



Council of Scientific & Industrial Research
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

No. 3-2(a)/UPSC/2026-E.I(RC)

Dated: 20/08/2026

NOTICE

Subject: Schedule of Computer Proficiency Test (CPT) and downloading of Admit Cards for the post of Assistant Section Officer in CSIR (Advt. no. E-I/RC/2026/2)-reg.

Ref: CSIR Web Notice dated 31.07.2026

All candidates shortlisted for Computer Proficiency Test (CPT) for recruitment to the post of Assistant Section Officer in CSIR, as notified earlier vide above mentioned reference, are hereby informed that the Computer Proficiency Test (CPT) shall be held as per the schedule given below:

Name of the Post	CPT Date	City of CPT Venue	Reporting Time
Assistant Section Officer	12.09.2026 (Saturday)	Delhi*	<u>Morning Shift</u> Reporting Time: 08.30 AM Time of CPT: 10.00 AM to 11.00 AM
	& 13.09.2026 (Sunday)		<u>Afternoon Shift</u> Reporting Time: 12.30 PM Time of CPT: 02.00 PM to 03.00 PM

*The exact address of the venue along with date and time shift shall be informed to the candidates through admit cards.

- Admit Card of CPT can be downloaded from the web link <https://recruitment.csir.res.in/> w.e.f. 05.09.2026 (10:00 AM) till 11.09.2026 (05:00 PM) only. **Kindly note that the web link will be functioning w.e.f. 05.09.2026 (10:00 AM) till 11.09.2026 (05:00 PM) only. The Admit Card will not be issued through any other mode. Candidates are advised to login only using Laptop/Desktop and not through mobile phones.**
- The Scheme of Computer Proficiency Test (CPT) and detailed instructions for Candidates are enclosed herewith as **Annexure-I** and **Annexure-II**. Candidates are advised to go through these instructions before appearing in CPT.
- It may be noted that no request for change of CPT venue will be entertained. Further, no exemption from CPT is allowed for any category of PwBD Candidates.
- Scribe facilities will be available as per the rules. Candidates who have opted for Scribe or compensatory time are required to send the **Appendix-I** issued by the competent authority through e-mail id ra.helpdesk@csir.res.in at the earliest.
- The candidates are required to download their Admit Cards using Application number and Date of Birth. In case any candidate faces difficulty in downloading the Admit Cards, he/she can contact through e-mail (ra.helpdesk@csir.res.in). The candidates are advised to keep visiting the CSIR Official website i.e. <https://www.csir.res.in/en/upsc-pratibha-setu-portal-career-opportunities/recruitment> for examination related information.

Sd/-
Under Secretary (RC)

To:

All the shortlisted candidates for Computer Proficiency Test (CPT)

Computer Proficiency Test (CPT)

Total Marks: 100

Time: 01 Hour

Scheme of Examination

- i. CPT will judge proficiency in Word Processing, Spread Sheet, Generation of Slides etc. Exercises will include Typing of a passage and/or other word processing exercises, preparation of spreadsheet, preparation of Power Point Presentation and related exercises which are required in the normal day to day functioning of an Office.
- ii. **CPT will be qualifying in nature.** Candidates are required to obtain the Minimum cut off marks in CPT as notified in the Advertisement (Advt. No. E-I/RC/2026/2).

1. Microsoft Word:

- **Topic:** Typing of a Passage, Proficiency in other Word Processing exercises which are required in the normal day to day functioning of an Office.
- **Marks Allotment: 40 Marks**

2. Microsoft Excel:

- **Topic:** Preparation of a spread sheet and related exercises which are required in the normal day to day functioning of an Office.
- **Marks Allotment: 30 Marks**

3. Microsoft PowerPoint:

- **Topic:** Preparation of Power Point Presentation and related exercises which are required in the normal day to day functioning of an Office.
- **Marks Allotment: 30 Marks**

Note: -

1. After completion of the Test, candidates shall take printout of the work and write their Name, Application Number, sign and handover it to the invigilator.
 2. There is no negative marking. However, in the word passage typing, 0.5 marks will be deducted for each typing error (e.g. spelling mistakes, omission, or extra characters).
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PLEASE READ THE FOLLOWING IMPORANT INSRUCTIONS FOR CPT CAREFULLY

- The candidate **must bring printout** of his/her Admit Card for Computer Proficiency Test (CPT) to the allocated examination centre on the Date and Time mentioned in the Admit Card along with at least one valid **ORIGINAL PHOTO IDENTITY PROOF** viz. EPIC (Electoral Photo Identity Card), Driving License, PAN Card, Passport, Aadhaar Card, Employee ID (Govt.) issued by Government Authorities. **(NO COLOUR PHOTOCOPY / SCANNED COPY / SOFT COPY OF THE IDENTITY CARD SHALL BE ACCEPTED UNDER ANY CIRCUMSTANCES)**. No candidate will be allowed entry without valid Admit Card and Photo Identification Card (in original).
- The candidate is required to affix his/her recent passport size colour photograph on the space given in the counterfoil of the Admit Card and bring two colour passport size photograph at the examination centre. Candidates are required to sign in the respective space provided on the counterfoil of the Admit Card in the presence of the invigilator before actual start of the CPT and return the same to the invigilator before leaving the examination hall. The candidate should retain the Candidate Foil of the Admit Card carefully for future record and reference.
- NO REQUEST FOR CHANGE IN EXAMINATION DATE / SESSION / CENTRE / VENUE / CITY WILL BE ENTERTAINED UNDER ANY CIRCUMSTANCES. CPT will held as per the Date / Day / Time mentioned in the Admit Card and the candidate is required to reach / report at Examination Centre as per reporting time mentioned in the Admit Card.
- Candidates are advised to reach their allotted examination venue on or before reporting time as mentioned in Admit Card so that entry formalities i.e. Frisking and Attendance can be done prior to commencement of Mock Test and CPT. The Reporting Time and Entry Close Time for candidates are given below:

