

सा. : 5-1(211)/2014-पीडी

Dated 01.11.2023

प्रेषक : संयुक्त सचिव (प्रशासन)

सेवा में : सीएसआईआर की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान

विषय: जूनियर स्टेनोग्राफर के पद के लिए स्टेनोग्राफी में प्रवीणता परीक्षा हेतु अनुमत अनदेखा करने योग्य गलतियों की प्रतिशतता के संबंध में।

संदर्भ: सीएसआईआर का समसंख्यक पत्र दिनांक 21.12.2021

महोदय/ महोदया,

सीएसआईआर के दिनांक 21.12.2021 के समसंख्यक पत्र के संदर्भ में, मुझे यह कहने का निदेश दिया गया है कि जूनियर स्टेनोग्राफर के पद के लिए स्टेनोग्राफी में प्रवीणता परीक्षा हेतु अनुमत अनदेखा करने योग्य गलतियों की प्रतिशतता निम्नानुसार होगा:

- (i) 7% - अनारक्षित के मामले में।
- (ii) 10% - सभी आरक्षित श्रेणियों (ईडब्ल्यूएस, एससी, एसटी, ओबीसी, ईएसएम, पीडब्ल्यूडी आदि) के मामले में।

2. उपरोक्त स्पष्टीकरण इसकी अधिसूचना की तिथि से प्रभावी होगा, इसलिए, ऐसे मामलों जहां स्टेनोग्राफी में प्रवीणता परीक्षा का परिणाम अधिसूचित नहीं किया गया है, में उपरोक्तानुसार अनदेखा करने योग्य गलतियों की अनुमति दी जाएगी। हालाँकि, जहाँ स्टेनोग्राफी में प्रवीणता परीक्षा का परिणाम पहले ही अधिसूचित किया जा चुका है, उन्हें पुनः खोलने की आवश्यकता नहीं है।

3. यह महानिदेशक, सीएसआईआर के अनुमोदन से जारी किया गया है।

भवदीय,



(एम. अरुण मणिकण्ड भारति)
अवर सचिव (नीति प्रभाग)

संलग्न: यथोपरि
प्रतिलिपि:

1. सी.एस.आई.आर. वेबसाइट
2. कार्यालय प्रति

No. : 5-1(211)/2014-PD

Dated 01.11.2023

From : Joint Secretary (Admn.)

To : The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

Sub.: Percentage of Ignorable Mistakes allowed for the Proficiency Test in Stenography for the post of Jr. Steno. - reg.

Ref.: CSIR Letter of even number dated 21.12.2021

Sir/Madam,

With reference to the CSIR letter of even number dated 21.12.2021, I am directed to state that the percentage of ignorable mistakes allowed for the Proficiency Test in Stenography for the post of Jr. Stenographer shall be as under:

- (i) 7% - In case of Unreserved.
- (ii) 10% - In case of all reserved categories (EWS, SC, ST, OBC, ESM, PWD etc)

2. The above clarification will be effective from the date of its notification, therefore, in cases where the result of the Proficiency Test in Stenography has not been notified shall allow ignorable mistakes as above. However, where the result of the Proficiency Test in Stenography has already been notified need not be re-opened.

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

Yours faithfully,


(M Arun Manikanda Bharathi)
Under Secretary (PD)

Encl. : As above

Copy to:

1. CSIR Website
2. Office copy.



सां/No. : 5-1(211)/2014-PD

Dated 21.12.2021

प्रेषक/From: संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में/To: सी.एस.आई.आर के सभी राष्ट्रीय प्रयोगशालों/संस्थाओं/इकाईयों के निदेशक/प्रमुख
The Directors/Heads of all National Labs./Instts./Units of CSIR

विषय/Sub.: **Scheme of Competitive Written Examination and Proficiency Test in Stenography for post of Jr. Stenographer - reg**

महोदय/Sir / महोदया/Madam,

I am directed to invite your kind attention to CSIR Administrative Services (Recruitment and Promotion) Rules, 2020 and subsequent amendment to CSIR ASRP Rules, 2020 vide letter of even No. dated 23.09.2021 and to state that the DG, CSIR has approved the Scheme of Competitive Written Examination and Proficiency Test in Stenography for post of Junior Stenographer, attached as **Annexure-A & B** for your information, guidance and compliance.

