May 23, 2022

Guidelines on Selection Procedure

1. Screening test will be conducted for evaluating and recommending the candidates for interview for the posts of Scientist-C, Scientist-B and Scientific Technical Officer. Top twelve candidates in order of merit will be called for interview. However, if the number of eligible candidates are less than twenty in such cases only interview will be conducted.

2. Written Test should be conducted for the posts of Assistant followed by Trade/skill test of English typing on computer. The candidates who acquire minimum 50% in written test will only qualify to appear for skill / trade test (English typing on computer) at 35 WPM net speed. The final selection will be on the basis of merit in written test only and have qualified in the typing test.

   In tie cases, the merit will be considered on the following basis (one after one):

   i.   Lesser number of attempted wrong answer in the written test;
   ii. Date of Birth, with older candidate placed higher, and
   iii. Alphabetical order in which the first names of the candidates appear.

3. Trade Test (Dictation for stenography and Typing of the same on Computer) are Qualifying only for the post of Private/Personal Secretary. The final selection will be based on performance in interview.

[Harish Chandra]
Administrative Officer (P&A)