



सीएसआइआर-खनिज एवं पदार्थ प्रौद्योगिकी संस्थान
CSIR-INSTITUTE OF MINERALS AND MATERIALS TECHNOLOGY
भुवनेश्वर/ BHUBANESWAR – 751013

No. 16 (54)/2018-EI

Dated: 18.02.2019

अधिसूचना/NOTIFICATION

Sub: Schedule of Typing Test for recruitment to the post of Sr. Stenographer (UR) notified vide Advt. No. REC/01/2018 at CSIR-IMMT-reg.

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In continuation of this office Notification No. 16(54)/2018-E.I dated 16.01.2019 as displayed on the CSIR-IMMT website, the schedule of **TYPE TEST** for the post of Sr. Stenographer, is as follows:

Date of Exam	Reporting Time	Medium	Venue
15.03.2019	08:30 A.M.	English	CSIR-IMMT, Meeting Hall

- (1) Call letters to the candidates have already been despatched at their correspondence address. The reporting time mentioned above is tentative; the details are mentioned in the call letter.
- (2) In case any eligible candidate does not receive the call letter latest by 09.03.2019, he/she may contact in person with sufficient proof of application & identity proof for issue of duplicate call letter during the period from 10.03.2019 to 13.03.2019 after which no request for issue of duplicate call letter will be entertained.
- (3) Instructions for typing test are attached herewith at Annexure-I for information of the candidates.
- (4) Candidates should keep on visiting www.immt.res.in website for any update in this connection.


(बी. सी. साहू /B. C. Sahoo)

प्रशासन नियंत्रक/Controller of Administration

Encl.: Annexure-I

Copy to:-

1. CNeM for uploading on CSIR-IMMT Website.



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No.16 (54)/2018-EI

दिनांक: 18.02.2019

Sub: **Instructions to candidates for Typing Test for the post of Sr. Stenographer vide Advt. No.REC/01/2018-reg.**

- ...
- (1) Type test for the above post will be taken on computer in English. The duration of Type Test shall be 10 (TEN) minutes on PC. PCs having Notepad will be provided for typing test. Use of any editing tools for correcting the mistakes in typed matter will not be allowed.
 - (2) Type test will be taken in commonly used font, i.e., Times New Roman, with font size 12.
 - (3) Candidates will be provided with blank sheets for taking print. They have to type their Name, Roll No., Batch No., Application No., Passage Set No., Date, Medium etc. in the top margin and ensure its correctness. They are also required to put their full signature, thumb impression etc., in the attendance sheet in the presence of the invigilator in the Test Hall.
 - (4) Candidates shall abide by the instructions given to them by the Test Supervisor/Invigilator. Candidates must maintain silence and should not consult each other. If the candidates fail to do so or indulge in improper conduct, they will render themselves liable for expulsion from the test or such other action, as may deem fit. Persons involved in impersonation/malpractices etc., will be debarred.
 - (5) Candidates must start typing from the starting of the question passage and should complete the whole paper. If any candidate completes the passage before the allotted time, he/she should restart the same passage and continue typing until allotted time is over.
 - (6) Candidates have to return the question passage along with their printed typescripts to the Invigilator after the examination is over. They are not allowed to take either the question passage paper or typescript or any other blank typing paper out of the examination hall. They should not tear any sheet given to them.
 - (7) Candidates should not leave the examination hall without prior permission. They should remain in their seat till their scripts are collected. Candidates shall not type/erase/write after the allotted time is over, failure to do so shall entail cancellation of candidature.
 - (8) After conclusion of the test, print out of the typescript typed by the candidate will be collected from each candidate. Each transcript may comprise of one sheet of paper, at

best comprising both front and reverse sides. Candidates would be required to put their full signature on the print out of their respective typescript.

- (9) 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.

Example: For a typing test of ten minutes:-

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 divided by 10 – Number of Mistakes= $(320/10) -3= 32-3=29$ Words Per Minute (WPM).

- (10) The typing skill test is qualifying in nature and candidates acquiring minimum prescribed typing speed within the prescribed duration of 10 minutes will be considered for proficiency test in shorthand/written test. If a candidate does not qualify in the typing test, then he/she will be considered unsuccessful in Typing Skill Test and he/she will not be considered for further test.
- (11) The type test does not by itself give any entitlement whatsoever for any appointment in CSIR-IMMT. CSIR-IMMT reserves the right of ordering re-test in the case of any candidate or all candidates. Furnishing any false information/deliberate suppression of any required factual information will render the candidate liable for being disqualified at any stage of selection and thereafter at any point of time.
- (12) Please note that in other matters the terms and conditions, etc. laid down in the advertisement shall apply mutatis mutandis. In case of any tie/doubt, the decision of CSIR-IMMT shall be final and binding.
- (13) The above instructions are not exhaustive and are indicative only. Instructions on the subject, as in vogue at the time of examination will be followed.
- (14) Candidates are provisionally called for proficiency/written test based on the information/documents furnished by them. Mere calling them for proficiency/written test shall not entitle any candidate any right to be considered further for the post. If at any stage, it is found that the candidate is not eligible for the post, his/her candidature shall be cancelled without any notice.
- (15) Candidates are advised always to log on to www.immt.res.in for latest updates regarding recruitment to the above post because any sudden change in the schedule of the proficiency test due to any unavoidable reasons shall only be notified on the website. There shall be no provision for intimating the candidates by SMS/email/telephone or by other means.