

## Advertisement No. 03/2025 dated: 10.07.2025

Start Date for Registration & Fee Submission for Online Application	12.07.2025 (Saturday), 09:30 AM
Last Date for Registration & Fee Submission of Online Application	11.08.2025 (Monday), 6:00 PM

### Advertisement for the post of Junior Stenographer

#### Opportunities for an Exciting Career in Administrative Services in a premier R&D Institute

CSIR-Central Electronics Engineering Research Institute (CSIR-CEERI), Pilani is a premier Research Institution in the field of Electronics established under the aegis of Council of Scientific & Industrial Research (CSIR) in 1953. It undertakes multi-disciplinary R&D activities and projects in the areas of Electronics. CSIR-CEERI also has Centres at Chennai and Jaipur.

Online applications are invited from the citizens of India for filling up the post Junior Stenographer (Hindi/English) at CSIR-CEERI. The details of the post and the respective emoluments as well as age limit as per norms are given below:

Post Code	Name & No. of Posts, Reservation status		Pay Level, Pay Matrix	Upper Age Limit (as on 11.08.2025)	Essential Qualification	Job Requirement/ Specifications
Jr. Steno.	Junior Stenographer (Hindi/ English)		Level-4 ₹ 25,500-81,100	27 years	10+2/XII or its equivalent and proficiency in Stenography as per the prescribed norms fixed by DoPT from time to time.	Candidates are required to provide secretarial/ stenographic, typing and any other official/ administrative work as and when assigned by Competent Authority.
	Category	No. of Posts				
	EWS	01				
	(Total – 01)					

EWS: Economically Weaker Section.

#### Norms for Skill Test: -

Sl. No.	Name of Post	Skill Test norms on Computer
1	Junior Stenographer (Hindi/ English)	One Dictation for 10 minutes in English or Hindi (as opted by the candidates in the Application Form) at the speed of 80 w.p.m., which is qualifying in nature.

#### Mode of Selection: -

Name of Post	Selection Procedure
Junior Stenographer (Hindi/ English)	The candidates fulfilling all necessary eligibility criteria will be invited for open competitive written examination and stenography. The proficiency in stenography will only be qualifying in nature. The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The merit list will only comprise of candidates those who have qualified the proficiency test in stenography.

**Note:**

- Screening of applications will be done prima facie on the basis of documents and information furnished by the candidates. If at any subsequent stage it is found that the candidates do not fulfill the eligibility criteria, their candidature shall be cancelled without assigning any reason whatsoever.
- The candidates as recommended after Screening of the applications, will be invited for Proficiency Test/Written Examination. The sequence/order of conducting Proficiency Test in Stenography followed by Competitive Written Examination or vice versa will be notified on CSIR-CEERI website in due course of time.
- The Proficiency in stenography will only be qualifying in nature. The final merit list will be prepared on the basis of performance of the candidates in the competitive written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in stenography.

**A. Scheme of Competitive Written Examination for Junior Stenographer: -**

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	10+2 / XII
Total No. of Questions	200
Total Time Allotted	Total 2 hours (2 hours and 40 minutes for the candidates eligible for scribe)

**Competitive Written Examination will consist of only one Paper with three parts as detailed below:**

Part	Subject	No. of Questions	Maximum Marks	Negative Marks
I	General Intelligence & Reasoning	50	50	0.25 marks is deducted for every wrong answer
II	General Awareness	50	50	0.25 marks is deducted for every wrong answer
III	English Language & Comprehension	100	100	0.25 marks is deducted for every wrong answer

**B. Proficiency Test in Stenography**

The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the Application Form) at the speed of 80 w.p.m. for the post of Junior Stenographer. The transcription time is as follows:

S.No.	Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for candidates eligible for scribe
1	English	50	70
2	Hindi	65	90

**C. EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TESTS-NATURE OF MISTAKES****1. FULL MISTAKES: - The following mistakes are treated as full mistakes: -**

- Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
- Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/figure dictated which have been replaced/substituted by other words(s) figure(s). However, if a figure is written correctly either in numeral or words both will be acceptable and will not be counted as mistake.
- Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.

## **2. HALF MISTAKES: - The following are treated as half mistakes: -**

- Wrong spelling, including transposition of letters in a word and also omission of a letter or letters from a word. Misspelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as single half mistake.
- Using singular or plural noun and vice versa.
- Use of small letter at the beginning of the sentence.

