

**Scheme of Examination for the posts of Junior Stenographer
advertised vide CSIR-NML Advertisement No. 04/2013 & 01/2015**

**Venue of the Shorthand Skill Test:-
CSIR-National Metallurgical laboratory
Burmamines, Jamshedpur, Jharkhand 831007**

It is for information of all the candidates who have qualified in the typing speed test conducted by CSIR - National Metallurgical Laboratory, Jamshedpur-831007 for the post of Junior Stenographers against Advt No 04/2013 & 01/2015 on 02 April, 2017 that the Shorthand Skill test will be held on 22-04-2017 at 10:00 AM at CSIR – National Metallurgical Laboratory, Jamshedpur-831007 in three batches.

Out of these three batches 02 batches will be of the candidates who have qualified in English language and the third batch will be for the candidates of Hindi Language.

Instructions:-

- 1) Candidates may please note that they need to bring their Admission Certificate/Admit Card in original and, a valid photo ID proof for the examination failing which they will not be allowed to appear for the Test.
- 2) The pad and Pencil for Shorthand Skill Test will be provided by CSIR-NML. No other material will be allowed inside the examination hall. Cellphone and any other electronic gadgets will not be allowed inside the examination hall. Candidates will be responsible for safekeeping of their own belongings.
- 3) Candidates must reach the said venue latest by 10 A.M. with their relevant testimonials/documents as mentioned in their respective applications in original, for verification of the same before the Shorthand Skill Test.
- 4) There will be only one Shorthand Skill Test for those candidates who have been shortlisted for both Advertisement i.e. Advt No 04/2013 and 01/2015.
- 5) The link for printing e-Admit Card for Junior Stenographer of Advt No 01/2015 will be available from 12-04-2017. For Advt 04/2013, Admit Card for Shorthand Skill Test is being sent by Speed/Registered Post.
- 6) For Shorthand Skill Test – Stenography Test (Dictation) for 10 minutes with a speed of 80 wpm in English/Hindi respectively of a given passage by Examiner. Transcription in Computer will be for 40 minutes (English) and 55 minutes (Hindi).
- 7) The VH Candidates will be required to transcribe the matter of Shorthand Skill Test in 70 Minutes for English and 95 minutes for Hindi.
- 8) If any candidate does not get his/her e-Admit Card/Admit Card, he/she may come to the venue, One hour before the scheduled time with valid Original ID card to get it from Administrative Officer, CSIR-NML.

Candidate must bring his/her Admit Card for Shorthand Skill Test along with the Admit Card issued to him/her earlier for the Computer Based Typing Speed Test.

Administrative Officer