

Subject: Criteria for shortlisting of candidates for skill test and selection process reg.

Following shall be the selection process (including scheme of examination, written test, skill test syllabus, manner for final selection of candidates) to the post of Clerk-Typist, Steno-Typist and Caretaker by direct recruitment.

1. Scheme of Examination: The examination will consist of **two** stages.

Name of Post	Selection Pattern	Nos. of MCQ for Written Test	Total Marks	Duration	Pattern of Question Paper
Clerk-Typist, Steno-Typist and Caretaker	Stage 1 : Written Test (Objective Multiple Choice Test)	100 Nos.	100	90 Minutes	1. Computer Operation: 10 MCQ of 1 marks each 2. General English: 10 MCQ of 1 marks each 3. General Awareness: 10 MCQ of 1 marks each 4. Quantitative Aptitude: 10 MCQ of 1 marks each 5. Job Profile/Work Related: 60 MCQ of 1 marks each
Clerk-Typist and Caretaker	Stage 2: Skill Test (Typing test on computer)	-	100	5 Minutes	Typing speed of 30 W.P.M. in English on Computer corresponding to 9000 KDPD on an average of 5 key depressions for each word. Typing speed and accuracy shall be assessed. The evaluation methodology prescribed by the Institute shall be final
Steno-Typist	Stage 2: Skill Test (Short Hand and Typing test on computer)	-	100	Short Hand: [Dictation-10 Minutes, Transcription-50 Minutes] Typing: 5 Minutes	Short Hand with a minimum dictation speed of 100 W.P.M. in English and Typing speed of 40 W.P.M. in English on Computer corresponding to 12000 KDPD on an average of 5 key depressions for each word. Evaluation shall be based on speed, transcription accuracy and permissible error limits as decided by the Institute.

2. The indicative syllabus for Stage 1 (written examination) is as under:

- a) **Computer Operation:** Fundamentals of Computer, Hardware & Software, Input and Output devices, MS Word, MS Excel, PowerPoint Presentation, Email, Internet, AI.
- b) **General English:** Questions on spot the error, fill in the blanks, synonyms, antonyms, spellings, detecting misspelt words, idioms & phrases, one-word substitution, active & passive voice, conversion into direct and indirect narration, shuffling of sentence parts, comprehensive passage, sentence formation.
- c) **General Awareness:** Questions in this component will be aimed at testing candidates' general awareness of the environment around him and its application to society. It is designed to test knowledge of current events and of such matters of everyday observations and experience as may be expected of any educated person. It may include questions relating to India, its neighboring countries, its history, arts, culture, geography, economics, government policy, science & scientific research, sports events, organizations etc.
- d) **Quantitative Aptitude:** These questions will be designed to test the ability of appropriate use of numbers and numbers sense. It may cover the topics such as computation of whole numbers, decimals, fractions, percentage, ratio & proportion, square roots, averages, simple & compound interest, profit & loss, discount, time & distance, time & work, basic algebra, height & distance etc.
- e) **Job Profile/Work Related:** FR/SR, GFR 2014, TDS, Income Tax Rules, PFMS, TSA, Establishment matters (Recruitment, Pension, Reservation etc.), CCS(CCA) Rules, CCS Conduct Rules, CCS Leave Rules, LTC Rules, TA Rules, HRA, GPF, NPS, RTI Act etc.

3. General Terms & Conditions:

- A. Tentative date of written exam and skill test will be second/third week of Aug, 2026.
- B. Only shortlisted candidates will be called for the written exam (MCQ based) for a duration of 90 minutes carrying 100 marks.
- C. One mark each will be awarded to correct answer and negative 0.25 mark will be awarded for each wrong answer. Question not attempted will be awarded zero marks. In case of over writing or marking two answers for same questions will be considered as wrong answer.
- D. Candidates must secure a minimum passing marks of 33% in the written examination to be eligible for shortlisting for the Skill Test.
- E. The question paper will be bilingual (English & Hindi), except for the 'General English' part. In case of any discrepancy between English and Hindi versions, the English version shall prevail.
- F. PwD (VH & Cerebral Palsy) candidates, if any will be allowed to have scribes arranged by the Institute with prior intimation. Extra time in written exam for PwD candidates will be as per GoI Rules.
- G. After the written test, the document verification will be done for shortlisted candidates.
- H. Candidates shall be shortlisted for the Skill Test in the ratio of up to 1:10 (vacancy-wise), subject to verification of eligibility documents and fulfillment of all prescribed conditions. In case of a tie at the last shortlisted position, all candidates securing the same marks shall be shortlisted.
- I. The Skill test will be only qualifying in nature with minimum 45% as qualifying criteria. Any candidate declared not qualified in Skill Test will not be eligible for further recruitment process irrespective of his/her marks obtained in written examination.
- J. Candidates who remain absent in the Skill Test on the scheduled date and time shall be treated as disqualified and no request for re-test shall be entertained
- K. Marks obtained in the Skill Test shall not be considered for preparation of the final merit list."
- L. The following criteria shall be adopted in sequential order for deciding Merit List:
 - a) The candidate with higher marks in written test shall be placed upper on the merit list or,
 - b) If (a) above is same, the candidate with lower negative marks in written test, shall be placed upper on the merit list.
 - c) In case both (a) & (b) are same, age of the candidates will be taken into consideration for preparation of Merit List. Person having higher age will be placed on the top of the merit list.
- M. The reserved category candidates will be considered without any relaxation for the unreserved post, and will be evaluated at par with unreserved category candidates, if candidate is selected against the unreserved post.
- N. The reserved vacancies will be filled up amongst the eligible candidates of the respective category candidates if found suitable.
- O. The venue & date of examination/skill test will be communicated to the candidates while sending the call letters. No TA/DA will be paid for attending the written & skill test.
- P. No request for relaxation for submission of documents/change of venue/date of written test/skill test shall be considered under any circumstances.
- Q. If any information furnished by a candidate is found to be false, incorrect, suppressed or not supported by documentary evidence at any stage of recruitment, his/her candidature shall be cancelled forthwith.
- R. All applicants are required to visit website i.e. www.csr.res.in regularly for update/information.
- S. Reservation, age relaxation and other concessions shall be applicable as per Government of India rules/orders applicable to the Institute.
- T. The Institute reserves the right to reschedule, cancel or modify the examination process at any stage without assigning any reason.
- U. The decision of the Institute regarding conduct of examination, skill test, verification of documents and selection would be final and binding on all applicants. No representation / correspondence will be entertained in this regard.