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:

<table>
<thead>
<tr>
<th>Time allowed</th>
<th>10 minutes</th>
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<tbody>
<tr>
<td>English Typing test</td>
<td>35 words per minute in computer (35 w.p.m. corresponds to 10500 KDPH on an average of 5 key depressions for each word)</td>
</tr>
<tr>
<td>Hindi Typing test*</td>
<td>30 words per minute in computer (30 w.p.m. corresponds to 9000 KDPH on an average of 5 key depressions for each word)</td>
</tr>
</tbody>
</table>

* 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

\[ (\frac{320}{10})-3 = 32-3 = 29 \text{ w.p.m.} \]

- 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](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.

Dated: 06.06.2023

CONTROLLER OF ADMINISTRATION