



CSIR- CENTRAL ROAD RESEARCH INSTITUTE  
Delhi Mathura Road, PO CRRI, New Delhi-110025  
(Website: [www.crridom.gov.in](http://www.crridom.gov.in))

No. 1(663)/2024-PL

Dated 05.06.2025

**NOTIFICATION**

Sub: Instructions to candidates for Typing Test in computers to the post of Junior Secretariat Assistant (Gen/F&A/S&P) and Proficiency test in Stenography for the post of Junior Stenographer against CSIR-CRRI Advt. No CRRI/02/PC/JSA-JST/2025– reg.

Ref: CSIR-CRRI Advt. No. CRRI/02/PC/JSA-JST/2025.

With reference to CSIR-CRRI Advt. mentioned under Reference, this is for information to all those candidates who have appeared in the written examination (CBT) for the posts of JSA and Junior Stenographer and will qualify in the written examination (CBT), that the Proficiency test in computer typing for the post of Junior Secretariat Assistant (Gen/F&A/S&P) and Proficiency test in Stenography for the post of Junior Stenographer shall be held shortly in due course of time after declaration of the result of written examination (CBT). The date of Typing Test in computers to the post of Junior Secretariat Assistant (Gen/F&A/S&P) and Proficiency test in Stenography for the post of Junior Stenographer will be notified separately. The detailed instructions for Typing Test in computers and Proficiency test in Stenography are as following :-

**(A) Scheme of Typing Test / Skill test norms on Computer:**

<b>Time Allowed: 10 minutes</b>
<b>Typing Test (English) in Computer: 35 words per minute (w.p.m.) [ 35 w.p.m correspond to 10500 KDPH (Key Depressions per Hour) on an average of 5 key depressions for each word]</b>
<b>Typing Test (Hindi) in Computer: 30 words per minute (w.p.m.) [ 30 w.p.m correspond to 9000 KDPH (Key Depressions per Hour) on an average of 5 key depressions for each word]</b>

**Criteria for Evaluation of type-scripts of Typing test:**

The procedure for calculation of typing speed and relaxation to reserved category candidates shall be as per CSIR circular No. 5-1(116)/2011-PD dated 13.07.2015 (copy enclosed).

**INSTRUCTIONS FOR TYPING TEST**

1. The typing test (proficiency test) in English/Hindi (as opted by the candidate in their online application form) will be held on computers, which is qualifying in nature only. Merely qualifying for the Proficiency test on computer typing will not confer any right to claim for appointment to the post. The final selection will be made purely based on merit, i.e., Paper-II.
2. The Medium of Typing Test (English or Hindi) will be the same as opted by the Candidate in their online application form. No request for change of medium for typing test will be entertained in any circumstances whatsoever.
3. A trial passage of a minimum five minutes duration will be given to all the candidates for practice in computer typing before the commencement of the actual examination, and candidates should ensure that the keyboard and system are working properly and are in order.

