सीएसआईआर–प्रगत पदार्थ तथा प्रक्रम अनुसंधान संस्थान
CSIR-ADVANCED MATERIALS AND PROCESSES RESEARCH INSTITUTE
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)
(Council of Scientific and Industrial Research)
होशंगाबाद रोड, हबीबगंज नाका के पास, भोपाल–462026 (म.प्र.)
Hoshangabad Road, Habibganj Naka, Bhopal–462026 (M.P.)

CSIR-AMPRI

No.21(8)/Admin.Rectt/RECT-01/2025   Dated : 26.05.2025

NOTICE
ADVERTISEMENT NO. RECT-01/2025

Recruitment to the posts of Junior Secretariat Assistant (Gen/F&A/S&P)

Subject : - Downloading the Admit Cards for the proficiency test / Typing test for the posts of Junior Secretariat Assistant (Gen./F&A/S&P) against CSIR-AMPRI Advt. No. RECT-01/2025

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All the eligible candidates for the posts of **Junior Secretariat Assistant (Gen./F&A/S&P)** are hereby informed that Typing test / Proficiency test examination for the posts of Junior Secretariat Assistant (Gen./F&A/S&P) is scheduled to be held on 4th and 5th June 2025 at Bhopal & Indore cities only.

It is informed to all candidates that they must appear for Typing test examination in the shifts as allotted in the Admit Cards issued to candidates. No request for change of shift will be entertained under any circumstances. All candidates are advised to refer to their respective Admit Cards for details of Date of Typing Test, Shift Timing, Reporting Time, Venue of Examination and Instructions to be followed on the day of the test.

The facility to download the Admit Card has been activated and the link will remain active **from 26/05/2025, 2PM till 03.06.2026, 5PM**. Please note that the Admit Card will be available only through the attached link. The Admit Card will not be issued to the candidates through any other mode. The candidates are requested to download the admit cards for Junior Secretariat Assistant (Gen./F&A/S&P) from the link mentioned below:

https://csirampri-jsa.onlineregistrationforms.com/

Date & time for downloading of Admit Card: **from 26.05.2025 upto** **03.06.2026, 2:00 PM**

The candidates are required to bring the physical copy of admit card on the date of examination. Any candidate reporting for examination without the admit card, will not be allowed to enter the examination centre. The gates of examination centre will be closed after closing of Reporting Time and the candidates will not be allowed thereafter.

For any queries or clarifications, candidates may contact us via email at : Email: csirampri@onlineregistrationforms.com / recruit.ampri@csir.res.in & Contact no: 0265-6118150.

Syllabus for Typing test examination for Junior Secretariat Assistant (Gen./F&A/S&P)

The Typing Test is qualifying in nature, and candidates must meet the minimum prescribed speed to be considered for further stages of the recruitment process. Typing Test will be conducted as per the following syllabus and guidelines:

Typing Test Pattern:

- Mode: Computer-based typing test
- Language Options: English or Hindi (as opted by the candidate at the time of application)
- Duration: 10 minutes
- Typing Speed Requirement:
    - o English Typing: Minimum speed of 35 words per minute (w.p.m.)
    - o Hindi Typing: Minimum speed of 30 words per minute (w.p.m.)

Only candidates who successfully meet the minimum prescribed speed and accuracy standards in the Typing/Proficiency Test will be considered eligible for further stages of the recruitment process. Such qualifying candidates will be eligible for the **Computer Based Test (CBT)**. Detailed information regarding the Computer Based Test (CBT), such as the examination date, time, syllabus, and admit card download procedure, will be notified in due course on the institute's official website. Candidates are advised to regularly visit the website for updated information.

Instructions for candidates:
1. The Hindi typing test will be conducted in 'Mangal / Kruti Dev' font.
2. The methodology for calculating the accurate typing speed, i.e. upto 5% mistakes shall be ignored for UR/EWS/OBC/SC/OH/VH candidates and upto 7% mistakes shall be ignored for ST/HH/Ex. Servicemen candidates.
3. Criteria for Evaluation of type-scripts of typing test is as per CSIR Letter No. CSIR letters No. 5-1(116)/2011-PD dated 23.04.2014, and dated 13.07.2015.
4. The medium of Proficiency test in computer typing shall be in English/Hindi as opted by the candidates in their application form and any request for change of medium shall not be entertained under any circumstances.
5. The instructions for PwBD candidates regarding Proficiency test in computer typing shall be as per Government of India/CSIR guidelines.
6. The Admit cards contains detailed information/instructions etc. to the shortlisted candidates.

-sd-
(Controller of Administration)

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.

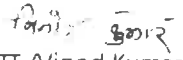For example:-   For a typing test of 10 minutes:-

     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 :   **<u>No.of words</u> (-) 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 /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

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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.