NOTICE

Sub.: Proficiency test in computer typing for the posts of Junior Secretariat Assistant (Gen./F&A/S&P) – reg.

Ref.: 1. CSIR-CCMB Advt. No. 02/2021
2. CSIR-CCMB NOTICE dated 19.05.2023

The candidates who qualified in Open Competitive Written Examination for the 06 posts of Junior Secretariat Assistant (Gen/F&A/S&P) vide Notice cited at Reference.2 are hereby informed that the Proficiency test in computer typing shall take place tentatively on **04th and 05th July, 2023** at CSIR-CCMB, Hyderabad

The Scheme of the Proficiency test in computer typing 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)**
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 Hindi typing test will be conducted in 'Kruti Dev010' font.

➢ 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 shall be ignored for UR/EWS/OBC/SC/OH/VH candidates and upto 7% mistakes shall 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% of 320 =16**
Admissible mistakes	:	**19-16 = 3**

As per formula : (No. of words/10)-Number of mistakes

$$= (320/10)-3$$
$$= 32-3$$
$$= 29 \text{ w.p.m.}$$

➢ 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.

➢ The proficiency test in computer typing is only qualifying in nature.

➢ The instructions for PwBD candidates regarding Proficiency test in computer typing shall be as per Government of India/CSIR guidelines.

➢ The Admit cards giving detailed information/instructions etc. to the shortlisted candidates will be issued in due course of time.

➢ The shortlisted candidates are advised to visit CSIR-CCMB website **https://www.ccmb.res.in** and **their respective emails** regularly for further updates/instructions in this matter.

➢ Any other Interim queries shall not be entertained.

Sd/-

Dated: 06.06.2023   **CONTROLLER OF ADMINISTRATION**