



सी.एस.आई.आर. - केन्द्रीय सड़क अनुसंधान संस्थान
CSIR - CENTRAL ROAD RESEARCH INSTITUTE
दिल्ली - मथुरा रोड, नई दिल्ली - 110025
DELHI - MATHURA ROAD, NEW DELHI - 110025
(www.crridom.gov.in)

संख्या.No. 1(633)/2024-PL

दिनांक/ Dated: 25.06.2025

सी.एस.आई.आर.-सी.आर.आर.आई. अधिसूचना दिनांक 05.06.2025 का परिशिष्ट

Addendum to CSIR-CRRI Notification dated 05.06.2025

संस्थान द्वारा सम संख्यक अधिसूचना दिनांक 05.06.2025 संस्थान की वेबसाइट पर अपलोड किया गया था जिसमें CSIR द्वारा जारी टंकण टेस्ट संबंधित सभी दिशानिर्देश संलग्न कर दिए गए थे। अधिसूचना दिनांक 05.06.2025 के Annexure-I में संलग्न CSIR परिपत्र संख्या 5-1(116)/2011-PD दिनांक 13.07.2015 में CSIR के एक परिपत्र संख्या 7-4(3)/2006-R&A दिनांक 12.03.2007 का वर्णन है जो " हिंदी / अंग्रेजी में टाइपराइटिंग टेस्ट के मूल्यांकन के लिए मानदंड" से संबंधित है। अतः CSIR परिपत्र संख्या 7-4(3)/2006-R&A दिनांक 12.03.2007 विषयक " हिंदी / अंग्रेजी में टाइपराइटिंग टेस्ट के मूल्यांकन के लिए मानदंड" को अभ्यर्थियों की जानकारी हेतु संलग्न है। इस संबंध में किसी भी अतिरिक्त प्रश्न / प्रतिवेदन पर विचार नहीं किया जाएगा।

The Institute uploaded the notification of even number dated 05.06.2025 on the Institute's website containing all the guidelines regarding typing test issued by CSIR. CSIR Circular No. 5-1(116)/2011-PD dated 13.07.2015 enclosed in Annexure-I of the CRRI Notification dated 05.06.2025 mentions CSIR Circular No. 7-4(3)/2006-R&A dated 12.03.2007 regarding "Criteria for Evaluation of Typewriting Test in Hindi/English". Thus, CSIR Circular No. 7-4(3)/2006-R&A dated 12.03.2007 regarding "Criteria for Evaluation of Typewriting Test in Hindi/English" is being enclosed herewith for information of the candidates. **No further queries/representations in this regard will be entertained.**

हस्ता०/-

**वरिष्ठ प्रशासन नियंत्रक /Sr. Controller of Administration,
सीएसआईआर-सीआरआरआई, नई दिल्ली /CSIR-CRRI, New Delhi**

संलग्न / Encls: उपरोक्तानुसार /As above

1. मुख्य सीसीएन / Head, CCN - सीएसआईआर-सीआरआरआई वेबसाइट पर नोटिस होस्ट करने के लिए।
for hosting the Notice on CSIR-CRRI website.
2. सभी सूचना पट्ट / All Notice Board
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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:

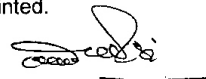
Typewriting Errors and Number of Corresponding Mistakes:

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

	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 :

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



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)

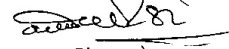
OR

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

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4. PA to LA, CSIR
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8. CSIR website : www.csir.res.in
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