM No. AB-14017/20/2008-Estt (RR) dated 17.05.2010, the Skill Test Norms on Computer as on date are as under:

English Typing @ 35 w.p.m.
Hindi Typing @ 30 w.p.m.
(Time allowed – 10 mts.)

(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).

It is requested that the above Skill Test Norms on Computer may be brought to the notice of all concerned for information, guidance and compliance and in case of any change in norms in future by DoPT, the same will be communicated.

Yours faithfully,

(D Vijayalakshmi)
Deputy Secretary

Copy to:

1. Head, IT Division with the request to make this circular available on the website & Policy Repository.
2. Office copy.

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

Circulars/Guidelines for proficiency (Typing/Steno) test applicable under CSIR-NEERI Advertisement No. NEERI/1/2025

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2 रफी मार्ग, नई दिल्ली-110001
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 : $\frac{\text{No.of words}}{10}$ **(-) Number of Mistakes**

= (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

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2, रफ़ी मार्ग, नई दिल्ली - 110 001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi - 110 001

सा°/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,

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

1/4

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:

i) The proficiency in stenography will only be qualifying in nature.
ii) The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination
iii) 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:-

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/ 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.

c) 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:-

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 a single half mistake.

b) Using singular or plural noun and vice versa.

c) Use of small letter at the beginning of the sentence.

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'ble, 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.

e) Method of calculation of mistakes in Stenography Skill Test:-

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

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.

.....

Circulars/Guidelines for proficiency (Typing/Steno) test applicable under CSIR-NEERI Advertisement No. NEERI/1/2025

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
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Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001

No. : 5-1(211)/2014-PD

Dated 01.11.2023

From : Joint Secretary (Admn.)

To : The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

Sub.: Percentage of Ignorable Mistakes allowed for the Proficiency Test in Stenography for the post of Jr. Steno. - reg.

Ref.: CSIR Letter of even number dated 21.12.2021

Sir/Madam,

With reference to the CSIR letter of even number dated 21.12.2021, I am directed to state that the percentage of ignorable mistakes allowed for the Proficiency Test in Stenography for the post of Jr. Stenographer shall be as under:

(i) 7% - In case of Unreserved.
(ii) 10% - In case of all reserved categories (EWS, SC, ST, OBC, ESM, PWD etc)

2. The above clarification will be effective from the date of its notification, therefore, in cases where the result of the Proficiency Test in Stenography has not been notified shall allow ignorable mistakes as above. However, where the result of the Proficiency Test in Stenography has already been notified need not be re-opened.

3. This issues with the approval of DG, CSIR.

Yours faithfully,

01 Nov 2023

(M Arun Manikanda Bharathi)
Under Secretary (PD)

Encl. : As above

Copy to:

1. CSIR Website
2. Office copy.

Phones : EPABX-23710138, 23710144, 23710158, 23710468, 23710805, 23711251, 23714238, 23714249, 23714769, 23715303
Fax : 91-11-23714788
Website : http://www.csir.res.in