

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

No.A-12024/03/2025-Rect.

12.12.2025

**अधिसूचना NOTIFICATION**

Sub: Conducting of Proficiency Test in Stenography for the posts of Junior Stenographer (Hindi / English) on 21.12.2025 (Sunday) vide Advt. No.03/2025 – reg.

Ref: CSIR-NAL notification of even number dated 29.11.2025

In continuation to the above referred notification, it is hereby informed to all the candidates that the Proficiency Test in Stenography for the posts of Junior Stenographer (JST) will be conducted on 21.12.2025 at M S Ramaiah Institute of Technology (MSRIT), Bengaluru. The details are as follows:

|                     |  |
|---------------------|--|
| Date of Examination | 21 December 2025 (Sunday)  |
| Reporting Time      | 09:00 AM   |
| Test Time           | 10:00 AM onwards   |
| Venue               | M S Ramaiah Institute of Technology<br>MSRIT Post, MSR Nagar,<br>Bengaluru – 560 054, Karnataka, India<br>Land Mark: MSRIT Post Office<br>(Entry through Gate No.10) |

The link to download the Admit Cards using their credentials for the Proficiency Test in Stenography will be available on the CSIR-NAL website ([www.nal.res.in](http://www.nal.res.in)) from 12.12.2025 onwards.

In case of any difficulty in downloading the Admit Cards or if any discrepancy is noticed, the candidates must submit their requests with detailed reasons along with screenshots to [recruitnal.nal@csir.res.in](mailto:recruitnal.nal@csir.res.in) on or before 16.12.2025 by 5:00 PM.

The revised list of candidates who are eligible to attend the Proficiency Test in Stenography for the posts of Junior Stenographer is Annexed.

The detailed instructions for the Proficiency Test in Stenography are as follows:

1. The Candidates will be given one dictation for 10 minutes in Hindi or English (as opted) at a speed of 80 words per minute (w.p.m.). The transcription time is as follows:

| Sl. 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  |

2. Evaluation of Transcripts in Stenography Test - Nature of Mistakes: The percentage of ignorable mistakes allowed shall be as per CSIR Letter No. 5-1(211)/2014-PD dated 01.11.2023. The scheme of the proficiency test and evaluation methodology shall follow CSIR Letter No. 5-1(211)/2014-PD dated 21.12.2021 (copies attached).

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3. The Proficiency Test in Stenography for the posts of Junior Stenographer (Hindi/English) is qualifying in nature.
4. Candidates must bring printed copy of their Admit Card, original valid ID proof (Voter ID / Aadhaar Card / PAN Card / Driving Licence etc.). Admit Card and Photo ID proof are mandatory for entry into the exam venue.
5. Use of electronic gadgets in the examination hall is strictly prohibited.
6. Typing after the allotted time is strictly prohibited. Candidates must remain seated until shorthand notebooks and typed transcripts are collected. The candidates must not Leave the examination hall without permission or without signing his / her transcripts.
7. It shall be the responsibility of the candidates to bring it to the notice of the invigilators any discrepancy / missing signature, etc., before handing over the transcription and leaving the examination hall.
8. The candidature is subject to verification of essential qualification certificates.
9. Issuance of admit cards for appearing proficiency test is provisional. If the candidate doesn't fulfil the eligibility conditions of the post even after they have taken proficiency test, CSIR-NAL has the right to reject their candidature at any stage. No representation or claim by the candidate in this regard will be entertained.
10. The shorthand skill test will be conducted on a computer. CSIR-NAL will provide the computer and shorthand notebook. Candidates must bring their own ballpoint pen, pencil, and eraser.
11. The start time for transcription will be announced by the Invigilators. Candidates must complete their transcription within the allotted time.
12. The shorthand notebook will be scrutinized as part of the evaluation process before the finalization of results.
13. Instructions for PwBD candidates shall be as per GoI/CSIR guidelines.
14. Duplicate Admit Cards will not be issued at the examination centre under any circumstances.
15. All the candidates are advised to download and print the admit cards well in advance to avoid any last-minute inconvenience.
16. Candidates should be present at the examination center / venue half an hour before the reporting time on the scheduled date of the proficiency test.
17. No TA / DA shall be paid for attending the Proficiency Test.
18. The candidates are advised to visit the CSIR-NAL websites regularly for any updates or announcements.

Note: Qualifying the proficiency test is mandatory for being called for the Written Examination. However, merely qualifying the test does not confer any right to appointment. Final selection will be based solely on merit obtained in the Written Examination.

