सीएसआईआर – राष्ट्रीय वांतरिक्ष प्रयोगशालाएं
**CSIR-National Aerospace Laboratories**
बेंगलुरु **Bengaluru – 560017**

No.A12024/03/2025-Rect.                                                          24.09.2025

## NOTIFICATION

Sub:    Schedule of typing test for recruitment to the posts of Junior Secretariat
Assistants (Gen./S&P/F&A) and Junior Stenographer  - reg.

Ref:    (i)    CSIR-NAL Advertisement No.03/2025 & Notification dated 12.09.2025
        (ii)   CSIR-4PI Advertisement No.02/2025 & Notification dated 25.07.2025

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It is hereby notified for information of all concerned that the candidates who have been shortlisted for typing test for recruitment to the posts of Junior Secretariat Assistant (Gen./S&P/F&A) and Junior Stenographer vide CSIR-NAL Advt. No.03/2025 & CSIR-4PI Advt. No.02/2025, the schedule of the Typing Test is given below:

### SCHEDULE OF TYPING TEST

| Name of the Posts & Post Codes of CSIR-NAL, Bengaluru | Junior Secretariat Assistant (Gen) [AD-01]<br>Junior Secretariat Assistant (S&P) [AD-02]<br>Junior Secretariat Assistant (F&A) [AD-03]<br>Junior Stenographer [AD-04] | Name of the Posts & Post Codes of CSIR-4PI, Bengaluru | Junior Secretariat Assistant (Gen) [JSA]<br>Junior Secretariat Assistant (S&P) [JSA]<br>Junior Secretariat Assistant (F&A) [JSA]<br>Junior Stenographer [JST] |
|---|---|---|---|
| Schedule of Examination | 15th to 18th October, 2025 | | |
| | Exact date & Time of the typing test will be notified on CSIR-NAL website (www.nal.res.in) & CSIR-4PI website (www.csir4pi.res.in) shortly | | |
| Venue of typing test | M S Ramaiah Institute of Technology<br>MSRIT Post, M S Ramaiah Nagar, MSR Nagar,<br>Bengaluru – 560 054, Karnataka, India<br>Land Mark: MSRIT Post Office<br>(Entry through Gate No.10) | | |

1.  **The exact slot (date & time) of the typing test will be notified shortly**. Request for change of date, time and centre of type test shall not be entertained under any circumstances.

2.  **Eligible candidates shortlisted for typing test are required to download their admit cards from the link which will be provided www.nal.res.in & www.csir4pi.res.in. Link for downloading of admit cards will be active shortly**. (For any technical issues regarding downloading admit card, contact help desk through email recruit.nal@nal.res.in. Further, candidates may note that there will be no postal despatch of hard copy of admit card. Candidates who fail to download the admit card will not be allowed for typing test.

3.  Typing test norms will be as per Annexure-A (Copy enclosed)

4.  Typing Test in Computer: English Typing @ 35 w.p.m and Hindi Typing @ 30 w.p.m. The time allotted for typing will be 10 minutes 35 / 30 w.p.m. correspond to 10500 / 9000 KDPH on an average of 5 key depression for each word.

5.  The Candidates are required to produce their Original Admit Card, original valid photo identity proof i.e. Aadhar Card / Voter Card / PAN Card / Passport / Driving License etc., for verification failing which they will not be allowed to attend the test.

6.  Candidates are also required to preserve the original admit card and produce the same for verification as and when asked for during the process of recruitment.

7. Typing test is qualifying in nature. Candidates qualified in the typing test will be invited for written test for Junior Secretariat Assistants (Gen./S&P/F&A). The candidates qualified in the typing test will be invited for Proficiency in Stenography Test (qualifying test) for the post of Junior Stenographers. If a candidate does not qualify in the typing speed test, he/she will be considered unsuccessful in Typing test and he/she will not be considered further for the post.

8. Candidates who have applied for multiple post codes are required to appear for typing test once only against his/her Roll No. irrespective of the number of post codes he/she has applied for. If a candidate appears in typing test more than once, such candidates will be disqualified.

9. As the typing test is being conducted jointly for CSIR-NAL & CSIR-4PI, if a candidate downloads / is able to download more than one admit cards due to any technical reasons, they are requested to appear for the test on only one day and return the other admit cards.

**Appearing in more than one typing test may lead to cancellation of the candidature.**

10. CSIR-NAL & CSIR-4PI shall provide Computer & Keyboard for Typing test. Candidates should bring his/her pen/pencil/stationary.