### **NOTE**

- More than one error in a single word: all the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
- Every passage will be accompanied by a list of words which can be spelt/written in more than one form. All the spellings/forms of words will be acceptable and not counted as error. For example, the word 'Honorable' is written as Hon'ble, Hon., Honorable and Hon. - all these forms will be treated as correct.
- CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.
- The above guidelines will be valid for Hindi Stenography Skill Test also.
- Method of calculation of mistakes in Stenography Skill Test:-

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes} / 2) \times 100}{\text{Number of words in the master passage}}$$

Percentage will be rounded off to two decimal places. For example, 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00.

### **1. Benefits under Council Service:**

- These posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to the Central Government employees and as made applicable to CSIR. Council employees are also eligible for accommodation of their entitled type as per CSIR Allotment Rules depending on availability and in that case HRA will not be admissible.
- In addition to the emoluments, against each category of posts benefits such as applicability of New Pension Scheme, 2004, reimbursement of Medical Expenses, Leave Travel Concession, Conveyance Advance and House Building Advance are available, as per rules of CSIR.
- All New Entrants will be governed by the “**National Pension System**” based on defined Contributions for new entrants recruited from Central Government Services on or after 01-01-2004, as adopted by CSIR for its employees. However, persons selected from other Government Departments/Autonomous Bodies/Public Sector Undertakings/Central Universities having Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e. CCS (Pension) Rules, 2021.

### **2. General Information and Other Conditions:**

- The applicant must be a citizen of India.
- All applicants must fulfill the essential requirements of the posts and other conditions stipulated in the advertisement as on the last date of submission of **ONLINE** application. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for these posts which is compulsory even if a candidate has some higher qualifications. **No enquiry asking for advice as to eligibility will be entertained.**



c. The online application should be accompanied by **self-attested copies** of all educational qualifications, mark-sheets and certificates etc., issued by the degree awarding Boards. The prescribed qualifications should have been obtained through recognized Boards.

d. In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to attach copy of order/ letter in this regard, indicating the Authority under which it has been so treated, otherwise application is liable to be rejected.

e. If any document/ certificate furnished is in a language other than Hindi or English, a transcribed copy of the same duly attested by a Gazetted Officer or Notary is to be submitted.

f. The date for determining the upper age limit, qualifications and/or experience shall be the closing date prescribed for submission of online application i.e. **11.08.2025 (Monday)**.

g. Candidate must ensure that he/she possesses the essential educational qualification in the relevant areas as required for the post, for which he/she is applying, on the last date of submission of ONLINE application.

h. Persons with Benchmark Disabilities (PwBD), (Divyang) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.

i. **Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post.**

j. **The Director, CSIR-CEERI reserves the right to cancel the advertisement without assigning any reason thereof or reserves the right to not to fill up the posts. The number of vacancies indicated against the Post/ Category is provisional and may increase or decrease at any stage of selection process. The selection procedure of these posts is subject to CSIR/ Govt. of India instructions prevalent at the time of various stages of selection.**

k. The selected incumbents will be posted in CSIR-CEERI, Pilani. But they can be transferred to any of the Labs/ Institutes/ centers/ field stations of CSIR-CEERI/CSIR anywhere in India.

l. The decision of the **Director, CSIR-CEERI** in all matters relating to eligibility, acceptance or rejection of application, mode of selection, conduct of examination/ skill test/ written test, as applicable, venue for skill test/ typing test/ written test and not to fill up all or any of the posts will be final and binding on the candidates and **no interim inquiry or correspondence will be entertained in this connection from any individual or his/her agency.**

m. Canvassing in any form and /or bringing in any influence political or otherwise will be treated as a disqualification for the post.

n. The Medium of Typing Test and the medium of written examination opted in online application form, will not be changed at later stage.

o. **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**

### **3. Age Limit & Relaxations:**

a. The upper age limit for ex-serviceman will be relaxed as per instructions of GoI issued from time to time.

b. There is no age limit for CSIR employees provided that they possess the prescribed qualification.

c. As per Govt. of India provisions, age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands who are not remarried shall be relaxed up to the age of 35 years. The persons claiming age relaxation under this sub-para would be required to upload following documentary evidence:

I. In case of Widow, Death Certificate of her husband together with the Affidavit that she has not re-married since.

II. In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgment/ decree of the appropriate Court to prove the fact of divorce or judicial separation, as the case may be, with an Affidavit in respect of divorced Women that they have not remarried since.

d. **Age relaxation to Persons with Benchmark Disabilities (PwBD):** Age relaxation of 10 years in upper age limit shall be allowed to persons suffering from the following benchmark disabilities as per GOI instructions irrespective of the fact whether the post is reserved for person with disabilities or not:

(i) blindness and low vision;

(ii) deaf and hard of hearing/ Hearing Impairment;

(iii) autism, intellectual disability, specific learning disability and mental illness;

(iv) multiple disabilities from amongst persons under clauses (i) to (iii) including deaf blindness persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government.

e. Candidates are required to produce a copy of the EWS certificate in the prescribed format issued by the competent authority on the basis of income for the year 2024-25 and should be valid for the year 2025-26.

