NOTIFICATION

Sub: Notification of Date of Competitive Written Examination- Recruitment of Junior Secretariat Assistants - Reg.
Ref: 1. CLRI Advt. No. 02/2018
2. CLRI Notification of even number dated 08.09.2020

In continuation of CLRI Notification of even number dated 08.09.2020, the Competitive Written Examination and Proficiency Test in Computer Typing Speed is notified for information of all the candidates shortlisted for the post(s) of JSA (G) and JSA (S&P) is scheduled as follows:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Date</th>
<th>Exam/Test</th>
<th>Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>06.12.2020 Sunday</td>
<td>Competitive Written Examination</td>
<td>09.30 am to 12.00 Noon</td>
<td>CSIR-CLRI Campus, Sardar Patel Road, Adyar, Chennai 600020</td>
</tr>
<tr>
<td>2.</td>
<td>06.12.2020 Sunday</td>
<td>Proficiency Test in Computer Typing Speed and in using Computer</td>
<td>Between 04.00 pm and 5.30 p.m. in multiple batches</td>
<td>CSIR-CLRI Campus, Sardar Patel Road, Adyar, Chennai 600020</td>
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</tbody>
</table>

Candidates shall report at the Venue on 06.12.2020 at 08.30 a.m. for taking up Competitive Written Examination.

Mode of Selection for Recruitment for The Post of Junior Secretariat Assistants (JSA)

STAGE I: Competitive Written Examination (Paper I and Paper II) (9.30 am to 12.00 Noon)

Competitive Written Examination will be conducted on the subjects of Mental Ability, General Awareness and General English. There will be two papers viz. Paper I and Paper II. Paper II will be evaluated only for those candidates who secure the minimum threshold marks in Paper I.

Mode of Examination: OMR Based Objective Type Multiple Choice Examination.

Medium of Questions: The questions will be set both in English and Hindi except the questions on English Language.

<table>
<thead>
<tr>
<th>Standard of Exam</th>
<th>Total No. of Questions</th>
<th>Total Time Allotted</th>
</tr>
</thead>
<tbody>
<tr>
<td>XII Standard</td>
<td>200</td>
<td>150 minutes (2 hours and 30 minutes)</td>
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</table>

Paper I (Time Allotted – 90 minutes)

<table>
<thead>
<tr>
<th>Subject</th>
<th>No. of Questions</th>
<th>Maximum Marks</th>
<th>Negative Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mental Ability Test*</td>
<td>100</td>
<td>100 (two marks for every correct answer)</td>
<td>There will be no negative marks in this paper</td>
</tr>
</tbody>
</table>

* Mental Ability Test will include General intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgement, etc.

Contd.
Paper II (Time Allotted – 60 minutes)

<table>
<thead>
<tr>
<th>Subject</th>
<th>No. of Questions</th>
<th>Maximum Marks</th>
<th>Negative Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Awareness</td>
<td>50</td>
<td>150 (three marks for every correct answer)</td>
<td>One negative mark for every wrong answer</td>
</tr>
<tr>
<td>English Language</td>
<td>50</td>
<td>150 (three marks for every correct answer)</td>
<td>One negative mark for every wrong answer</td>
</tr>
</tbody>
</table>

STAGE II: Proficiency Test in Computer Typing Speed and in using Computer (Qualifying Nature) (between 4.00 pm and 5.30 pm)

Proficiency Test in Computer Typing Speed and in using Computer will be conducted for the candidates shortlisted by the Selection Committee based on the performance in the Competitive Written Examination.

Proficiency in computer typing speed and in using computer, English typing @ 35 w.p.m. OR Hindi Typing @ 30 w.p.m. Time allowed – 10 minutes (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).

The Proficiency Test in Computer Typing Speed and in using Computer will only be of qualifying nature. The final merit list will be prepared on the basis of the performance of the candidates in Competitive Written Examination and will only comprise of those candidates who have qualified the Proficiency Test in Computer Typing Speed.

The Call Letters to shortlisted candidates will be sent separately.

Verification of original certificates will be done after completion of Competitive Written Examination and before taking up the Proficiency Test in Computer Typing Speed and in using Computer. Candidates are advised to carefully read the instructions enclosed.

SECTION OFFICER EI
1. In view of COVID-19 pandemic, the candidates are advised to follow the guidelines to prevent spread of the infection.

2. Candidates must produce original certificates in support of Educational qualifications (including consolidated). Date of Birth, Disability Certificate (if applicable) etc., as mentioned in application for verification on the day of Competitive Written Examination. Wherever posts are reserved, candidate must produce latest community certificate issued by competent authority in original for verification, failing which, the candidates will not be allowed to take the Written Examination.

3. Results of Competitive Written Examination will be notified on the same day in CLRI Notice Board and CLRI Website. Those who qualify in the Competitive Written Examination only will be allowed to appear for Typing Test. Paper II will be evaluated only for those candidates who secure minimum threshold marks in Paper I of Competitive Written Examination.

4. Admission to Competitive Written Examination/Proficiency Test in Computer Typing Speed is purely provisional. It is the responsibility of the candidate to ensure his/her eligibility for the post for which he/she is applying in accordance with the advertisement. In case, it is detected later at any point of time, in future or during process of selection or even after appointment that candidate was not eligible as per prescribed qualification due to whatever circumstances, his/her candidature/appointment shall be liable to be cancelled/terminated as the case may be and no appeal against such cancellation will be entertained. Mere calling for Competitive Written Examination/Proficiency Test in Computer Typing Speed Test does not confer any right for permanent appointment in CLRI.

5. No candidate would be admitted to the Competitive Written Examination hall after 15 minutes from the commencement of the Competitive Written Examination and no candidate shall be permitted to leave the Test hall till the completion of Competitive Written Examination.

6. Mobile phones, Calculator or any other electronic communication devices are not allowed in the Examination hall.

7. Candidate should bring blue/black ballpoint pen to mark the answers in the Answer Sheet.

8. Instructions for the Examination will be provided in the Question Paper/Answer Sheet.

9. Examination: SAQ (Short Answer Question) and Objective Questions are of type MCQ (Multiple Choice Questions).

10. answers are to be marked in the Answer Sheet provided.

11. The marks obtained will be calculated in percentage on the basis of: Total number of questions - Total number of correct answers.
Please note that the candidates are not allowed to carry the Question paper and answer sheets outside the Examination Hall. Before leaving the Test Hall, candidate must hand over Question paper and answer sheet to the invigilator, failing which candidates will be deemed to be cancelled and suitable action may be initiated.

Candidates should make their own arrangements for their stay in Chennai for attending Competitive Written Examination and Proficiency in Computer Typing. Candidates are requested to come prepared to stay late, in case of late completion of Proficiency Test.

Wearing of face cover/mask is mandatory in Competitive Written Examination / CLRI Campus and no candidate will be allowed entry without face mask.

All candidates should register himself/herself in “AAROGYA SETU” mobile application, developed by Government of India.

Candidates shall fill the forms and submit to the security at the time of entry.

Candidates must follow Security instructions and maintain physical distancing during their presence in CLRI Campus for the CWE/Proficiency Test.

Smoking and spitting in open areas are strictly prohibited.

Decision of Competent Authority, CLRI shall be final and binding on all eligibility parameters and no appeal lies against the same.

Convassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.

Other terms and conditions of the Advertisement/Notification(s) as issued by CLRI on website www.cleri.org shall be applicable. Due to Postal delivery issues during COVID-19 pandemic crisis, candidates are advised to visit the CLRI website www.cleri.org or your email frequently to know further information and latest status.

In case of change in your correspondence address/e-mail / mobile number you should immediately inform for updating the same.