

16.06.2025

NOTIFICATION

Sub : Instructions to the candidates for Proficiency Test in Computer Typing Speed for the post of Junior Secretariat Assistant (Gen/F&A/S&P) against CSIR-NIIST Advt. No 01/2025

The candidates who qualify in Written Examination - Paper I will be called for Proficiency Test in Computer Typing Speed scheduled to be held on 25th June 2025 at Govt. Commercial Institute, Mannanthala, Thiruvananthapuram.

General Instructions for Proficiency Test in Computer Typing Speed

Typing Test (English) in Computer :

- a) 35 words per minute (w.p.m.) [correspond to 10500 KDPH (Key Depressions per Hour) on an average of 5 key depressions for each word]
- b) Time allowed – 10 minutes

Typing Test (Hindi*) in Computer:

- a) 30 words per minute (w.p.m.) [correspond to 9000 KDPH (Key Depressions per Hour) on an average of 5 key depressions for each word]
- b) Time allowed – 10 minutes
- c) *The font for Typing Test in Hindi will be Krutidev.

Candidates will be provided three minutes time to practice in the Computer before commencement of the actual typing examination and candidates should ensure that the keyboard and system are working properly and are in order. Any requirement for replacement of the system should be informed to the official before actual commencement of exam.

The candidates have to sign a declaration regarding the condition of the computer and keyboard provided to them before commencement of the Typing Test.

Candidates will be provided the Typing Text in Paper and is required to type the text using computer keyboard.

The computer has been provided with pre-set margins. Changes in pre-set Margins, line spacing and Fonts are not allowed. 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 etc will be disabled.

On completion of the Typing Test, the candidate shall remain seated at their desks until they are advised to leave the examination hall. Candidates are required to hand over the signed print out before leaving the examination hall.

The candidates called for the Proficiency Test in Computer Typing Speed 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. All candidates are required to bring their original documents, viz. proof of Date of Birth, Educational Qualifications, Community Certificate, PwBD Certificate, No Objection Certificate etc along with self-attested copies of all documents at the time of attending Proficiency Test in Computer Typing Speed.

GoI/CSIR guidelines applicable to PwBD candidates shall apply.

Sd/-

Controller of Administration