4. CSIR-CRRI shall provide Computer & Keyboard for Typing test. After typing the trial passage, the candidates must sign a declaration that the keyboard and system are working properly & are in order and also they are abiding by the instructions given to them in their Admit Cards and earlier CSIR-CRRI web notifications regarding this test.
5. The proficiency test (i.e. typing test on computer) shall be of 10 minutes duration. The Medium/Language opted for the Typing test will be as opted by the candidates in their online application form.
6. If the computer goes out of order, the candidate should not disturb others but should remain seated quietly and inform the invigilator.
7. Each candidate will be provided the typing passage on their computer Screen . The candidate has to start typing the given passage on their Computer Screen after the 'Start' signal by the invigilator. The duration of the typing test is 10 minutes.
8. Only 5% mistakes to UR/OBC/SC/OH/VH candidates and 7% mistakes to ST/HH/Ex Serviceman candidates will be allowed. Any mistake in addition to 5/7% will be deducted from the speed attained.
9. The computer has been provided with pre-set Margins. No change in pre-set Margins, line spacing and Fonts is to be made. Editing tools/functional keys such as Ctrl + F4, Ctrl + F10, Ctrl + Esc, Ctrl + C, Ctrl + V, Ctrl + Alt + Delete, Alt + F4, Alt + Tab, Alt + Space, Alt + Esc, Shift + F7, Shift + F10, Windows key + Function key(s), Right click of mouse, Delete, Backspace, Auto- correct/spell check shall not be provided on the computer. Therefore, candidates are advised to type the test passages with extra caution.
10. Candidates shall not be permitted to leave the Examination Hall until the Expiry of the test.
11. On completion of the test, they shall remain seated at their desks until they are advised to leave the examination hall.
12. Candidates must abide by further instructions, if any, which may be given to them by the Invigilator/Supervisor and must maintain silence and are forbidden from talking to/or consulting with other candidates. If any candidate fails to do so or indulges in disorderly or improper conduct he/she will render himself/herself liable to expulsion from the Test or such other penalty as the Director, CSIR-CRRI may deem fit.
13. Typing Test papers of the candidates will be evaluated as per CSIR Letter No. 5-1(116)/2011-PD dated 23.04.2014 & Letter No. 5-1(116)/2011-PD dated 13.07.2015 vide **Annexure I** ( copies attached) and other instructions issued by Govt. of India/CSIR from time to time on the subject.
14. The candidates called for the typing test will have to produce his/her Admit Card and original Govt. issued photo identity proof viz. Aadhaar Card, Driving License, Voter ID, Passport or any other ID proof issued by State or Central Govt. etc. Entry shall not be allowed without Admit Card and photo identity proof as above. The candidate called for typing test may download his/her admit card on CSIR-CRRI website link **www.crridom.gov.in** The link for downloading of the admit card on website will be made available 03 days before of date of typing exam.
15. Candidates with disability who claim to be permanently unfit to take the Typing Test because of a physical disability may, with the prior approval of the Director, CRRI, be exempted from the requirement of appearing and qualifying at such test, provided such a candidate submits a Certificate in the prescribed format (**Annexure-II**) to the Director, CSIR-CRRI from the competent medical authority i.e., the Civil Surgeon of a Government Health Care institution declaring him/her to be permanently unfit for the Typing Test because of a physical disability.

16. PwBD candidates are hereby informed to comply with the instructions in DOPT number 14020/1/2014-Estt. (D) dated 22.4.2015, MoSJ & Empowerment OM No. 34-02/2015-DD- III dated 29.08.2018, MoSJ & Empowerment Corrigendum No. 34-02/2015-DD-III (pt) dated 08.02.2019 and MoSJ & Empowerment OM No. 29- 6/2019-DD-III dated 10.08.2022 for availing any type of concession/relaxation/exemption if any on production of required documents.

17. The instructions for PwBD candidates regarding the Proficiency test shall be as per GoI/CSIR guidelines.

18. The font for Typing Test on computer in Hindi will be Mangal / Krutidev.

19. For any assistance, the candidates may contact through **Helpline No. 9741158410** (From 9.30 A.M. to 06.00 P.M. except Sundays & Holidays).

20. The venue of typing and proficiency test on computer will be DELHI NCR only and date of schedule of exam will be notified after the declaration of result of the written examination (CBT).

### **(B) Scheme for Proficiency test in Stenography:**

The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by all the candidates in their online application form) at the speed of 80 w.p.m. for the post of Junior Stenographer.

The transcription time is as follows:

Language of Skill Test	Transcription time (in minutes)	Time for Transcription (in minutes) for the candidates eligible for scribe
<b>English</b>	<b>50</b>	<b>70</b>
<b>Hindi</b>	<b>65</b>	<b>90</b>

### **Evaluation of Transcripts in Stenography Test – Nature of mistakes:**

The percentage of ignorable mistakes allowed for proficiency test in stenography shall be as per CSIR Letter No. 5-1(211)/2014-PD dated 01.11.2023 (copy enclosed) and the Scheme of Proficiency Test in Stenography & Evaluation of Transcripts shall be as per CSIR Letter No. 5-1(211)/2014-PD dated 21.12.2021 (copy enclosed).

Merely qualifying for the Proficiency test in Stenography will not confer any right to claim for appointment to the post. The final selection will be made purely based on merit in the Competitive Written Examination.

### **Instructions for Stenography (Shorthand + Transcription) Test**

The shorthand skill test shall be conducted on computer. The Institute shall provide computer and shorthand notebook. The candidates are to bring their own ballpoint pen, pencil, eraser.

