

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, 2, RAFI MARG, NEW DELHI - 110 001.**

No. 3-2(g)/2014-E.I

Dated : 22.11.2022

OFFICE MEMORANDUM

**Sub: Review of Structure, Pattern and Syllabus of Departmental Examination
for the posts of Private Secretary (PS) - reg.**

CSIR notified the revised structure, pattern and syllabus of departmental and direct recruitment examinations for the posts of SO (Gen/F&A/S&P) and Asstt (Gen/F&A/S&P) Gr. I [Now ASO (Gen/F&A/S&P)], vide OM of even number dated 29.08.2014. The OM dated 29.08.2014 was in supersession of all the previous orders/instructions on the subject. The ibid OM further stated "*For the posts of Private Secretaries, the existing instructions on the subject, as notified vide CSIR letter No. 3-33(113)/2002-EI dated 2/11/2004 shall continue to apply until further orders.*"

2. The matter has now been considered by the Competent Authority. Accordingly, it is notified that in supersession of all previous orders/instructions, **the structure, pattern and syllabus of departmental examination applicable for the posts of SO (Gen/F&A/S&P), notified vide aforesaid CSIR OM dated 29.08.2014, will also be applicable for the posts of Private Secretary (PS). Besides, the candidates appearing for the post of PS will be required to appear in a qualifying test in English/Hindi shorthand at the speed of 100 w.p.m., as hitherto.**

3. This issues with the approval of DG, CSIR.


(L.S. Negi)
Sr. Deputy Secretary

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