

सीएसआईआर-संरचनात्मक अभियांत्रिकी अनुसंधान केन्द्र
CSIR-STRUCTURAL ENGINEERING RESEARCH CENTRE
(Council of Scientific and Industrial Research)
सीएसआईआर रोड CSIR Road, तरमणी Taramani, चेन्नै Chennai 600 113

सं.No.A1(614)88-Rct.

दि.Dated: 6th December 2024

वेब अधिसूचना / Web Notification

विषय /Subject : कंप्यूटर दक्षता परीक्षा और लिखित परीक्षा की योजना/पाठ्यक्रम कनिष्ठ सचिवालय सहायक (सामान्य) [पोस्ट कोड जेएसए- एडी], कनिष्ठ सचिवालय सहायक (एफ एंड ए) [पोस्ट कोड जेएसए- एफए] और कनिष्ठ सचिवालय सहायक (एसएंडपी) [पोस्ट कोड: जेएसए-एसपी] के पदों के लिए - के बारे में ।

Scheme/syllabus of Computer Proficiency test and Written test for the Posts of Junior Secretariat Assistant (General) [Post Code: JSA-AD], Junior Secretariat Assistant (F&A) [Post Code: JSA-FA] and Junior Secretariat Assistant (S&P) [Post Code: JSA-SP] - reg.

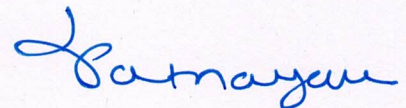
- Ref: 1. CSIR-SERC Notification of even number dated 29.11.2024
2. CSIR-SERC Corrigendum of even number dated 08.10.2024
3. CSIR-SERC Notification of even number dated 30.09.2024
4. CSIR-SERC Advertisement No. SE-1/2021

In continuation to the notification of CSIR-SERC No. A1(614)/88-Rct dated 29.11.2024, 'shortlisted' candidates are hereby informed that the Computer Proficiency test will be held first, which will only be qualifying in nature. Those candidates who qualify the Computer Proficiency Test (CPT) will be called for the written test.

The Scheme/syllabus for Competitive Written Examination & Computer Proficiency Test (CPT) for recruitment to the posts of Junior Secretariat Assistant are as follows:-

1. The Scheme of the Computer Proficiency Test (CPT) and evaluation methodology is as under:

Time allowed	10 Minutes
English Typing test	35 words per minute in computer (35 w.p.m. corresponds to 10500 KDPH on an average of 5 key depressions for each word). The time allotted for typing will be 10 minutes.
Hindi Typing test	30 words per minute in computer (30 w.p.m. corresponds to 9000 KDPH on an average of 5 key depressions for each word). The time allotted for typing will be 10 minutes.



The choice of medium of Computer Proficiency Test opted by the candidates in the Application Form is treated as final and no change in the medium of Computer Proficiency Test will be entertained.

- Criteria for Evaluation of type-scripts of typing test is as per CSIR Letter No. 5-1 (116)/2011-PD dated 13-07-2015.
- The 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. Servicemen 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

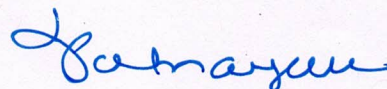
Ignorable Mistakes : $5\% \text{ of } 320 = 16$

Admissible mistakes : $19 - 16 = 3$

As per formula : $(\text{No. words}/10) - \text{Number of mistakes}$
 $= (320/10) - 3$
 $= 32 - 3$
 $= 29 \text{ w.p.m}$

2. Syllabus and Structure of Written Test:

- a) For written examination, there will be two papers (Paper-I and Paper-II). The second paper will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the Paper -I.
- b) Final merit list will be drawn based on the performance of candidates in paper-II of the written examination.



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 for the questions on English Language.
Standard of exam	Class XII
Total No. of Questions	200
Total Time Allotted	2 hours 30 Minutes

Paper-I (Time Allotted - 90 minutes)

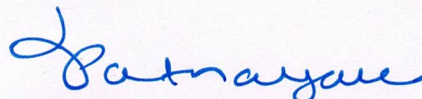
Subject	No. of questions	Maximum Marks	Negative Marks
Mental Ability Test*	100	200 (two marks for every correct answer)	There will be no negative marks in this paper.

*Mental Ability Test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgement, etc.

Paper-II (Time Allotted-1 hour)

Subject	No. of questions	Maximum Marks	Negative Marks
General Awareness	50	150 (Three marks for every correct answer)	One negative mark for every wrong answer
English Language	50	150 (Three marks for every correct answer)	One negative mark for every wrong answer

Candidates are advised to look for updates in the SERC website www.serc.res.in regularly.



(लोकनाथ पटनायक Lokanath Patnayak)

प्रशासनिक अधिकारी Administrative Officer

06.12.24