1. The candidate should write their Roll Number in the shorthand notebook at the top left corner before the commencement of the Stenography test.
2. The Scheme of the shorthand test will begin with a trial passage of 2 minutes duration, which shall not be transcribed. Thereafter, the actual passage shall be dictated. The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by all the candidates in their online application form) at the speed of 80 w.p.m. and transcription will be done on the computer within the stipulated time.

3. The time for the commencement of the transcription will be announced by the Invigilator/Venue Supervisor. The candidates will have to complete their transcription including comparison, correction etc., within the stipulated time.
4. Candidates shall not write/type after the allotted time is over. They should remain in their seats till shorthand transcript papers are collected. Candidates should not leave the examination hall without prior permission.
5. Candidates are informed that the Shorthand Notebook will be scrutinized before the finalization of the result of the Proficiency Test.
6. The instructions for PwBD candidates regarding the Proficiency test shall be as per GoI/CSIR guidelines.

### **Guidelines for Persons with Benchmark Disabilities**

1. The instructions for PwBD candidates regarding Proficiency test shall be as per GoI/CSIR guidelines.
2. In case of Persons with benchmark disabilities (PwBD) in the category of Visually impaired (blindness), cerebral palsy, orthopedically handicapped (both arm affected), orthopedically handicapped candidates who has a locomotor disability wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidate (such deficiency to be indicated in the certificate, issued by competent authority, submitted by the candidate) will be allowed compensatory time of 05 minutes. For availing this compensatory time, the candidate should provide original PwBD Certificate from notified Medical Authority in the prescribed proforma as per advertisement. If the candidate fails to produce the required certificate (in original) on the date of Proficiency test, he/she is not eligible for compensatory time.
3. Guidelines for Persons with Disabilities, including the use of Scribe and the required formats to be produced, are already mentioned in the CSIR-CRRI Advertisement No. CRRI/02/PC/JSA-JST/2025.
4. Visually impaired (VI) Candidates are eligible for scribe/passage dictator. The Scribe/Passage dictator is identified by the candidates at their own cost and as per their own choice. Passage will not be provided in Braille for the VI candidates. The scribe/Passage dictator will read out the passage to VI candidates only within the allotted time.
5. A person acting as a Scribe/Passage dictator for one candidate cannot be a Scribe /Passage dictator for another candidate and the scribe/Passage dictator arranged by the candidate should not be a candidate for the same examination.
6. The candidate shall be responsible for any misconduct on the part of the scribe/Passage dictator brought by him during the Proficiency test. Candidate as well as the scribe/Passage dictator will have to give a suitable undertaking, in the prescribed format 'Letter of Undertaking for Using Own Scribe as available in the CSIR-CRRI Advertisement No. CRRI/02/PC/JSA-JST/2025.
7. Candidates with Benchmark Disabilities who claim to be permanently unfit to take the Computer Typing Test because of a physical disability may seek exemption from typing test which shall be governed by the guidelines laid down by Govt. of India/CSIR.

8. All such candidates are required to produce original Medical Certificate for claiming exemption from typing test or facility of scribe as per rules at the time of reporting for typing test in the prescribed format (**Annexure-II**) from the competent Medical Authority i.e., the Civil Surgeon of a Government Health Care Institution declaring him to be permanently unfit for the Typing Test because of a physical disability. However, a candidate who submits Medical Certificate from Civil/ Orthopaedic Surgeon, his/her case would be referred to a Medical Board in a Government Hospital or Medical Board attached to VRC/Special Employment Exchange for PH persons for clearance to verify the same.

**Sd/**

**Sr. Controller of Administration**

**Copy to :**

Head-CCN — for uploading the notification on CSIR-CRRI website

# Annexure-I to CSIR-CRRI Notification dated 05.06.2025

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद  
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
अनुसंधान भवन, 2 रफी मार्ग, नई दिल्ली-110001  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-10001



No. 5-1(116)/2011-PD

Dated: 23.04.2014

**From**

संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

**To,**

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

**Sub: Skill Test Norms on Computer for the post of Asstt. Gr.III ( G/F&A/ S&P) – reg .**

I am directed to invite reference to the approval of the Governing Body in its 183<sup>rd</sup> meeting held on 29.10.2013, on the above subject wherein it is laid down in the amended rule for the post of Assistant Gr.III ( G/F&S/S&P) to be filled by Direct Recruitment and by Departmental Test Quota that proficiency in computer typing speed and in using computer shall be as per the prescribed norms fixed by DoPT from time to time.


