



सीएसआईआर – केन्द्रीय चर्म अनुसंधान संस्थान
CSIR – CENTRAL LEATHER RESEARCH INSTITUTE
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् Council of Scientific & Industrial Research
अडयार, चेन्नै, तमिलनाडु, Adyar, Chennai, Tamil Nadu – 600 020

No.5(560)/2023-E.I

Dated: 29.12.2023

NOTIFICATION

Sub :- Recruitment to the post of 05 Junior Stenographers in CSIR-CLRI – Date and Venue of Proficiency test in Stenography - regarding

In continuation of Para (h) of this Office Notification Number 5(560)/2023-EI dated 07.12.2023, the candidate concerned are informed of the following :

- Date and Venue of Proficiency test in Stenography:** The stenography test (qualifying in nature) will be held on 21.01.2024 (Sunday) at Kendriya Vidyalaya CLRI, Adyar, Chennai, Tamil Nadu - 600020.
- Shortlisting of candidates for Stenography test & Batch Number of test:** Candidates will be shortlisted for Stenography test on the basis of qualifying marks in the Competitive Written Examination, to be decided by the Selection Committee. The stenography test will be held in batches of approximately 40 candidates each.
- The names of candidates shortlisted for Stenography Test, their Batch number and Time for reporting,** will be intimated through CLRI website between 10.01.2024 and 13.01.2024. The candidates should come prepared to stay in Chennai for whole day on 21.01.2024.
- Admit Card:** Candidates shortlisted for Stenography Test shall have to bring the Admit Card issued to them for Competitive Written Examination being held on 07.01.2024.
- Method and Scheme Stenography Test :** The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidate in their Application Form) at the speed of 80 w.p.m. The transcription will be carried out in computers as per detail given below :

Sl. No.	Language of Skill test	Transcription time (in minutes)	Time for transcription (in minutes) for the candidates eligible for scribe
1.	English	50 minutes	70
2.	Hindi	65 minutes	90

6. Evaluation of Transcripts in Stenography Test – Nature of Mistakes

- The methodology of evaluation of Stenography Test, calculation of mistakes etc. will be as per CSIR Letter No. 5-1(211)/2014-PD dated 21.12.2021. (copy attached at the end of this Advertisement)
- Percentage of ignorable mistakes allowed for the Proficiency test in Stenography (as per CSIR Letter No. 5-1(211)/2014-PD dated 01.11.2023) is as follows:
 - 07% - In case of Unreserved
 - 10% - In case of all reserved categories (EWS, SC, ST, OBC, ESM, PWD etc.)

1/3

7. **Admission to the Stenography Test is provisional.** If it is found at any point of time, even after selection, that the candidate does not fulfil any of the conditions of eligibility, his/ her candidature will be summarily cancelled without any notice and no appeal against such cancellation will be entertained. The candidates are therefore, advised to check carefully and satisfy themselves that they fulfil all the conditions of eligibility for the post they have applied for. Mere appearing for Stenography test does not confer any right on them for substantive appointment in CLRI.

8. **Verification of Documents:**

- a) All candidates called for Stenography test on 21.01.2024, shall have to bring with them **the hardcopy of their online Application Form** of the post.
- b) All the candidates shall have to bring with them their Original Certificates of all educational qualifications obtained by them, all Mark Sheets thereof (semester-wise, year-wise), Date of Birth, all certificates of experience (if any), Caste / Community / EWS etc, (in the prescribed format), Application Fee payment receipts (if applicable), two Colour Photographs of the same photo which has been affixed / uploaded in the Online application form, NOC (in case the candidate is working in Government / Autonomous Body / Public Sector) for verification by CLRI. In addition, the candidates should also **bring the SELF-ATTESTED photocopies of all the aforementioned certificates / documents.**
- c) Document/ Certificate furnished in a language other than Hindi or English, must be accompanied with an English transcript of the same duly attested by a Gazetted Officer or Notary.
- d) Candidates who fail to produce satisfactory proof of qualification / experience and other requisite documents, shall not be allowed to attend the interview.

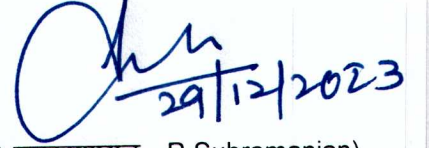
9. **General Instructions**

- a) All the candidates are required to bring with them Admit Card, a Photo Identity Card, like Aadhar Card, Voter I-Card or any other Photo ID card issued by any Government Agency for verification.
- b) Candidates employed in Govt / Semi-Govt organizations / Institution / Departments Autonomous Bodies etc shall have to bring 'No objection Certificate' (NOC) from their present employer to the effect that in the event of their being selected for appointment, they will be relieved without delay.
- c) Every candidate will be required to sign a photo-bearing attendance sheet before the commencement of their Interview.
- d) The candidates will be permitted to take Stenography test in ENGLISH or in HINDI, as per the option exercised by them in their application form.
- e) Any request for change in Date / Time / Venue of Stenography test will not be entertained under any circumstances.
- f) The candidates should bring with them the stationery required for stenography test like paper, pencils, pen, eraser, pencil sharpener etc.
- g) The candidates should make their own arrangement for stay at Chennai. CLRI shall not take any responsibility for making such arrangements. The candidates should come prepared to stay in Chennai for whole day on 21.01.2024
- h) All candidates shall follow the extant COVID protocol, as may be applicable, at the venue. The candidates will have to remove their face mask for verification, whenever required by the CLRI Officials.



2/3

- i) Candidates found using or attempting to use any unfair means or canvassing in any form and / or bringing any political influence will be treated as a disqualification for the post applied for and shall forfeit his/her Candidature.
- j) The Director, CSIR-CLRI reserves the right to cancel the Notification without assigning any reason thereof or reserves the right not to fill up the posts. The number of posts is provisional and may decrease at the time of selection.
- k) The decision of the Director, CSIR-CLRI in all matters relating to eligibility, acceptance or rejection of applications will be final and binding on candidates.


29/12/2023

(आर सुब्रह्मण्यन R Subramanian)
प्रशासनिक अधिकारी Administrative Officer

EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TESTS – NATURE OF MISTAKES

1. **FULL MISTAKES:** The following mistakes are treated as full mistakes:-
- Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
 - Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/ figures dictated which have been replaced/ substituted by other word(s)/ figure(s). However, if a figure is written correctly either in numeral or words both will be acceptable and will not be counted as mistake.
 - Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.

2. **HALF MISTAKES:** The following are treated as half mistakes:-

- Wrong spelling, including transposition of letters in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as a single half mistake.
- Using singular or plural noun and vice versa.
- Use of small letter at the beginning of the sentence.

NOTE

- More than one error in a single word: All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
- Every passage will be accompanied by a list of words which can be spelt/ written in more than one form. All the spellings/ forms of words will be acceptable and not counted as error. For example the word 'Honorable' is written as Hon'ble, Hon., honourable and hon. – all these forms will be treated as correct.
- CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.**
- The above guidelines will be valid for Hindi Stenography Skill Test also.



- 2 -

e) Method of calculation of mistakes in Stenography Skill Test:-

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100}{\text{Number of words in the master passage}}$$

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.

.....