<u>No.</u>	<u>Activities</u>	<u>Morning Shift</u>	<u>Afternoon Shift</u>
1	Reporting Time	08:30 AM	12:30 PM
2	Entry Close	09:00 AM	01:00 PM

NO LATE ENTRY WILL BE ALLOWED UNDER ANY CIRCUMSTANCES.

- Candidates will be given **15 minutes to Mock Test prior to commencement of examination**, to familiarize themselves with the CPT and for checking the functionalities of computer hardware such as Keyboard, mouse, monitor etc. The candidates **will be required to fill the declaration certifying their satisfaction with the proper functionality of computer hardware**. In case of any difficulty in the use of computer hardware, the candidate may seek the assistance of the invigilator within the Mock Test Time. The schedule for conduct of CPT is given below:

<u>No.</u>	<u>Activities</u>	<u>Morning Shift</u>	<u>Afternoon Shift</u>
1	Mock Test by candidates	09:30 AM TO 09:45 AM	01:30 PM TO 01:45 PM
2	Obtaining declaration by candidate regarding satisfactory functioning of computer and peripherals	09:45 to 09:55 AM	01:45 PM to 01:55 PM
3	QP Distribution	09:55 AM	01:55 PM
4	CPT commences (Candidates will do exercises of word processing, spreadsheet, slides in respective files and save each file (each file should be saved with his/her Application No.)	10:00 AM – 11: 00 AM*	02:00 PM – 03:00 PM*

* The PwBD candidates with scribe or eligible for scribe shall be allowed a compensatory time of 20 minutes.

6. The candidates will be **required to save the CPT file on the system and after completion of the test take printouts of the saved files.** The printouts shall be signed by the candidates in the presence of the invigilator and the same will be submitted to them.
 7. Candidates shall not be permitted to leave the Examination Hall until the completion of the CPT. On completion of the test, they shall remain seated at their desks and wait until the printouts are collected and accounted for.
 8. In case, the candidates encounter any difficulty while downloading their Admit Card, they may contact the Recruitment Helpdesk through e-mail id ra.helpdesk@csir.res.in.
 9. The candidature of a candidate is "PURELY PROVISIONAL" pending scrutiny of his/her eligibility as mentioned in the Advertisement No. E-I/RC/2026/2 for the post of ASO. In case, it is found at any stage of selection process that the candidate does not fulfil the eligibility criteria and any information provided by the candidate is found to be false or is not in conformity with the eligibility criteria mentioned in the advertisement including Age, reservation category, Application Fee, Education Qualification, or found ineligible on other grounds etc. the candidature of such a candidate will be rejected at any stage of selection process and even after appointment.
 10. The candidate should bring print out of Admit Card, Identity Proof (in original), 03 passport size photograph and **Blue/ Black Ball Point Pen** to the examination centre. In case of post marriage change in name, the candidate must bring the original matriculation certificate along with marriage registration certificate/other documentary proof like affidavit (in original) to establish identity after marriage.
 11. Frisking will be done at entry gates and during examination. **Candidates are strictly advised not to bring any electronic devices viz. Mobile or Cellular Phones, Electronic Gadgets, Earphones or Microphones or Electronic Watches, Electronic or non-electronic communication, handbags, purse, calculator, log-tables/pages, digital diary, book/notes etc. which are strictly prohibited in the examination centre.** If any candidate is found in possession of any of these devices/documents, his/her **candidature is liable to be cancelled.** Candidates are also advised not to bring any valuable items to the examination centre as arrangement of safe keeping of the same cannot be assured and exam centre will not be responsible for safe custody, loss or theft.
 12. The candidate should retain the Candidate's Foil of their Admit Card carefully for future record and reference.
 13. Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means, i.e. verbal or written, electronic or mechanical or taking away the papers supplied in the examination centre or found to be in unauthorized possession of test content will be considered as serious misconduct and will be debarred/disqualified from examination. CSIR will take necessary action as per rules and such cases will be reported to police, if necessary.
 14. Candidates who have opted for Scribe, must carry the prescribed **Appendices (Appendix-I & II, whichever is applicable)** in original along with Photocopy and valid ID proof of the candidate & Scribe both. Allowing a scribe will be subject to assessment & verification of these documents as per the advertisement. The PwBD candidates with scribe shall be allowed a compensatory time of 20 minutes. Thus, the time available to such candidates for CPT shall be 80 minutes.
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