वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

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No. 5-1(116)/2011-PD   Dated: 23.04.2014

From

संयुक्त सचिव (प्रशासन)

Joint Secretary (Admn.)

To,

        The Directors/Heads of all
        CSIR National Labs./Instts./Hqrs.
        /Complex/Centres/Units.

Sub: **Skill Test Norms on Computer for the post of Asstt. Gr.III (G/F&A/ S&P) – reg .**

I am directed to invite reference to the approval of the Governing Body in its 183rd meeting held on 29.10.2013, on the above subject wherein it is laid down in the amended rule for the post of Assistant Gr.III (G/F&S/S&P) to be filled by Direct Recruitment and by Departmental Test Quota that proficiency in computer typing speed and in using computer shall be as per the prescribed norms fixed by DoPT from time to time.

In this regard, it is stated that as per DoPT OM No. AB-14017/20/2008-Estt (RR) dated 17.05.2010, the Skill Test Norms on Computer as on date are as under:

        English Typing @ 35 w.p.m.
        Hindi Typing   @ 30 w.p.m.
        (Time allowed – 10 mts.)

(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).

It is requested that the above Skill Test Norms on Computer may be brought to the notice of all concerned for information, guidance and compliance and in case of any change in norms in future by DoPT, the same will be communicated.

Yours faithfully

(D Vijayalakshmi)
Deputy Secretary

Copy to:

1. Head, IT Division with the request to make this circular available on the website & Policy Repository.
2. Office copy.