**11.** Candidates must start typing from the start of the passage/question paper

**12.** After conclusion of the test, print out of the typed script will be taken out for each candidate. Each type script may comprise of one sheet of paper, at best comprising both front and reverse sides. Candidates are to affix their signature on the printout of their respective type script and submit it to the invigilator. **If they fail to do so their type script will not be evaluated and the same will be rejected.**

13. Candidates should not leave the examination hall without prior permission. They should remain seated till their type scripts are collected.

14. Candidates shall also abide by the other instructions given to them by the Test Supervisor / Invigilator at the time of examination.

15. PwBD Candidates seeking any relaxation shall be governed by the guidelines laid down by DoPT/CSIR. All such candidates (except both arm affected-BA) are required to send their request of relaxation, if any, to this office by e-mail to recruit.nal@nal.res.in & recruit.4pi@csir.res.in on or before _**10.10.2025**_ indicating particulars such as name, father's name, application no., roll no., post code, category, details of disability, scanned copy of Medical Certificate in prescribed format, failing which no further request in this regard will be entertained under any circumstances. Candidates who submit proper medical certificate in prescribed proforma within the stipulated date will be intimated, if found eligible keeping in view the functional requirement.

16. Furnishing any false information or deliberate suppression of any required factual information will at any stage of its detection, render the candidate liable for being disqualified.

17. The candidature for the typing test is provisional. Typing test does not by itself give any entitlement whatsoever for any appointment in CSIR-NAL & CSIR-4PI, Bengaluru. Candidates should satisfy themselves regarding possession of the required qualification, age, category and admissibility of benefit of reservation etc., as stipulated for the post, he/she has applied for, as on the cut-off date before appearing in the examination. The candidate will be treated as debarred, invalid, ab-initio, in case he / she does not fulfil the eligibility criteria. Persons involved in impersonation / malpractices will be debarred.

18. Candidates are not allowed to bring any type of electronic gadgets like Mobile phone, Calculator, Tabs, Laptops, Bluetooth devices, Smart Watch etc. into the Examination Hall except Admit Card & ID Proof.

19. No TA or any other expenses will be paid to the candidates for attending the typing test. CSIR-NAL & CSIR-4PI shall not make any arrangement for lodging and boarding of the candidates.

20. Canvassing directly or indirectly will disqualify the candidature.

21. CSIR-NAL & CSIR-4PI reserves the right of ordering re-test in the case of any candidate or all candidates.

22. The decision of the Director, CSIR-NAL & CSIR-4PI in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination, selection, non-selection will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

23. The date of type test as scheduled above is tentative and subject to change/postponement due to any unforeseen situation and/or administrative reasons. All the candidates are, therefore, advised to check Institute website www.nal.res.in & recruit.4pi@csir.res.in for latest update regularly.

24. The candidature is subject to verification of Academic Certificates & eligibility as per Advertisement.

25. Photograph & thumb impression of each candidate will be captured at the time of typing test.


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

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Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

स./No. 5-1(116)/2011-PD

दिनांक/Date: 13.07.2015

प्रेषक / From :

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To :

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

विषय/Sub : **Criteria for Evaluation of type-scripts of typewriting test in Hindi/English for recruitment of Asstt. Gr.III - clarification reg.**

संदर्भ/ Ref : **CSIR-SERC letter No.A1(614)88-Rct. Dated 12.05.2015**

महोदय/Sir,

In continuation of CSIR letter No.7-4(3)/2006-R&A dated 12th March, 2007 approval of the Competent Authority is hereby conveyed for adopting Staff Selection Commission's methodology for calculating the accurate typing speed, i.e. upto 5% mistakes may be ignored for UR/OBC /SC/OH/VH candidates and upto 7% mistakes may be ignored for ST/HH/Ex.S candidates.
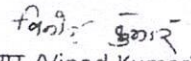
For example:- For a typing test of 10 minutes:-

5% mistakes of total words typed are ignored.

| | | |
|---|---|---|
| Total strokes typed | : | 1600 |
| Words typed | : | 1600/5=320 |
| Mistakes | : | 19 |
| Ignorable mistakes | : | 5% of 320=16 |
| Admissible mistakes | : | 19-16=3 |

As per formula :

$$\frac{\text{No.of words } (-) \text{ Number of Mistakes}}{10}$$

= (320/10) – 3

= 32-3

= **29 w.p.m**

For computing the typing speed for skill test on computer for the post of Asstt. Gr.- III (G/F&A/S&P), the same formula may be applied in addition to the instructions issued vide CSIR letter No. 5-1(116)/2011-PD dated 23.04.2014.

भवदीय/Yours faithfully

(विनोद कुमार /Vinod Kumar)
अवर सचिव (नीति) / US(PD)

प्रतिलिपि/Copy to:

1) Head, IT Division with the request to make this OM available on the website & Policy Repository.
2) कार्यालय प्रति/Office copy