



CSIR- CENTRE FOR CELLULAR AND MOLECULAR BIOLOGY
(Council of Scientific and Industrial Research)
Uppal Road, Habsiguda, Hyderabad - 500 007, Telangana.
website: <https://www.ccmb.res.in>



NOTICE

Sub.: Schedule of Competitive Written Examination and Downloading of Admit Cards for the posts of Junior Stenographer – reg.

Ref.: 1. CSIR-CCMB, Advt. No. 01/2023
2. CSIR-CCMB Notice dated 28.06.2024

In continuation of Notice cited at Ref (2) with respect to Advt. cited at Ref (1) on the captioned subject, all the candidates shortlisted for Competitive Written Examination/Proficiency Test in Stenography are hereby informed that the **Competitive Written Examination** in the first stage is scheduled to be held as detailed below:

Date of Examination	01.03.2025 (Saturday)
Timing	10:00 AM to 12:00 PM (additional 40minutes for the candidates eligible for scribe)
Reporting Time	08:30 AM (Candidates shall not be allowed after 09:30 AM)
Venue	CSIR-IICT Zaheer Memorial High School, Habsiguda, Hyderabad-500007
Mode of Examination	OMR based Objective Type Multiple Choice Examination

Instructions to the Candidates:

ADMIT CARDS

- Admit cards may be downloaded from 06.02.2025 after 04:00 PM through this link:**
https://e-portal.ccmb.res.in/positions/regular/advt_01_2023_JSG/
The link shall also be forwarded to the respective e-mail id's mentioned in the application form of the candidates.
- Candidates are required to report to the Invigilator well before the commencement of the Written Examination i.e., the reporting time indicated in the Admit Card.
- The Candidates are required to produce their valid Photo Identity proof in **original** such as PAN Card/Passport/Driving License /Voter Identity card/Aadhar Card issued by State or Central Govt. along with the Admit Card otherwise the candidates shall not be permitted to appear for the Written Examination.

- d) If there is any mismatch between the name indicated in the Admit card and Photo Identity Proof, the candidate will not be allowed to appear for the Written Examination.
- e) No Candidate without an Admit card shall be allowed to Written Examination Venue.
- f) **Any request for the change of Date/Time/Venue of the Written Examination shall NOT be entertained under any circumstances.**

WRITTEN EXAMINATION

- g) Every candidate will be required to sign and affix their left hand thumb impression on the photo-bearing attendance sheet against his/her roll number before beginning of the Written Examination.
- h) Candidates must abide by further instructions, if any, which may be given to them by the Invigilator at the time of Written Examination. If any candidate fails to abide by the instructions or indulges in disorderly or improper conduct they will render themselves liable to expulsion from the Written Examination or such other penalty as the Competent Authority, CSIR-CCMB may deem fit.
- i) **Only Black Ball Point pen for marking responses on OMR Answer Sheet is allowed**
- j) Use of other pen or pencil is not allowed for marking responses on Answer Sheet. No pen/pencil shall be supplied by the Exam Invigilator.
- k) **Candidates may note that, 0.25 marks will be deducted for every wrong answer.**
- l) In case of any discrepancy or inconsistency between English and Hindi Version, **English Version** shall prevail.
- m) Silence must be observed in the Written Examination Hall.
- n) Smoking/chewing tobacco in the Written Examination Hall is strictly prohibited.
- o) Candidates are required to maintain discipline and decorum for smooth conduct of the Written Examination.
- p) On completion of the Written Examination, the Candidates shall remain seated at their desks and wait until the Question Paper Booklets and OMR Answer Sheet are collected and accounted for.
- q) Candidates may ensure that they return the Question Paper Booklets & OMR Answer Sheet to the Invigilator before they leave the Examination Venue. Candidates failing to return the same shall be disqualified and may be liable to suitable action as per rules.

GENERAL INSTRUCTIONS

- r) No TA/DA shall be paid for attending the Written Examination.
- s) Candidates are not allowed to bring any type of electronic gadgets like Mobile phone, Calculator, Tabs, Laptops, Bluetooth devices, Smart Watch etc. into the Written Examination Hall and to be deposited at designated place.

- t) Persons with Bench Mark Disabilities (PwBD) should contact the Written Examination Venue Officials at least one hour before the start of the exam for assistance in seating, etc.
- u) No candidate shall leave the Written Examination Hall without proper permission of the Invigilator.
- v) The candidature for this Written Examination is Provisional and is subject to fulfilling the prescribed Criteria of Age, Educational Qualifications and other conditions as specified in the advertisement. This admit card is issued purely on the basis of the details furnished by the candidate in the online application form, which is subject to a detailed scrutiny and if at any stage of recruitment, any discrepancy found or does not fulfil the eligibility criteria as adopted by the Screening Committee the candidature is liable to be cancelled.
- w) The travel and stay arrangements have to be taken care by the candidates themselves. CSIR-CCMB will not bear any expenditure in this regard. Candidates are advised to stay till completion of the Written Examination in case of any delay in completion of the examination. Outstation candidates are informed to make necessary arrangements to reach Hyderabad well in advance preferably one day before the Written Examination for their convenience.
- x) Any point not covered specifically in the above instructions, the decision of the Competent Authority, CSIR-CCMB, Hyderabad shall be final and binding on all candidates.

The candidates are requested to visit CSIR-CCMB website <https://www.ccmb.res.in> regularly for recruitment updates.

For any queries regarding downloading of Admit cards may be e-mailed to recruitment@ccmb.res.in on or before **27.02.2025 by 05:00 PM.**

THE ABOVE INSTRUCTIONS ARE ALSO REITERATED IN ADMIT CARDS OF THE CANDIDATES.

Any email enquiry sent to other than the above mentioned email address, shall not be entertained.

Dated: 31.01.2025

**Sd/-
Sr. Controller of Administration**