

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH  
CSIR-FOURTH PARADIGM INSTITUTE, NAL BELUR CAMPUS,  
BENGALURU-560 037

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**NOTIFICATION**

CSIR-4PI/Advt. No. 1/2021

August 12, 2022

**Sub: 1) Qualification Criteria adopted in the Qualifying Typing Test for the post/s of Junior Secretariat Assistant (F&A) & Proficiency in Stenography and Typing Test for the posts of Junior Stenographer (English)**

**2) Syllabus and Scheme for Competitive Written Examination - reg.**

**Ref: CSIR-4PI Advertisement No. 1/2021**

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This is in continuation to the notification no. CSIR-4PI/Advt. No. 1/2021 dated 04-Aug-2022 regarding the Notification of List of candidates (Notified in CSIR-4PI website) qualified in the Typing Test and eligible for Competitive Written Examination for the post/s of Junior Secretariat Assistant (F&A) and List of candidates qualified in the Proficiency Test in Stenography & Typing Test and eligible for Competitive Written Examination for the post/s of Junior Stenographer (English).

**I. The Qualification Criteria adopted are as follows:**

- 1. Junior Secretariat Assistant (F&A):** Typing speed of 35 w.p.m. on average of 5 key depressions for each word. Up to 5% mistakes were ignored for calculating the accurate typing speed.
- 2. Junior Stenographer (English):** (i) **Proficiency Test in Stenography-** Shorthand speed of 80 w.p.m. with Transcription time of 50 minutes. Up to 7% mistakes were ignored for calculating the accuracy.  
(ii) **Typing Test:** Typing speed of 35 w.p.m. on average of 5 key depressions for each word. Up to 5% mistakes were ignored for calculating the accurate typing speed.

**II. Syllabus and Scheme of Competitive Written Examination for Junior Secretariat Assistant (F&A)**

There will be two papers (Paper-I and Paper-II). Paper I will be qualifying in nature. The Second paper (Paper II) will be evaluated only for those candidates who secure the minimum threshold marks of 35% (Thirty Five Percentage) in the first paper (Paper I).

Final merit list will be drawn based on the performance of candidates in Paper-II.

<b>Mode of examination</b>	OMR Based Objective Type Multiple Choice Examination
<b>Medium of Questions</b>	The questions will be set both in English and Hindi except for the Questions on English language.
<b>Standard of Exam</b>	Class XII / PUC
<b>Total No. of Questions</b>	200
<b>Total Time Allotted</b>	2 hours 30 minutes

**Paper-I (Time Allotted-90 minutes)**

<b>Subject</b>	<b>No. of Questions</b>	<b>Maximum Marks</b>	<b>Negative Marks</b>
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)**

<b>Subject</b>	<b>No. of Questions</b>	<b>Maximum Marks</b>	<b>Negative Marks</b>
General Awareness	50	150 (Three marks for every correct answer)	One negative mark forevery wrong answer
English Language	50	150 (Three marks for every correct answer)	One negative mark forevery wrong answer

**III. Syllabus and Scheme of Competitive Written Examination for Junior Stenographer (English)**

Competitive Written Examination will consist of only **one Paper** with three parts as detailed below:

<b>Mode of examination</b>	OMR Based Objective Type Multiple Choice Examination
<b>Medium of Questions</b>	The questions will be set in English.
<b>Standard of Exam</b>	10+2/Class XII / PUC
<b>Total No. of Questions</b>	200
<b>Total Time Allotted</b>	2 Hours (120 Minutes)

**Paper-I (Time Allotted- 2 Hours)**

<b>Part</b>	<b>Subject</b>	<b>No. of Questions</b>	<b>Maximum Marks</b>	<b>Negative Marks</b>
<b>I</b>	General Intelligence & Reasoning Awareness	50	50 (One mark for every correct answer)	0.25 marks is deducted for every wrong answer
<b>II</b>	General Awareness	50	50 (One mark for every correct answer)	0.25 marks is deducted for every wrong answer
<b>III</b>	English Language & Comprehension	100	100 (One mark for every correct answer)	0.25 marks is deducted for every wrong answer

Final merit list will be drawn based on the performance of candidates in the Competitive Written Examination subject to securing of minimum 35% (Thirty Five Percentage) Marks (Paper-I consisting of 3 parts).

**-Sd-**  
**Controller of Administration**  
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