



सीएसआईआर मद्रास कॉम्प्लेक्स CSIR MADRAS COMPLEX

(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद / Council of Scientific and Industrial Research)

सीएसआईआर परिसर CSIR Campus, तरमणि Taramani, चेन्नै Chennai 600 113

सं/No. MC/2/2(46)/2021-Rct.

दिनांक/Dated: 28/03/2025

अधिसूचना / NOTIFICATION

विषय/Sub: Recruitment to the posts of Junior secretariat Assistant (General) [Post Code: JSA-AD], Junior Secretariat Assistant (F&A) [Post Code: JSA-FA and Junior Secretariat Assistant (S&P) [Post Code: JSA-SP] - Computer Proficiency Test (CPT) and Written Examination – reg.

संदर्भ/Ref: CSIR-CMC advt. No. MC-01/2021 dated 14.02.2021

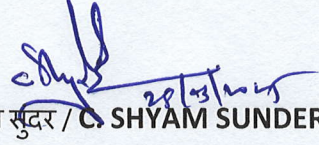
In continuation to CSIR-CMC notification of even number dated 29.01.2022 and 16.01.2023 shortlisted candidates are hereby informed that the Computer Proficiency Test (CPT) will be held first, which will only be qualifying in nature. Those candidates who qualify the Computer Proficiency Test (CPT) will be called for the Written Examination.

Accordingly, the shortlisted candidates are hereby informed that Computer Proficiency Test and Written Examination are scheduled to be held on the dates mentioned below:

Sl.No.	Details	Date	Time	Place where Test will be held	Remarks
1.	Computer Proficiency test	27 th April 2025 (Sunday)	10:00 AM onwards	Chennai	Exact time and Venue will be intimated in the candidate's admit card
2.	Competitive Written Examination	11 th May 2025 (Sunday)	09:30 AM onwards	Chennai	Exact time and venue will be intimated later

- Admit Card:** Admit Card for Computer Proficiency Test can be downloaded from CSIR-CMC website which will be available from **22-04-2025**. Shortlisted candidates are advised to download the Admit Card well in time as soon as it is made available in CSIR-CMC website www.csircmc.res.in and go through the instructions for their own interest. If any candidate encounter any issues while downloading their Admit Card, request may be sent to recruitment@csircmc.res.in along with application number(s).

3. There will be only **one Computer Proficiency Test for one candidate** irrespective of number of post(s) applied. The Computer Proficiency Test is only qualifying in nature and those candidates who qualify the Computer Proficiency Test will only be called for Written Test. Candidates are advised to visit CSIR-CMC website www.csircmc.res.in regularly
4. The criteria/methodology of evaluation of Type-scripts of Computer Proficiency Test and in using computer in Hindi/English, calculation of mistakes etc. are as per CSIR Letter No. 5-1 (116)/2011-PD dated 13-07-2015 and the scheme/syllabus for competitive written examination are as per and CSIR Letter No. 5-1 (315)/2015-PD dated 09-04-2018. The same are detailed in Annexure below.
5. Candidates opting to take the Computer Proficiency Test in Hindi will need to send their option request for the same by mail to recruitment@csircmc.res.in by **12.04.2025**. Option once exercised will be treated as final and no further request will be entertained in this regard.
6. All the shortlisted candidates appearing for Computer Proficiency Test are advised to make their travel cum accommodation arrangements accordingly. Travel and stay arrangements have to be taken care of by the candidates themselves. CSIR-CMC will not bear any expenditure in this regard. Outstation candidates are informed to make necessary arrangements to reach Chennai well in advance. Candidates may visit the venue before the day fixed for the test for their convenience.


सी श्याम सुंदर / C. SHYAM SUNDER
प्रशासननियंत्रक / Controller of Administration

The Scheme/syllabus for **Competitive Written Examination & Computer Proficiency Test (CPT)** for recruitment to the posts of Junior Secretariat Assistant are as follows:-

1. The Scheme of the Computer Proficiency Test (CPT) and evaluation methodology is as under:

Time allowed	10 Minutes
English Typing test	35 words per minute in computer (35 w.p.m. corresponds to 10500 KDPH on an average of 5 key depressions for each word). The time allotted for typing will be 10 minutes.
Hindi Typing test	30 words per minute in computer (30 w.p.m. corresponds to 9000 KDPH on an average of 5 key depressions for each word). The time allotted for typing will be 10 minutes

- Criteria for Evaluation of type-scripts of typing test is as per CSIR Letter No. 5-1 (116)/2011-PD dated 13-07-2015.
- The 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. Servicemen 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	:	$5\% \text{ of } 320 = 16$
Admissible mistakes	:	$19 - 16 = 3$
As per formula	:	$(\text{No. words}/10) - \text{Number of mistakes}$ $= (320/10) - 3$ $= 32 - 3$ $= 29 \text{ w.p.m}$

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2. Syllabus and Structure of Written Test:

- a) For written examination, 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 Paper-I.
- b) Final merit list will be drawn based on the performance of candidates in paper-II of the written examination.

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 for the questions on English Language.
Standard of exam	Class XII
Total No. of Questions	200
Total Time Allotted	2 hours 30 Minutes

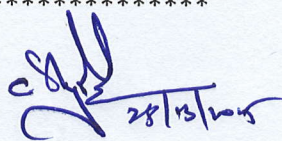
Paper-I (Time Allotted - 90 minutes)

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 Judgement, 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


28/12/2015