Sd/-  
**Sr. Controller of Administration**

**REVISED LIST OF QUALIFIED CANDIDATES BASED ON THE TYPING TEST TO BE CALLED FOR PROFICIENCY TEST IN  
STENOGRAPHY FOR THE POSTS OF JUNIOR STENOGRAPHER AGAINST ADVT. NO.03/2025**

| Sl. No. | Roll No. | NAL Application ID | Name of the Candidate       | Medium  |
|---------|----------|--------------------|-----------------------------|---------|
| 1       | N10313   | 14878              | MR. SHIVASHANKAR R MULIMANI | English |
| 2       | N10412   | 15337              | MR. NANDA RAHUL             | English |
| 3       | N10500   | 16084              | VIVETHA V                   | English |
| 4       | N10547   | 62835              | MR. G RAMANJANEYULU         | English |
| 5       | N11114   | 18853              | MS. MUKTA M                 | English |
| 6       | N11119   | 18113              | MS. MEGHA M                 | English |
| 7       | N11701   | 71318              | MR. ARJUNA S                | English |
| 8       | N12099   | 23151              | MR. KIRANRAJ N              | English |
| 9       | N12105   | 24564              | MR. KUNA SIVASANTHOSHANIL   | English |
| 10      | N12917   | 26701              | MR. NAGNATH SHESHFAL MULE   | English |
| 11      | N13361   | 55849              | MISS BHAVYA N               | English |
| 12      | N13519   | 29734              | MS. VIRONIKA A              | English |
| 13      | N13564   | 55778              | MISS DHIVYA S               | English |
| 14      | N13756   | 30144              | MR. KARAN SHANKAR SABLE     | English |
| 15      | N14359   | 32721              | MR. SHEKHAR S               | English |
| 16      | N14558   | 33189              | MS. VIDYAPREMI A            | English |
| 17      | N15234   | 61544              | MR. SHARAN B GOUDAR         | English |
| 18      | N16140   | 60060              | MR. DINESHKUMAR S           | English |
| 19      | N16219   | 31085              | MISS MINIMOL S              | English |
| 20      | N16733   | 63039              | MISS JADAM THANMAYEE        | English |
| 21      | N17070   | 66212              | MS. PRIYADHARSHINI A        | English |
| 22      | N17324   | 66016              | MR. GOPU KOTESWARARAO       | English |
| 23      | N18602   | 71096              | MR. BANOTH RAGHU            | English |
| 24      | N18636   | 62650              | MR. KURUVA SUNIL            | English |
| 25      | N18650   | 69171              | MRS. KURUVA JAYA SREE       | English |
| 26      | N18803   | 71758              | MRS. DIVYA V MALLYA         | English |
| 27      | N18901   | 16286              | MR. PRAJWAL SAGAR           | English |
| 28      | N19012   | 22911              | MS. DEEKSHA.V.M             | English |
| 29      | N19013   | 23249              | MS. KEERTHIKA V             | English |
| 30      | N19929   | 59891              | MR. G K PATNAIK SUMANTHULA  | English |
| 31      | N20446   | 69150              | MR. KERESH                  | English |
| 32      | N20568   | 13835              | MS. MEGHA                   | English |
| 33      | N20584   | 14489              | MR. AMAN KUMAR SINHA        | English |
| 34      | N20586   | 14513              | MR. TELUGU VENKATESWARLU    | English |
| 35      | N20601   | 15000              | MS DIVYA NAGARAJ HABBU      | English |
| 36      | N20626   | 16482              | MR. CHAKALI RAMACHANDRUDU   | English |
| 37      | N20691   | 18743              | MR. VICKY MEENA             | English |
| 38      | N20731   | 20072              | MR. TADI AJAY               | English |