#### **4. How to apply**

1. Eligible candidates are required to apply ONLINE through CSIR-CEERI website **www.ceeri.res.in**. No other mode of application will be entertained.
2. Candidates desirous to apply should submit **ONLINE APPLICATION**, subject to **fulfilling** all eligibility criteria along with requisite **application fee of ₹500/-**, if applicable. The payment of application fee **can be made** online through the link available under the payment option in online application. No other mode of payment of application fee is permissible. **SC/ ST/ PwBD/ Women/ Ex-Servicemen are exempted from payment of application fee.**
3. Candidates are advised to go through the instructions (available on CSIR-CEERI website [www.ceeri.res.in](http://www.ceeri.res.in)) for filling online application carefully.
4. Online Application will be available on CSIR-CEERI website [www.ceeri.res.in](http://www.ceeri.res.in) [**Opens on 12.07.2025 from 09:30 A.M. and Closes on 11.08.2025 at 06:00 P.M.**].
5. In case of Boards awarding CGPA/SGPA/OGPA/DGPA grades etc., candidates are required to convert the same into percentage based on the formula as per their Boards and to mention the percentage so arrived at the appropriate place in the online application format, while filling the same.
6. If the candidate does not have a valid Email ID, he/she should create a new valid Email ID before applying online.
7. **Candidates should keep a copy of the application printout and payment details (if any) with them**, for future reference/ record and same will be required to be submitted to office, when asked to do so. Printout of Application and payment details will not be available after the closing date for online application.
8. Application once submitted will not be allowed to be withdrawn and application fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
9. Only one application will be entertained from each candidate. In case a candidate submits multiple online applications with different registration numbers and/or with different email IDs, only the latest completed application will be considered.
10. Applications from regular employees working in CSIR laboratories/ Institutes, Government Departments, autonomous bodies and public sector undertakings will be considered only if No Objection Certificate (NOC) is uploaded with the online application with a certificate by the employer that the applicant, if selected, will be relieved within one month of the receipt of the appointment orders.
11. Incomplete applications (i.e. without uploading photograph, signature, non-payment of application fee (wherever applicable) and without uploading the attachments as mentioned under Documents Required) will not be entertained and are liable to be summarily rejected.

##### **5. Documents Required:**

**Following documents are required to be uploaded (in order) as a single PDF as attachment to the application:**

- a. SSC / 10th certificate (reflecting Date of Birth)
- b. SSC / 10th Mark Sheet
- c. Intermediate / 10+2 certificate & Mark Sheet
- d. EWS Category certificate in the format prescribed (**Annexure-I**) by the Govt. of India
- e. No Objection Certificate (NOC), wherever applicable
- f. Fee receipt wherever applicable
- g. Certificate(s) related to higher qualification, if any
- h. Certificate(s) related to PwBD (wherever applicable) in the prescribed format
- i. Certificate(s) related to Widow women/ Divorced women/ Women Judicially separated from their husbands.
- j. Documents/certificates required for age relaxation, if any.

**No hard copy of application or any document is required to be sent**

Any further information regarding this Advertisement like date, time and venue of Examination, any addendum/ corrigendum or any variation in number of posts/ cancellations of post(s) etc. will be made available through CSIR-CEERI website [www.ceeri.res.in](http://www.ceeri.res.in) only. Therefore, the candidates are advised to keep a regular watch of CSIR-CEERI website accordingly.

**Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post(s)**

**NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED**

**Controller of Administration**





**Government of .....**  
**(Name & Address of the authority issuing the certificate)**  
**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY**  
**ECONOMICALLY WEAKER SECTIONS**

Certificate No.....

Date:.....

VALID FOR THE YEAR.....

This is to certify that Shri/Smt./Kumari..... son/ daughter/ wife of ..... permanent resident of, ..... Village/ Street, Post Office, Territory.....Pin Code..... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\*is below Rs. 8 lakhs (Rupees Eight Lakh only) for the financial year.....His/her family does not own or possess any of the following assets\*\*:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above
- III. Residential plot of 100 Sq. Yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari..... belongs to the..... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office.....

Name.....

Designation.....

Recent  
 passport size  
 attested  
 photograph of  
 the applicant

\*Note 1 : Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2 : The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

\*\*\*Note 3 : The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.