



सीएसआइआर-खनिज एवं पदार्थ प्रौद्योगिकी संस्थान
CSIR-INSTITUTE OF MINERALS AND MATERIALS TECHNOLOGY
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**MODE OF EXAMINATION AND SYLLABUS OF TYPING TEST AND WRITTEN TEST FOR
 JUNIOR SECRETARIAT ASSISTANT (GEN/F&A/S&P)**

The mode of selection for the post is typing test and written test. The sequence/order of conducting Type test/ Written Test or vice versa will be notified separately. However, Type Test is qualifying in nature. Final merit list will be prepared based on the performance of the candidates in the Written Test.

A. TYPE TEST:

Skill test norms on computer will be as follows:

English Typing @ 35 w.p.m. OR

Hindi Typing @ 30 w.p.m.

Time allowed: 10 (Ten) 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 standard measure adopted for counting words is @ 5 strokes per word. Candidates will be required to type a minimum of 350 words or 1750 strokes in English to attain a speed of 35 words per minute OR 350 words for the prescribed speed of 35 words per minute within the prescribed duration of 10 minutes.

OR

The standard measure adopted for counting words is @ 5 strokes per word. Candidates will be required to type a minimum of 300 words or 1500 strokes in Hindi to attain a speed of 30 words per minute OR 300 words for the prescribed speed of 30 words per minute within the prescribed duration of 10 minutes.

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 and thereafter for every mistake corresponding number of words will be deducted from the total words typed for arriving at the final speed. The formula for calculation:

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:

$$\begin{aligned} & \frac{\text{No. of words}}{10} (-) \text{Number of Mistakes} \\ & = (320/10) - 3 \\ & = 32-3 \\ & = \mathbf{29 \text{ w.p.m.}} \end{aligned}$$



B. WRITTEN TEST:

There will be two papers (Paper-I & Paper-II). The Paper-II will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in Paper-I. **The final merit list will be prepared only on the basis of the marks obtained by the candidates in Paper-II.**

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.	Class XII
Total No. of Questions	200
Total Time Allotted	2 hours 30 minutes

Paper-I (Time Allotted-90 minutes)

Subject	No. of questions	Maximum Marks	Negative Marks
Mental Ability Test*	100	200 (two marks for every correct answer)	<u>There will be no negative marks in this paper.</u>

**Mental Ability Test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgment, etc.*

Paper II (Time Allotted – 1 hour)

Subject	No. of questions	Maximum Marks	Negative Marks
General Awareness	50	150 (three marks for every correct answer)	One negative mark for every wrong answer
English Language	50	150 (three marks for every correct answer)	One negative mark for every wrong answer

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