| Sl. No. | Roll No. | NAL Application ID | Name of the Candidate                       | Medium  |
|---------|----------|--------------------|---|---------|
| 39      | N20735   | 20247              | MR. PAMBA NAVEEN                            | English |
| 40      | N20790   | 22219              | MR. KOSURU VARUN SAI                        | English |
| 41      | N20832   | 23433              | MISS DHRUTHI GOWDA                          | English |
| 42      | N20865   | 24678              | MISS SOWMIYA S K                            | English |
| 43      | N20882   | 25231              | MR. KAVUTHA SRINIVASA KRISHNA HYNDAY        | English |
| 44      | N20909   | 26309              | MISS SNEHA KENSON                           | English |
| 45      | N20925   | 27100              | MR. DASARI SREEKANTH                        | English |
| 46      | N20938   | 27884              | MISS GAYATHRI M A                           | English |
| 47      | N20964   | 28648              | MR. ASHISH SHARMA                           | Hindi   |
| 48      | N20983   | 29144              | MR. K VENKATESWARLU                         | English |
| 49      | N20991   | 29463              | MR. ANOOP P BALAGANGADHARAN                 | English |
| 50      | N21002   | 29839              | MR. AKSHAT ANAND                            | English |
| 51      | N21053   | 31777              | MRS. SAMUDRAM SRI SATYASAI SAVITHRI AMRUTHA | English |
| 52      | N21058   | 31839              | MR. AMRAV VASANT MAGANBHAI                  | English |
| 53      | N21079   | 32365              | MR. PADMA SAITEJA                           | English |
| 54      | N21095   | 32837              | MRS. VENNU GELILIO                          | English |
| 55      | N21112   | 33229              | MISS KASEPOGU ANUSHA                        | English |
| 56      | N21114   | 33250              | MISS BOMMALI PUSHPA LATHA                   | English |
| 57      | N21117   | 33319              | MR. FARDIN ISLAM                            | English |
| 58      | N21123   | 33359              | MR. ANURAJ SANJAY HARAGE                    | English |
| 59      | N21127   | 43401              | MRS. VARIKUTI ALEKHYA                       | English |
| 60      | N21140   | 43626              | MISS DUPAM SANGHAVI                         | English |
| 61      | N21143   | 43707              | MR. YASHWANTH SAVANTH Y                     | English |
| 62      | N21146   | 43755              | MR. KOUSHIK T L                             | English |
| 63      | N21155   | 43977              | MR. UDAY SHANKAR                            | English |
| 64      | N21157   | 44024              | MISS BHAVANA V HEGADAL                      | English |
| 65      | N21159   | 44153              | MR. GOWTHAM RAJ M                           | English |
| 66      | N21191   | 45026              | MR. VINAY KUMAR D S                         | English |
| 67      | N21200   | 55538              | MR. HEMANTH C                               | English |
| 68      | N21210   | 55787              | MS. SHWETHA CM                              | English |
| 69      | N21223   | 56271              | MR. DHINESH S                               | English |
| 70      | N21224   | 56273              | MR. DEVIREDDY JAGADEESH                     | English |
| 71      | N21226   | 56315              | MR. SAURAV KUMAR                            | English |
| 72      | N21283   | 58549              | MR. ADARSH T P                              | English |
| 73      | N21303   | 59733              | MRS. SELVI S                                | English |
| 74      | N21311   | 59893              | MR. ASHISH CHACKO                           | English |
| 75      | N21316   | 60000              | MISS PRATHI ANUPAMA                         | English |
| 76      | N21321   | 60216              | MR. D TARUN                                 | English |
| 77      | N21325   | 60471              | MR. MUHILAN R                               | English |
| 78      | N21349   | 61396              | MRS. R MATHUMATHI                           | English |
| 79      | N21361   | 61979              | MR. NOORA RAKESH                            | English |

| Sl. No. | Roll No. | NAL Application ID | Name of the Candidate              | Medium  |
|---------|----------|--------------------|------------------------------------|---------|
| 80      | N21395   | 63301              | MR. SANTHOSH R                     | English |
| 81      | N21402   | 63564              | MR. HARIKRISHNAN K                 | English |
| 82      | N21411   | 63762              | MISS BINDU S G                     | English |
| 83      | N21431   | 64475              | MISS BHAGYALAKSHMI D               | English |
| 84      | N21433   | 64603              | MR. JAYANTH A                      | English |
| 85      | N21441   | 64980              | MR. HARSHA VARDHAN DUDUKU          | English |
| 86      | N21446   | 65237              | MR. JOVIN JOSE K                   | English |
| 87      | N21449   | 65420              | MR. AKASH PATIL                    | English |
| 88      | N21496   | 67180              | MR. AKSHAY KUMAR K                 | English |
| 89      | N21510   | 67672              | MS. SANDRA P T                     | English |
| 90      | N21517   | 67941              | MR. DARSHAN R                      | English |
| 91      | N21546   | 68700              | MISS SHREYA SIDAGOUDA HEGADE       | English |
| 92      | N21579   | 69920              | MR. MAYANK KUMAR                   | English |
| 93      | N21583   | 70024              | MISS MALINI R                      | English |
| 94      | N21589   | 70151              | MR. VIKASH                         | English |
| 95      | N21595   | 70296              | MISS SRUSHTI RAVINDRANATH SARAVADE | English |
| 96      | N21603   | 70467              | MISS AISHWARYA P BIRADAR           | English |
| 97      | N21610   | 70645              | MRS. USHA BAI                      | English |
| 98      | N21629   | 71508              | MISS THONDALA NEERAJA              | English |
| 99      | N21631   | 71614              | MR. SHANTHA KUMAR V                | English |
| 100     | N21681   | 72820              | MISS ANITA ERESHEEMI               | English |

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,

  
01 Nov 2023  
(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

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**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:-**

- a) 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.
- b) 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.
- c) 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:-**

- a) 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.
- b) Using singular or plural noun and vice versa.
- c) Use of small letter at the beginning of the sentence.

**NOTE**

- a) 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.
- b) 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.
- c) CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.
- d) 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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