



COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001

No.7-4(3)/2006-R&A

Dated: 12th March, 2007.

To,

All the Directors of CSIR Laboratories/Institutes.

Sub: Criteria for evaluation of type-scripts of typewriting Test in Hindi/English.

I am directed to state that it has been brought to the notice of CSIR that different Laboratories/Institutes are following different criteria for evaluation of type-scripts of typewriting test in Hindi / English, being conducted for recruitment of Administrative posts. In order to bring uniformity, a committee of experts was constituted to lay down the criteria for evaluating typed scripts of type-writing test.

Based on recommendations of that committee, it has been approved that, henceforth, following criteria for evaluation of type-scripts of typewriting test in English/Hindi, which also include counting of mistakes and formula for calculating speed shall be followed:

Typewriting Errors and Number of Corresponding Mistakes:

Sl. No.	Description of Typewriting Errors	Number of Mistakes to be counted	
		Hindi	English
1.	Paragraph Indenting – It should be uniformly 5 spaces for each paragraph	One	One
2.	Overlapping / Piling up of letters (also known as Faulty Shifting)	One	One
3.	Overtyping / X'ing of word or even full line	One	One
4.	Mis-spelt word including Transposition	One	One
5.	Omission or Commission (In case of commission, it will be counted towards number of strokes in evaluation)	One	One
6.	Erasing is not allowed	One	One
7.	Repetition of any number of words (only once to be counted as mistake)	One	One
8.	Each repeated mistake	One	One
9.	Punctuation marks; Omission of punctuation marks in typing	Half	Half
10.	Irregular Line Spacing Irregular left margin	Half Half	Half Half

[Handwritten signature]

[Handwritten signature]
09/11/07

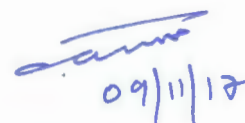
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229
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	Highly Irregular Right margin	Half	Half
11.	Omission of Space between words	Half	Half
12.	Difference in space , if not the following:- Full Stop – 2 spaces Question Mark – 2 spaces Exclamatory Mark – 2 spaces Coma Mark – 1 space. Colon/Semi colon Mark – 1 space Hyphen (Beginning & after) – No Space	Half mistake each time	Half mistake each time
13.	Wrong syllabification (Division of words) irregular division of words. Following is the description where division of words is permitted: - As they are pronounced, like precaution (pre-cau-tion) - Separating prefixes or suffixes - Words having double consonants (like Suc-cess) - Compound Words (like under-estimated) Where division of words is not at all permitted: - If there is only one syllable, then there will be no division - When only two / three letters remains to be typed - Figures and Proper Nouns are not divided. - Last word of Paragraph / page should not be divided. - Separating prefixes or suffixes	If there is any variation, than that is specified, it is to be counted as one mistake	If there is any variation, than that is specified, it is to be counted as one mistake.
14.	Extra space in middle of the word	Half	Half
15.	Extra space between words	Ignore	Ignore
16.	Mechanical error or Machine mistakes can be ignored	Can be ignored	Can be ignored
17.	Incomplete last word of the passage	No mistake	No mistake
18.	Capital letter errors	Not Applicable	Half

Scheme of Test :

- (a) Qualifying speed for English type-writing test: 30 wpm /Hindi type-writing test 25 wpm.
 (b) Duration of Typewriting Test: 10 minutes on Manual Typewriter.
 (c) Question paper should not be of less than 1500 strokes.
 (d) Question paper should be set up/devised by a professional so appointed.




09/11/12

Formula for calculating typewriting speed in Hindi/English:

No. of words (-) Number of Mistakes
10

(Means: Number of words divided by ten minus number of mistakes)

OR

No. of strokes (-) Number of Mistakes
50

(Means: Number of words divided by ten minus number of mistakes)

The above criteria may kindly be brought to the notice of all concerned of your Laboratory/Institute for information and compliance.

Yours faithfully,


(K.K. Chopra)
Deputy Secretary

Copy to :

1. Staff Officer to DG, CSIR
2. US, O/o Joint Secretary (Admn.)
3. PA to FA, CSIR
4. PA to LA, CSIR
5. PA to CVO, CSIR
6. Head, HRDC, Head, HRDG, Head, RAB, Head, URDIP
7. Sr. Deputy Secretary/Deputy Secretaries/Under Secretaries CSIR Hqrs./
CSIR Complex, New Delhi.
8. CSIR website : www.csir.res.in
9. Office copy

Handwritten note:
09/11/17

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
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Anusandhan Bhawan, 2, Rafi Marg, New Delhi-10001



No. 5-1(116)/2011-PD

Dated: 23.04.2014

From

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

To,

The Directors/Heads of all
CSIR National Labs./Instts./Hqrs.
/Complex/Centres/Units.

**Sub: Skill Test Norms on Computer for the post of Asstt. Gr.III (G/F&A/ S&P) –
reg .**

I am directed to invite reference to the approval of the Governing Body in its 183rd meeting held on 29.10.2013, on the above subject wherein it is laid down in the amended rule for the post of Assistant Gr.III (G/F&S/S&P) to be filled by Direct Recruitment and by Departmental Test Quota that proficiency in computer typing speed and in using computer shall be as per the prescribed norms fixed by DoPT from time to time.

In this regard, it is stated that as per DoPT OM No. AB-14017/20/2008-Estt (RR) dated 17.05.2010, the Skill Test Norms on Computer as on date are as under:

English Typing @ 35 w.p.m.
Hindi Typing @ 30 w.p.m.
(Time allowed 10 mts.)

(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).

It is requested that the above Skill Test Norms on Computer may be brought to the notice of all concerned for information, guidance and compliance and in case of any change in norms in future by DoPT, the same will be communicated.

Yours faithfully

D. Vijayalakshmi
(D Vijayalakshmi)
Deputy Secretary

Copy to:

1. Head, IT Division with the request to make this circular available on the website & Policy Repository.
2. Office copy.

09/11/17

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Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001



स./No. 5-1(116)/2011-PD

दिनांक/Date: 13.07.2015

प्रेषक / From :

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To :

The Directors/Heads of all
National Labs./Instts. of CSIR
Hqrs./Complex/Centres/Units

विषय/Sub : **Criteria for Evaluation of type-scripts of typewriting test in Hindi/English for recruitment of Asstt. Gr.III - clarification reg.**

संदर्भ/ Ref : **CSIR-SERC letter No.A1(614)88-Rct. Dated 12.05.2015**

महोदय/Sir,

In continuation of CSIR letter No.7-4(3)/2006-R&A dated 12th March, 2007 approval of the Competent Authority is hereby conveyed for adopting Staff Selection Commission's methodology for calculating the accurate typing speed, i.e. 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

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

For computing the typing speed for skill test on computer for the post of Asstt. Gr.- III (G/F&A/S&P), the same formula may be applied in addition to the instructions issued vide CSIR letter No. 5-1(116)/2011-PD dated 23.04.2014.

भवदीय/Yours faithfully

(विनोद कुमार)
(विनोद कुमार /Vinod Kumar)
अवर सचिव (नीति) / US(PD)

प्रतिलिपि/Copy to:

- 1) Head, IT Division with the request to make this OM available on the website & Policy Repository.
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09/11/15