In this regard, it is stated that as per DoPT OM No. AB-14017/20/2008-Estt (RR) dated 17.05.2010, the Skill Test Norms on Computer as on date are as under:

English Typing @ 35 w.p.m.  
Hindi Typing @ 30 w.p.m.  
(Time allowed – 10 mts.)

(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).

It is requested that the above Skill Test Norms on Computer may be brought to the notice of all concerned for information, guidance and compliance and in case of any change in norms in future by DoPT, the same will be communicated.

Yours faithfully

  
(D Vijayalakshmi)  
Deputy Secretary

Copy to:

1. Head, IT Division with the request to make this circular available on the website & Policy Repository.
2. Office copy.

Phone : EPABX-23710138, 23710144, 23710158, 23710468, 23710805, 23711251, 23714238, 23714249, 23714769, 23715303  
Fax : 91-11-23714788, Gram : CONSEARCH, NEW DELHI. E-mail : csirhq@sirnetd.ernet.in





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 12<sup>th</sup> 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.

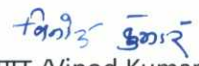
Total strokes typed	:	1600
Words typed	:	1600/5=320
Mistakes	:	19
Ignorable mistakes	:	5% of 320=16
Admissible mistakes	:	19-16=3

**As per formula : No.of words (-) Number of Mistakes**

$$\begin{aligned} & \mathbf{10} \\ = & (320/10) - 3 \\ = & 32-3 \\ = & \mathbf{29\ w.p.m} \end{aligned}$$

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

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

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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..

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**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.

*Muhd*

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- 2 -

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

Percentage of Errors =  $(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100$

-----  
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.

.....



4/4

**ANNEXURE — II to CSIR-CRRI Notification dated 05.06.2025**

**Form of Medical Certificate to be produced by the Persons with Benchmark Disabilities candidates who seek exemption from appearing in the Typewriting Test**

This is to certify that, Sh/Smt/Kum-----S/o, D/o  
-----  
a  
resident of -----  
(Village/District/Sate) suffering from -----

Clinical diagnosis as a result of which he/ she has the following disabilities.

(Brief description of his/ her disabilities)

-----

This is a permanent disability and the extent of his/ her disability works to ----- %  
of disability.

This disability is likely to interfere with Typewriting (specify):

-----  
-----

Photograph of  
Candidate clearly  
showing face  
with affected  
portion of the  
body

Signature

Chief Medical Officer / Civil Surgeon / Medical  
Superintendent of Government health care Institution

Name & Designation

Name of Government Hospital / Health Care Centre  
with Seal

Place:

Date:

Signature of candidate:

Name:

Roll Number:

Note: Certificate should be given by a specialist of the relevant stream/disability  
(eg. Visual impairment- Ophthalmologist, Locomotor disability-Orthopaedic specialist/PMR)



**Annexure-III to CSIR-CRRI Notification dated 05.06.2025**

Undertaking by the Persons with Benchmark Disabilities candidates who seek exemption from appearing in the Typewriting Test

I, \_\_\_\_\_ Roll No. \_\_\_\_\_ am a PwBD candidate for the post (s) of ----- vide Advertisement No. CRRI/02/PC/JSA-JST/2025 and would like to avail exemption from appearing in the Typing Test in accordance with the Notification of Proficiency test as I am permanently unfit to take the typing test because of physical disability.

I am attaching a copy of each of the following documents:

- (i) Medical Certificate from the competent Medical Authority, i.e. the Civil Surgeon of a Government Health Care Institution as per **Annexure-I** of the Notification of Proficiency test.
- (ii) PwBD Certificate from notified Medical Authority in the prescribed proforma as per the advertisement No. CRRI/02/PC/JSA-JST/2025.

I also undertake that I will produce all these documents in original during document verification. If I fail to produce the same, CSIR-CRRI may cancel my candidature for exemption from appearing in the Typewriting Test, and I will have no claim against the decision of CSIR-CRRI.

Signature.....

Name of the Candidate .....

Roll Number .....

Date.....