

सीएसआईआर-भारतीय पेट्रोलियम संस्थान/CSIR-Indian Institute of Petroleum
(वैज्ञानिक तथा औद्योगिक अनुसन्धान परिषद्/Council of Scientific & Industrial Research)
पोस्ट-आईआईपी, मोहकपुर, देहरादून-248005, उत्तराखंड (भारत)
P.O. IIP, Mohkampur, Dehradun-248005, Uttarakhand (INDIA)

सूचना / NOTICE

No. Rectt/Admin Posts/2021-Pers

दिनांक/Dated: 02.06.2023

विषय : विज्ञापन संख्या 01/2023 के अंतर्गत "कनिष्ठ सचिवालय सहायक" तथा "कनिष्ठ आशुलिपिक" के पद हेतु टाइपिंग तथा आशुलिपिक परीक्षा के सम्बन्ध में

Sub : **Conduct of Typing Test and Proficiency test in stenography for the post of 'Jr. Junior Secretariat Assistant and Jr. Stenographer in accordance with Advt. No.01/2023**

इस संस्थान की समसंख्यक अधिसूचनाओं दिनांक 16 मई, 2023 जिनके माध्यम से कनिष्ठ सचिवालय सहायक तथा "कनिष्ठ आशुलिपिक" के पदों हेतु योग्य पाये गए अभ्यर्थियों की सूची अधिसूचित के गई थी, के अनुसरण में सभी संबद्ध को यह सूचित किया जाता है कि उपरोक्त अधिसूचना में शॉर्टलिस्ट किए गए उम्मीदवारों को उनके आवेदन में उल्लिखित पत्राचार हेतु पते और ई-मेल पर स्पीड पोस्ट और ईमेल द्वारा टाइपिंग तथा आशुलिपिक परीक्षा में उपस्थित होने के लिए प्रवेश पत्र जारी किए जा रहे हैं। टाइपिंग तथा आशुलिपिक परीक्षा का स्थान, दिनांक और समय निम्नानुसार है :

In continuation of this Institute's Notifications of even number dated 16th May, 2023 wherein the list of shortlisted candidates found eligible for typing test and proficiency test in stenography for "Jr. Secretariat Assistant" and "Jr. Stenographer" posts were notified, it is for information of all concerned that the Admit Cards for appearing in the Written examination in respect of the shortlisted candidates are being issued by Speed Post & Email on the Correspondence Addresses and E-mail address mentioned by the candidates in their application form. The Venue, Date & Time of the Typing Test and proficiency test in stenographer is as under:

Date, Time and Venue for Typing Test for JUNIOR SECRETARIAT ASSISTANT Posts

Venue	All India Institute of Local Self-Government(AIILSG), D 22-23 Institutional Area, Pankha Road , Janakpuri New Delhi 110058 Landmark:- Near IITM College Janakpuri Nearest Railway Station: Delhi Cantt. - Distance from Venue-1Km Nearest Bus Stop: Sagarpur - Distance from Venue-100 Meters Nearest Airport: IGI Airport ,New Delhi - Distance from Venue: 6 Km
Date of Typing Test	24 June, 2023 (Saturday)
Examination Time	Batch-1: From Roll No. "CSIR-IIP/JSA/01" to "CSIR-IIP/JSA/120": Entry Time: 8.30AM; Entry Close:-9.30 AM Examination Time : 10.00AM to 10.30AM Batch 2 : From Roll No. "CSIR-IIP/JSA/121 " to "CSIR-IIP/JSA/240" Entry Time : 11.00 AM Entry Close: 12.00 NOON Examination Time : 12.30 PM to 1.00 PM Batch 3: From Roll No. "CSIR-IIP/JSA/241" to "CSIR-IIP/JSA/378" Entry Time : 2.00 PM Entry Close: 3.00 PM Examination Time: - 3.30 PM to 4.00 PM

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[Handwritten Signature]

Date, Time and Venue for Proficiency Test in Stenography for JUNIOR STENOGRAPHER Posts

Venue	All India Institute of Local Self-Government(AILLSG), D 22-23 Institutional Area, Pankha Road , Janakpuri New Delhi 110058 Landmark:- Near IITM College Janakpuri Nearest Railway Station: Delhi Cantt. - Distance from Venue-1 Km Nearest Bus Stop: Sagarpur - Distance from Venue-100 Meters Nearest Airport: IGI Airport ,New Delhi - Distance from Venue: 6 Km
Date of Typing Test	25 th June, 2023 (Sunday)
Examination Time	Batch-1: From Roll No. "CSIR-IIP/STN/01" to "CSIR-IIP/STN/60": Entry Time: 8.30 AM; Entry Close: 9.30 AM Examination Time : 10.00AM to 11.00 AM Batch 2 : From Roll No. "CSIR-IIP/STN/61" to "CSIR-IIP/STN/92" Entry Time : 11.00 AM Entry Close: 12.00 NOON Examination Time : 12.30 PM to 1.30 PM

Typing Test Scheme

Time Allowed	10 minutes
English Typing	35 words per minutes in Computer (35 w.p.m, correspond to 10500 KDPH on an average of 5 key depressions for each word)
Hindi Typing*	30 words per minutes in Computer (30 w.p.m, correspond to 9000 KDPH on an average of 5 key depressions for each word)

Typing Test Evaluation Formula as per CSIR Letter No. No. 5-1(116)/2011-PD dated 13.07.2015

- (i) For a typing test of 10 minutes, 5% mistakes of total words are ignored.

For example:

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

- (ii) The formula to be used for evaluation of typing speed is :

= (No. of words/10)-Number of mistakes
= $(320/10)-3$
= 32-3
= 29 w.p.m.

Stenography Test Scheme

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	Transcript Time duration (in minutes)
1.	English	50
2.	Hindi	65

Contd...3

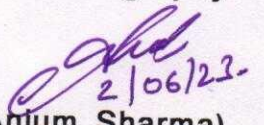
Method of calculation of mistakes in Stenography Skill Test as per CSIR Letter No. No. 5.-1(211)/2014-PD dated 21.12.2021:

- Percentage of Errors = $[(\text{Full mistakes} + \text{Half mistakes}) \times 100] / \text{Number of words in the master passage}$
- 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.

यदि किसी उम्मीदवार को उपर्युक्तानुसार निर्धारित तिथि, समय और स्थान पर लिखित परीक्षा में उपस्थित होने संबंधी कॉल लेटर/प्रवेश पत्र प्राप्त नहीं होता है, तो ऐसी स्थिति में वे, recruitment@iip.res.in पर ईमेल द्वारा प्रवेश पत्र जारी करने हेतु अनुरोध कर सकते हैं।

It is further informed that in case any candidate does not receive Call Letter/Admit Card for appearing in the Written Test on the above scheduled date, time and venue, he/she is hereby advised to send his/her request for issue of the Admit Cards by E-mail at our email address recruitment@iip.res.in.

Note: The instructions regarding Typing Test and Proficiency test in stenography will be available on CSIR-IIP website www.iip.res.in.


2/06/23
(अंजुम शर्मा/Anjum Sharma)

वरिष्ठ प्रशासन नियंत्रक / Sr. Controller of Administration

अंजुम शर्मा/Anjum Sharma

वरिष्ठ प्रशासन नियंत्रक/Sr. Controller of Administration
सी.एस.आई.आर.-भारतीय पेट्रोलियम संस्थान
CSIR-Indian Institute of Petroleum
देहरादून/Dehradun-248005

प्रतिलिपि:-

1. प्रमुख आईटी - संस्थान के वेबसाइट में अपलोड करने हेतु
2. संस्थान के सभी सूचना पट्ट