



सं/No.16(65)/2021-E1

दिनांक/ Dated: 10.10.2023

### NOTIFICATION

Sub : Instructions to candidates for conduct of Type Test for Recruitment to the post of Junior Secretariat Assistant, (JSA), (General/ Finance & Accounts/ Stores & Purchase) vide CSIR-IMMT Advt. No.02/2021-Reg.

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Attention of all concerned is hereby invited to this Institute Notifications No.16(65)/2021-EI, dated 11-07-2023 and dated, 22-08-2023 containing list of eligible candidates for recruitment to 12 posts of Junior Secretariat Assistant (JSA), (General/Finance & Accounts/Stores & Purchase), Pay Level-2 vide CSIR-IMMT Advt. No.02/2021. In this regard, it is hereby further notified for information of all concerned that the **TYPING TEST for the above positions will be conducted shortly as per details below: -**

- (1) The mode of selection for the post is typing test and written test. In the first stage, all the eligible candidates will be invited for typing test. Typing test is qualifying in nature. Candidates qualified in the typing test will be invited for written test.
- (2) Candidates are to type their Name, Roll No., Post Code, Community, Date & time Batch No., etc., at the space provided before start of the type test.
- (3) Each candidate will appear for typing test once only against his first Application No./Roll No. irrespective of the number of posts he/she has applied for. If a candidate appears in typing test more than once, such candidates will be disqualified.
- (4) Admission for Typing Test will be subject to production of Admit Card and any one of the photo ID proofs (Aadhar Card, Voter Card, PAN Card, Driving License).
- (5) If a candidate does not qualify in the typing speed test, he/she will be considered unsuccessful in Typing Test and he/she will not be considered further for the post.
- (6) **CSIR IMMT shall provide Computer & Keyboard for Typing test. The candidates should bring his/her Pencil/ Writing instruments.**
- (7) Candidates must start typing from the start of the passage/question paper/online, as the case may be, and must complete the whole passage. If any candidate finishes the passage before the allotted time, he/she should restart the same passage and continue typing until expiry of the time.
- (8) The candidate should not leave the examination hall without prior permission. They should remain in their seats till their type scripts are collected. Candidate shall not type/erase/write after the expiry of the allotted time.
- (9) Candidates must return their type scripts to the Invigilator after the examination is over. They should not take type script or any other paper out of the examination hall. They should not tear any sheet given to them.
- (10) Candidates shall also abide by the other instructions given to them by the Test Supervisor/Invigilator.
- (11) After conclusion of the test, print out of the type script typed by the candidates will be taken out for each candidate. Each type script may comprise of one sheet of paper, at best comprising both front and reverse sides.
- (12) **Candidates would be required to affix their signature and thumb impression on the print out of their respective type script. If they fail to do so their type script will not be evaluated and the same will be rejected.**
- (13) Candidates must maintain silence and are forbidden from talking to/or consulting with other candidates. If candidates fail to do so or indulge in disorderly or improper conduct, they will render themselves liable for expulsion from the test or such other action, as may deem fit.

- (14) PwBD Candidates seeking exemption from typing test shall be governed by the guidelines laid down by DoPT/Govt. of India. **All such candidates are required to produce Medical Certificate for claiming exemption from typing test or facility of scribe as per rules at the time of reporting for typing test. Such candidates are required to intimate the office within 15 (fifteen) days from the date of this notice by email to [recruitment@immt.res.in](mailto:recruitment@immt.res.in) mentioning their particulars such as name, father's name, application No., Post Code, date of birth, category, PwBD with details of disability, failing which they will not be allowed for any exemption.** No further request in this regard will be entertained under any circumstances. Only those candidates who submit proper medical certificate for exemption from typing test will specifically be permitted for exemption of typing/extra time etc., as the case may be but they have to physically remain present in the typing test center and affix his/her signature in the attendance sheet.
- (15) Center of typing test will be in **Bhubaneswar**. Request from candidates for either for change of center or date of typing test will not be entertained. Therefore, candidates are advised not to send any request for change of center or date of type test.
- (16) **Skill test norms on computer will be as follows:**  
**Type Test in English @ 35 w.p.m.**  
**Time allowed: 10 (Ten) minutes**  
**(35 w.p.m. correspond to 10500 KDPH on an average of 5 key depressions for each word)**

The standard measure adopted for counting words is @ 5 strokes per word. Candidates will be required to type a minimum of 350 words or 1750 strokes in English to attain a speed of 35 words per minute OR 350 words for the prescribed speed of 35 words per minute within the prescribed duration of 10 minutes.

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 and thereafter for every mistake corresponding number of words will be deducted from the total words typed for arriving at the final speed. The formula for calculation:

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:

$$\frac{\text{No. of words}}{10} - \text{Number of Mistakes}$$

$$= \frac{320}{10} - 3$$

$$= 32 - 3$$

$$= 29 \text{ w.p.m.}$$

- (17) Candidates are advised to come prepared to stay for one or two days additionally beyond the date of typing test.
- (18) CSIR-IMMT reserves the right of ordering re-test in the case of any candidate or all candidates.
- (19) Furnishing any false information or deliberate suppression of any required factual information will at any stage of its detection, render the candidate liable for being disqualified.
- (20) Candidature for the typing test is provisional. Typing test does not by itself give any entitlement whatsoever for any appointment in CSIR-IMMT, Bhubaneswar. The candidates should satisfy themselves regarding possession of the required qualification, age, category and admissibility of benefit of reservation etc. as stipulated for the post he/she has applied for, as on the cut-off date before appearing in the examination.

- The candidate will be treated as debarred, invalid, ab-initio, in case he/she does not fulfill the eligibility criteria. Persons involved in impersonation/malpractices will be debarred.
- (21) CSIR IMMT reserves the right to reject the candidature of any eligible candidate at any stage of recruitment.
- (22) **Canvassing directly or indirectly will disqualify the candidature.**
- (23) Please note that in other matters, the terms, conditions, etc. laid down in the advertisement shall apply mutatis mutandis.
- (24) The above instructions are not exhaustive and are indicative only. Instructions on the subject, as in vogue at the time of test, will be followed. Candidates are to abide by the instructions issued to them at the time of actual conduct of test.
- (25) Smart watches, smart phones will not be allowed inside the exam hall. Possession of Bluetooth Devices, spy cameras and any other electronic gadgets in the examination hall will invite debarment from the examination.
- (26) **The decision of the CSIR-IMMT in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination, selection will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.**
- (27) **The date, time and venue of type test will be notified shortly on the Institute website. Candidates may specifically note that there will be no postal dispatch of admit cards for the type test. Candidates are required to download their admit cards from the Institute website. The link to download the admit card for type test will be notified shortly. Candidates who do not download the admit card within the stipulated period will not be issued any separate admit card. No request in this regard will be entertained.**
- (28) **No TA or any other expenses will be paid to the candidates for attending the typing test or the written test. CSIR-IMMT shall not make any arrangement for lodging and boarding of the candidates.**
- (29) Candidates are required to visit the Institute website [www.immt.res.in](http://www.immt.res.in) for obtaining latest updates about schedule of type test and downloading of the call letter.

Sd/-

प्रशासनिक अधिकारी/Administrative Officer

प्रतिलिपि/Copy to:-

- a. All Notice Boards - For display.
- b. Head, CNeM - For hosting on CSIR-IMMT website.
- c. PPS to Director- For kind information.