



File No.1/JSA/Gen./2021-Personnel

Dated 31.01.2025

Notice

Subject : Downloading the Call Letters for the proficiency test / skill test for the posts of Junior Secretariat Assistant (Gen./F&A/S&P) & Junior Stenographer against CSIR-CIMAP Advt. No.01/2021.

All the eligible candidates for the posts of Junior Secretariat Assistant (Gen./F&A/S&P) & Junior Stenographer are hereby informed that proficiency test / skill test for the posts of Junior Secretariat Assistant (Gen./F&A/S&P) & Junior Stenographer is scheduled to be held on 27th February, 2025 & 28th February, 2025 respectively at Lucknow only. The facility to download the Call Letters has been activated and the link will remain active till the date of proficiency test / skill test.

Post	Date of Proficiency Test / Skill Test	Reporting Time
Junior Secretariat Assistant (Gen./F&A/S&P)	27.02.2025	09:00 AM
Junior Stenographer	28.02.2025	09:00 AM

2. Please note that the Call letters will be available only through the attached link. The Call letters will not be issued to the candidates through any other mode.

3. The candidates are further informed to mandatorily bring 02 passport sized photographs (preferably similar to the one affixed in Application Form) for the purpose of Attendance Sheet.

4. Persons with Disabilities candidates who claim to be permanently unfit to take the Computer Typing Speed Test because of a physical disability may, with the prior approval of the **Director, CSIR-CIMAP**, be exempted from the requirement of appearing and qualifying at such test, provided such a candidate submits a Certificate in the prescribed format (**Annexure-I**) to the **Director, CSIR-CIMAP** from the competent Medical Authority, i.e., the Civil Surgeon of a Government Health Care Institution declaring him to be permanently unfit for the Typing Test because of a physical disability. In addition, such candidates must substantiate their claim **by furnishing the relevant Disability Certificate**. Such an exemption should be obtained by the candidate within **10.02.2025** failing which any claim for seeking exemption from Typing Test will not be entertained by the Institute. All the above documents are to be sent to this Institute email ID i.e. s.shukla@cimap.res.in after self-attestation **latest by (05:30 PM)**. Documents received after due date i.e. **10.02.2025 (05:30 PM)**, will not be entertained.

5. Also, the PwD candidates will mandatorily be required to carry all documents/certificates (**in original**) for the purpose of verification on the date of Proficiency test / Skill Test.

6. The candidates are requested to download the Call Letters for Junior Secretariat Assistant (Gen./F&A/S&P) & Junior Stenographer from the link mentioned below : -

<https://recruitment.cimap.res.in>

7. The candidates are required to bring the physical copy of Call Letter on the date of Proficiency Test / Skill Test. Any candidate reporting for Proficiency Test / Skill Test without the Call Letter, will not

be allowed to enter the Examination Centre. The gates of examination center will be closed after closing of Reporting Time and the candidates will not be allowed thereafter.

8. **Evaluation of Transcripts in Typing Test- Nature of Mistakes**

- 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/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 : $5\% \text{ of } 320 = 16$
Admissible mistakes : $19 - 16 = 3$

As per formula : $(\text{No. of words}/10) - \text{Number of mistakes} = (320/10) - 3 = 32 - 3 = 29 \text{ w.p.m.}$

9. **Evaluation of Transcripts in Stenography Test- Nature of Mistakes**

- The methodology of evaluation of Stenography test, calculation of mistakes etc. will be as per the **CSIR Letter No. 5-1(211)/2014-PD dated 21.12.2021**.
- Percentage of ignorable mistakes allowed for proficiency test in Stenography (as per **CSIR Letter No. 5-1(211)/2014-PD dated 01.11.2023**) is as follows:
 - 07% - in case of Unreserved
 - 10%- in case of all the reserved categories (EWS, SC, ST, OBC, ESM, PWD, etc.)

10. Candidates are also required to go through the detailed instructions mentioned in the Call Letters.

11. In case of any difficulty in downloading the call letter, the candidate may contact on the given email : s.shukla@cimap.res.in. The candidates are advised to visit the CSIR-CIMAP website regularly for the updates.

Sd/-
(Uttam Kumar Jha)
Controller of Administration

Form of Medical Certificate to be produced by the Person with Benchmark disabilities candidates who seek exemption from appearing in the Typewriting Test

This is to certify that Sh./Smt./Kum _____ Son/daughter/wife of Shri _____, a resident of _____ (Village/District/State), is

Suffering from _____.

Clinical diagnosis as a result of which he/ she has the following disabilities. (Brief description of his/her disabilities) _____

This is a permanent disability and the extent of his/ her disability works out to _____ % of disability.

This disability is likely to interfere with Typewriting (Specify):

Signature

Chief Medical Officer/ Civil Surgeon / Medical Superintendent of a
Government health care Institution

Name & Designation

Name of Government Hospital / Health Care Centre with Seal

Place:

Date:

Photograph of Candidate
Clearly showing face with
affected portion of the
body

Signature of Candidate:

Name:

Roll Number: