



सीएसआईआर मद्रास कॉम्प्लेक्स  
CSIR MADRAS COMPLEX

(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद / Council of Scientific and Industrial Research)

सीएसआईआर परिसर CSIR Campus, तरमणि Taramani, चेन्नै Chennai 600 113

**Advertisement No. 01/2025**

Date of commencement of online applications : 17-04-2025 (from 09.00 A.M)

Last date for submission of online applications : 19-05-2025 (upto 05.00 P.M)

Last date for receipt of hardcopy of applications : 29-05-2025 (upto 05.00 P.M)

Applications are invited from the young and dynamic candidates of Indian Nationals for the under mentioned posts at CSIR Madras Complex, Taramani, Chennai, Tamil Nadu.

Post Code	Name of Post	Pay Matrix & Gross Emoluments	No. of Posts & Reservation	Essential Qualification & Experience	Upper Age Limit not exceeding (as on last date of submission of online application)
JSA	<b>JUNIOR SECRETARIAT ASSISTANT (General) - Hindi - 1 No.</b>	Level-2 (Initial Basic Pay Rs.19,900/-) Gross emoluments Rs.37,885/- (Approx.) as per 7 <sup>th</sup> CPC stationed at Chennai	01 Post [OBC]	10+2/XII standard or its equivalent and proficiency in computer type speed of 30 wpm in HINDI (on computer correspond to 9000 KDPH on an average of 5 key depressions for each word). {Time allowed is 10 mts}	Not more than 31 years
JFA	<b>JUNIOR SECRETARIAT ASSISTANT (F&amp;A) - 2 Nos.</b>	Level-2 (Initial Basic Pay Rs.19,900/-) Gross emoluments Rs.37,885/- (Approx.) as per 7 <sup>th</sup> CPC stationed at Chennai	01 Post [UR] & 01 Post [SC]	10+2/XII or its equivalent and proficiency in computer type speed and in using computer @ 35 wpm in English OR 30 wpm in Hindi (on computer correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word). {Time allowed is 10 mts}	UR - Not more than 28 years & SC - Not more than 33 years

JSP	<b>JUNIOR SECRETARIAT ASSISTANT (Stores &amp; Purchase)</b> - 1 No.	Level-2 (Initial Basic Pay Rs.19,900/-) Gross emoluments Rs.37,885/- (Approx.) as per 7 <sup>th</sup> CPC stationed at Chennai	01 Post [EWS]	10+2/XII or its equivalent and proficiency in computer type speed and in using computer @ 35 wpm in English OR 30 wpm in Hindi (on computer correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word). {Time allowed is 10 mts}	Not more than 28 years
JSS	<b>JUNIOR STENOGRAPHER</b> - 4 Nos.	Level-4 (Initial Basic Pay Rs.25,500/-) Gross emoluments Rs.51,408/- (Approx.) as per 7 <sup>th</sup> CPC stationed at Chennai	03 Post [UR] & 01 Post [OBC]	10+2/XII or its equivalent and speed of 80 wpm in shorthand in English/Hindi  (Dictation 10 minutes and Transcription: 50 minutes in English or 65 minutes in Hindi)	UR - Not more than 27 years & OBC - Not more than 30 years

Gross Emoluments means approximate total emoluments on minimum of Pay Matrix as applicable to particular Level including House Rent Allowance (not applicable to council employees who stay in Staff Quarters / Official accommodation) and other allowances payable to council employees at CSIR Madras Complex, Chennai, as per 7<sup>th</sup> CPC.

## **General Conditions/Information:**

### **1. Benefits under Council Service:**

- The post carries usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA), etc., as admissible to the Central Government employees and as made applicable to council employees at CSIR Madras Complex, Chennai as per 7<sup>th</sup> CPC.
- Council employees are also eligible for accommodation of their entitled type as per CSIR Resident Allotment Rules depending on availability in which case HRA will not be admissible.
- In addition to the emoluments indicated against the above post, benefits such as reimbursement of Medical Expenses, Leave Travel Concession, Children's Education Allowances, Personal Computer Advance and House Building Advance are available as per CSIR rules.
- All new entrants will be governed by the "National Pension System" based on defined contributions for new entrants, as adopted by CSIR for its employees. However, persons selected from other Government Departments/Autonomous Bodies/Public Sector Undertakings/Central Universities joined before 01.01.2004 and having Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e., CCS (Pension) Rules, 1972 & 2021, as per rules.
- CSIR provides excellent opportunities to deserving candidates for career advancement as per CSIR rules.





## 2. Other conditions:


- a. The applicant must be a citizen of India.
- b. All applicants must fulfill all the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of the online applications. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post as on the last date of receipt of the online applications.
- c. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle the candidates to be called for written examination. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. The candidate should therefore, mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with necessary documents.
- d. The application should be accompanied by self-attested copies of certificates, mark sheets, testimonials in support of age, educational qualification, experience and community certificates (if applicable). The prescribed qualifications should have been obtained through recognized Universities / Institutions. Incomplete application viz. without photograph, unsigned, without application fee (if any), without proper enclosures (if any), without attested copies of relevant certificates, etc. will not be entertained and will be summarily rejected.
- e. In respect of equivalent clause in Essential Educational Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the application is liable to be rejected.
- f. If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be submitted.
- g. The date for determining the upper age limit, qualifications and /or experience shall be the closing date prescribed for receipt of online applications.
- h. The period of experience in a discipline / area of work, wherever prescribed, shall be counted after the date of acquiring the minimum educational qualifications prescribed for that post.
- i. **Candidates have to apply separately for each post.**
- j. Any discrepancy found between the information given in the application and as evident in original documents will make the candidate ineligible for appearing in the skill/ written examination.
- k. The decision of the Co-ordinating Director, CSIR Madras Complex in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination and cancellation of recruitment process at any stage will be final and binding on the candidates.
- l. **Provisional candidature:** Mere application for the post against this advertisement does not necessarily amount to, either explicitly or implicitly, selection being actually made. The candidature for Competitive Written Examination and Proficiency Test will be accepted only provisionally. The selection will be subject to fulfilling all the Terms and Conditions of the selection process and satisfying all the CSIR / Government of India instructions prevalent at a given point of time during various stages of selection process.



- m. **The choice of medium (ENGLISH or HINDI) of proficiency test in computer type speed given by the candidates in the Online Application Form shall be treated as final and no change in the medium of proficiency test in computer type speed will be entertained subsequently.**
- n. Notification regarding details of candidates screened in /short listed to be called for Competitive Written Examination, Proficiency Tests and Selection will also be updated through CSIR Madras Complex website: [www.csircmc.res.in](http://www.csircmc.res.in) from time to time. Candidates are advised to look for these updates in CMC website regularly.
- o. The Competent Authority reserves the right to amend, delete and add terms & conditions to this advertisement in the interest of CMC.
- p. Canvassing in any form and / or bringing any political influence or otherwise will be treated as a disqualification for the post.
- q. **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**

### **3. Mode of Selection and Scheme of Examination:**

- a. Candidates applying for the above post possessing the essential qualifications, experience & age will be required to attend a Proficiency test and a competitive written examination.
- b. A Screening Committee, duly constituted by the Coordinating Director, CMC will shortlist candidates fulfilling the terms and conditions of this advertisement for the Proficiency Test and Competitive Written Examination
- c. The sequence of conducting Competitive Written Examination/Proficiency Test will be decided by the duly constituted Selection Committee and it will be notified in the website of CMC viz. [www.csircmc.res.in](http://www.csircmc.res.in)
- d. Scheme / Syllabus for Competitive Written Examination & Proficiency Test for recruitment to the posts of Junior Secretariate Assistant (G/F&A/S&P) is provided in **Annexure - I**
- e. Scheme / Syllabus for Competitive Written Examination & Proficiency Test for recruitment to the posts of Junior Stenographer is provided in **Annexure - II**
- f. **Scheme of Proficiency Test**
- The proficiency test will be to estimate Typing Speed using a Computer which will be qualifying in nature
  - There will be English Typing Test/Hindi Typing Test for those candidates who opt for English/Hindi as their medium of typing test respectively.
  - The choice of medium of Proficiency test should be given by the candidates in the Online Application Form and it shall be treated as final and no change in the medium of Proficiency test will be entertained.



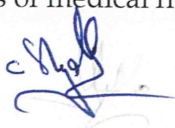


- English typing speed will be @ 35 w.p.m and Hindi typing speed will be @ 30 w.p.m.
- The time allotted for typing will be 10 minutes. (35 w.p.m. and 30 w.p.m correspond to 10500 KDPH / 9000 KDPH (Key Depressions per Hour) on an average of 5 key depressions for each word).
- Resolution of Tie cases: Resolution of cases wherein two or more candidates have scored equal aggregated marks, the tie shall be resolved in accordance with CSIR Letter No. 5-1(211)/2014-PD dated 30.05.2023

g. **The Hindi Typing Test will be conducted with only In-script typing in Mangal Font**

#### **4. Relaxation:**

- a. The date for determining the age limit, qualifications and /or experience shall be the last date for submission of Online Applications i.e. 19-05-2025.
- b. The SC/ST/OBC candidates who apply against unreserved (UR) post will not be eligible for age relaxation.
- c. There is no age limit for the regular employees working in CSIR Laboratories/Institutes provided they possess the prescribed qualification.
- d. As per GOI provisions, age relaxation for widows, divorced women and women judicially separated from Husbands who are not remarried, the upper age limit is relaxable up to the age of 35 years. The persons claiming age relaxation under this sub-para would be required to produce the following documentary evidence.
  - i. In case of Widow, Death certificate of her husband along with the Affidavit that she has not remarried since.
  - ii. In case of divorced women, and women judicially separated from their husbands, a certified copy of the judgement/decree of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an affidavit in respect of divorced Women that they have not remarried since.
- e. Age relaxation to Ex-servicemen will be as per GOI orders.
- f. Persons with Benchmark Disabilities (PwBD): Upper age limit is relaxable to Persons with Benchmark Disabilities (PwBD) upto 10 years who are suffering from the following benchmark disabilities as per GOI instructions:
  - i. blindness and low vision; (ii) deaf and hard of hearing; (iii) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (iv) autism, intellectual disability, specific learning disability and mental illness; (v) multiple disabilities from amongst persons under clauses (i) to (iv) including deaf-blindness
  - ii. The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more.
  - iii. In any case of selection, the appointment will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government.



### **5. Fee:**

- a. Candidates belonging to General / OBC / EWS category are required to remit/pay application fee (non-refundable) of Rs.500/- [Rupees five hundred only] through online mode viz. RTGS/NEFT/IMPS/Debit Card/Credit Card, etc to the following account and fill up the transaction details in the prescribed columns of application. No other mode of payment will be accepted.

Name of Account Holder	:	CSIR MADRAS COMPLEX
Account Number	:	30267 725339
Bank Name	:	State Bank of India, Taramani
IFSC Code	:	SBIN0010673

- b. The Candidates belonging to SC/ST/Women/Ex-servicemen/PwBD/CSIR Employees are exempted from payment of application fee.

### **6. Centre for Written Examination:**

- a. The skill test/written examination will be held in Chennai. The date, time and venue of the written examination will be intimated well in advance to the candidates through CSIR Madras Complex website as well as through candidates' email id indicated by them in their application form.
- b. Candidate will have to bear the cost of their travel, boarding and lodging for appearing for skill/written examination at Chennai.

### **7. How to apply:**

- a. Eligible candidates are required to apply ONLINE through CSIR Madras Complex website: <http://www.csircmc.res.in> which will be available from 9.00 a.m. on 17-04-2025 to 5.00 p.m. on 19-05-2025
- b. If the candidate does not have a valid email id, he/she should create a new valid email id before applying online.
- c. The last date for submitting online application and remittance of application fee is 19-05-2025
- d. The candidate has to remit an application fee of Rs.500/- through Net Banking to the account (as mentioned at FEE column) and fill up the transaction details in the prescribed columns of online application.
- e. The candidates belonging to SC/ST/Women/Ex-servicemen/PwBD CSIR employees are exempted from payment of application fee (SC/ST candidate needs to enclose caste certificate as proof for availing fee exemption). The candidates staying abroad are required to remit the bank commission charges along with the application fee.
- f. To apply online, the candidate has to register with his/her name and valid email id and login using the login credentials and apply through the electronic application form.
- g. After filling-up the electronic application form, candidates can verify/edit the application details to ensure that the application is complete with all enclosures and correct in all aspects before submitting the online application. They have an option to save the online application form, in case it is not submitted. Once the online application form is submitted by the candidate, then further modifications



are not allowed. Hence candidates are requested to check and validate the details before submitting the online application form. After finalizing, the candidate can print the application.

- h. This system generated application (Print-out) duly signed and accompanied by self-attested copies of the certificates, mark sheets, testimonials in support of age, educational qualifications, experience and caste certificate, if applicable along with one recent passport size self-signed photograph affixed together with E-receipt/Transaction reference for remittance of application fee (if applicable) should be sent in an envelope superscribed "**APPLICATION FOR THE POST OF \_\_\_\_\_ (Post Code \_\_\_\_\_)**" so as to reach The Controller of Administration, CSIR Madras Complex, CSIR Road, Taramani, Chennai-600 113 Tamil Nadu on or before 29-05-2025.
- i. Application once made will not be allowed to be withdrawn and fee once paid will not be refunded on any account nor can it be held in reserve for any other recruitment or selection process.
- j. Applications from employees of Government Departments will be considered only if forwarded through proper channel, certified by the employer that the applicant, if selected will be relieved within one month of the receipt of the appointment order. Vigilance clearance should also be recorded. However, advance copy of the application may be submitted before the closing date otherwise the application will be rejected. Applications routed through proper channel should reach **The Controller of Administration, CSIR Madras Complex, Taramani, Chennai -600 113** on or before 29-05-2025.
- k. Candidates should specifically note that the applications/any other enclosures received after the closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by **CSIR Madras Complex**.
- l. Incomplete applications (i.e. unsigned, unfilled, without photograph and application fee, applicable testimonials etc.) will not be considered and will be summarily rejected.
- m. Details of screened/short-listed candidates to be called for skill/written examination will be notified in CSIR Madras Complex website only. Therefore the candidates are advised to visit the website [www.csircmc.res.in](http://www.csircmc.res.in) for the latest updates.

**8. Following documents must be attached along with application form:**

- a. Printout of Online Application form duly SIGNED BY THE CANDIDATE
- b. Proof for remittance of application fee through net banking (E-receipt/Transaction reference), wherever applicable.
- c. Colour photograph pasted on the application form and signed across in full.
- d. Self-attested photocopy of Date of Birth Certificate.
- e. Self-attested photocopies of educational qualification certificates.
- f. Self-attested photocopy of community certificate, EWS certificate and other applicable certificates in prescribed Government of India format signed by the specified authority, if applicable.
- g. Self-attested photocopies of experience certificates.
- h. No Objection Certificate (NOC)/ proper channel application, if applicable.
- i. Any other document in support of the claim made in the application, as applicable.

  
प्रशासन नियंत्रक / **Controller of Administration**

## Syllabus of written test for JSA (G/F&A/S&P)

(CSIR Letter No.5-1(315)/2015-PD dated 09.04.2018)

- The written examination consists of two papers (Paper - 1 and Paper - 2). Paper - 2 will be evaluated for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the Paper - 1.
- The final merit list will be prepared only on the basis of the marks obtained by the candidates in Paper - 2 of Competitive Written Examination.

### Scheme of Competitive Written Examination

Mode of Examination	OMR based or Computer 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
Standard of exam	10+2 / XII
Total Number of questions	200
Total time allotted	Total 2 hours 30 minutes (3 hours and 20 minutes for the candidates eligible for scribe)

### Paper I - (Time allotted - 90 minutes)

Subject	Number of Questions	Maximum Marks	Negative Marks
Mental Ability Test	100	200 (two marks for every correct answer)	There will be <b>no negative marks</b>
<b>Indicative Syllabus:</b> It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc. Besides, the test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgement etc.			





**Paper II – (Time allotted – 60 minutes)**

Subject	Number of Questions	Maximum Marks	Negative Marks
1. General Awareness	50	150 (three marks for every correct answer)	One negative mark for every wrong answer
<p>Indicative Syllabus:</p> <p>Questions will be designed to test the ability of the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test the knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline</p>			
2. English Language	50	150 (three marks for every correct answer)	One negative mark for every wrong answer
<p>Indicative Syllabus:</p> <p>Questions will be designed to test the candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc.</p>			

- h. The duly constituted Selection Committee may fix a minimum qualifying mark in Competitive Written Examination for each category of posts. The same will be notified in the website of CMC viz. [www.csircmc.res.in](http://www.csircmc.res.in) for information of all concerned.

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## Scheme of Competitive Written Examination and Proficiency Test in Stenography for post of Jr.Stenographer (CSIR Letter No.5-1(315)/2014-PD dated 21.12.2021)

### A. Scheme of Competitive Written Examination for Junior Stenographer:

Mode of Examination	OMR Based or Computer 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
Standard of Examination	10+2/XII
Total No. of Question	200
Time allotted	Total 2 hours (2 hours and 40 minutes for the candidates eligible for scribe)

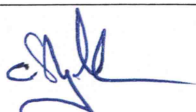
Competitive Written Examination will consist of only one paper with three parts as detailed below:

Part	Subject	No. of Questions	Maximum Marks	Negative Marks
I	General Intelligence & Reasoning	50	50	0.25 marks is deducted for every wrong answer
II	General Awareness	50	50	0.25 marks is deducted for every wrong answer
III	English Language & Comprehension	100	100	0.25 marks is deducted for every wrong answer

### B. Proficiency Test in Stenography

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	Time Duration (in minutes)	Time Duration (in minutes) for the candidates eligible for scribe
1	English	50	70
2	Hindi	65	90





**C. Preparation of Merit List.**

As per Rule 6 of Section II of Part III of CSIR ASRP Rules, 2020:

- i) The proficiency in stenography will only be qualifying in nature.
- ii) The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination
- iii) The merit list will only comprise of those candidates those who have qualified the proficiency test in stenography.

**D. Sequence/Order of conducting Competitive Written Examination and Proficiency Test in Stenography.**

The sequence/order of conducting Proficiency Test in Stenography followed by Competitive Written Examination or vice versa may be decided by the Selection Committee duly constituted by the Competent Authority.

**EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TESTS NATURE OF MISTAKES**

**1. FULL MISTAKES: The following mistakes are treated as full mistakes: -**

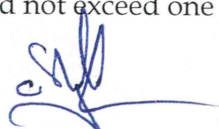
- a) Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
- b) Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/ figures dictated which have been replaced/ substituted 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.
- c) 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: -**

- a) 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.
- b) Using singular or plural noun and vice versa.
- c) Use of small letter at the beginning of the sentence.

**NOTE**

- a) 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.



- b) 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 'Honourable' is written as Hon'ble, Hon., honourable and hon. all these forms will be treated as correct.
- c) CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.
- d) The above guidelines will be valid for Hindi Stenography Skill Test also.
- 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.

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