2. Further, it has been decided that recruitment through external agencies, if any, must be as per rules and through government authorised agencies only.

भवदीय/Yours faithfully,

M Arun Manikanda Bharathi 21 Dec 2021

(एम. अरुण मणिकण्ड भारति / M Arun Manikanda Bharathi)
अवर सचिव (नीति प्रभाग) / Under Secretary (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

1. प्रमुख, आईटी डिवीजन - इस सर्कुलर पत्र को वेबसाइट और नीति रिपोजिटरी पर उपलब्ध कराने के अनुरोध के साथ / Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
2. कार्यालय प्रति / Office copy

1/4

A. Scheme of Competitive Written Examination for Junior Stenographer

Mode of Examination	OMR Based or Computer Based Objective Type Multiple Choice Examination
Medium of Questions	The questions will be set both in English and Hindi except the Questions on English Language
Standard of Examination	10+2/XII
Total No. of Question	200
Time Allotted	Total 2 hours (2 hours and 40 minutes for the candidates eligible for scribe)

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

Part	Subject	No. of Questions	Maximum Marks	Negative Marks
I	General Intelligence & Reasoning	50	50	0.25 marks is deducted for every wrong answer
II	General Awareness	50	50	0.25 marks is deducted for every wrong answer
III	English Language & Comprehension	100	100	0.25 marks is deducted for every wrong answer

B. Proficiency Test in Stenography

The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the Application Form) at the speed of 80 w.p.m. for the post of Junior Stenographer. The transcription time is as follows:

S. No.	Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for the candidates eligible for scribe
1	English	50	70
2	Hindi	65	90

C. Evaluation of Transcripts of Stenography Tests- Nature of Mistakes

The methodology of evaluation of Stenography Test, calculation of mistakes, etc. is enclosed as Annexure-B.

D. Preparation of Merit List

As per Rule 6 of Section II of Part III of CSIR ASRP Rules, 2020:

- The proficiency in stenography will only be qualifying in nature.
- The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination
- The merit list will only comprise of those candidates those who have qualified the proficiency test in stenography

E. Sequence/Order of conducting Competitive Written Examination and Proficiency Test in Stenography

The sequence/order of conducting Proficiency Test in Stenography followed by Competitive Written Examination or vice versa may be decided by the Selection Committee of CSIR and its Labs./Instts..

EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TESTS – NATURE OF MISTAKES

1. **FULL MISTAKES:** The following mistakes are treated as full mistakes:-
- Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
 - Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/ figures dictated which have been replaced/ substituted by other word(s)/ figure(s). However, if a figure is written correctly either in numeral or words both will be acceptable and will not be counted as mistake.
 - Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.

2. **HALF MISTAKES:** The following are treated as half mistakes:-

- Wrong spelling, including transposition of letters in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as a single half mistake.
- Using singular or plural noun and vice versa.
- Use of small letter at the beginning of the sentence.

NOTE

- More than one error in a single word: All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
- Every passage will be accompanied by a list of words which can be spelt/ written in more than one form. All the spellings/ forms of words will be acceptable and not counted as error. For example the word 'Honorable' is written as Hon'ble, Hon., honourable and hon. – all these forms will be treated as correct.
- CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.**
- The above guidelines will be valid for Hindi Stenography Skill Test also.

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e) Method of calculation of mistakes in Stenography Skill Test:-

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100}{\text{Number of words in the master passage}}$$

Percentage will be rounded off to two decimal places. For example 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00.

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4/4