

**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH  
CSIR-FOURTH PARADIGM INSTITUTE  
NAL BELUR CAMPUS, BENGALURU-560 037**

CSIR-4PI/Advt. No. 1/2021

November 10, 2022

**NOTIFICATION**

**Sub: Competitive Written Examination for the post/s of Junior  
Secretariat Assistant (F&A) - reg.**

**Ref: CSIR-4PI Advertisement No. 1/2021**

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With reference to the Qualifying Typing Test held on 22<sup>nd</sup> May 2022 for the post of Junior Secretarial Assistant (F&A), Post Code-AD-02, Competent Authority, CSIR-4PI has approved to invite the candidates qualified as per **Annexure I** for the Competitive Written Examination. The Schedule of the Competitive Written Examination is as below:

**Date of Competitive Written Examination: 03-December-2022 (Saturday)**

**Reporting Time for Verification of Documents: 8.00 a.m. on 03-Dec-2022**

**Time of Written Examination: 9.30 a.m. to 12.00 p.m.**

**Venue: Departmental Canteen of CSIR-National Aerospace Laboratories,  
HAL Airport Road, Kodihalli, (Opposite Manipal Hospital), Bengaluru-560017**

**Scheme of competitive Written Examination is as per the Notification dated 12-Aug-2022**

The candidates are advised to read the attached 'General Instructions to Candidates' carefully for attending the Competitive Written Examination for strict compliance. Call letters to candidates are being sent by post and e-mail along with Admission Certificate and Instructions. Candidates also have the option to Print/Download the Admission Certificate attached at page no. 5 and submit the duly filled Admission Certificate during the examination.

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**Controller of Administration  
CSIR-Fourth Paradigm Institute, Bengaluru**

**List of candidates qualified in the Typing Test and eligible for Competitive Written Examination for the post/s of Junior Secretariat Assistant (F&A).**

<b>Sl. No.</b>	<b>Applicant ID</b>	<b>Applicant Name</b>
1	4PI - 6097	Amruth A Gowda
2	4PI - 7266	Preethi K
3	4PI - 2256	Nuthana S
4	4PI - 2355	Sangeetha D
5	4PI - 4938	Radha C
6	4PI - 5439	Arunakumari N
7	4PI - 5524	Sneha V Raj
8	4PI - 8369	Shashirekha H M
9	4PI - 1808	Navya N Shastry
10	4PI - 8981	M Rohan
11	4PI - 9215	Ramya K
12	4PI - 1819	Parvathi K
13	4PI - 8379	Ravi Teja Naik
14	4PI - 3876	Harisha K H
15	4PI - 4017	J Gopika
16	4PI - 10003	Venkatesh B
17	4PI - 9886	Prasanna M Murudi
18	4PI - 1529	Ricky
19	4PI - 2877	Aravind Kumar J
20	4PI - 2213	Thomson Peria
21	4PI - 7148	Zaved Ahmad
22	4PI - 10036	G Priyanka
23	4PI - 9868	Jegadeesan S N
24	4PI - 7094	Meghana R Rao
25	4PI - 59	Likitha H
26	4PI - 1242	Suraksha R
27	4PI - 7247	Maria Letitia Felix
28	4PI - 5876	Vikas
29	4PI - 2144	Manu S
30	4PI - 9634	Dhanya Dharman D
31	4PI - 7001	Leela Parivar N
32	4PI - 6498	Vinutha M
33	4PI - 7098	Jeevan V S

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**GENERAL INSTRUCTIONS TO CANDIDATES**

1. The admission to Competitive Written Examination is provisional. If it is found later that the candidate does not fulfil any of the conditions of eligibility as per the notified criteria, his/her candidature will be cancelled and no appeal against such cancellation will be entertained.
2. It has been observed that in some cases names of the candidates in online application does not match with the name mentioned in SSLC/10<sup>th</sup> Marks Certificate. The onus of establishing the correctness/genuineness of name will be lying with the candidates themselves.
3. **No candidate will be allowed to enter the Examination Venue without the duly filled in Admission Certificate. The candidates should also produce the Photo Identity Card in original issued/approved/authorized by the Government Authorities along with the Admission Certificate. (viz Aadhaar, Votes ID, Driving License, PAN, Pass Port, Ration Card etc). Candidates coming to the Examination Centre without Admission Certificate & Photo ID Card will not be permitted.**
4. The issue of Admission Certificate does not confer any right for appointment to the post(s) for which they are applicant.
5. **Competitive Written Examination will be Held at: Departmental Canteen, CSIR-National Aerospace Laboratories, HAL Airport Road, Kodihalli, (opposite Manipal Hospital), Bengaluru-560017.**
6. Candidates in their own interest should be present in the Examination Centre 30 Mins before scheduled time for the verification of the documents. Candidates reporting after the scheduled time will not be permitted.
7. **Candidates will be permitted to the Competitive Written Examination subject to production and verification of following documents:**
  - a) **Duly Filled in Admission Certificate**
  - b) **Valid Date of Birth Certificate in Original (S.S.L.C/X Marks sheet etc. If the Date of Birth not recorded in the S.S.L.C/X Marks Sheet, then any other legally valid document evidencing the Date of Birth should be produced).**
  - c) **12<sup>th</sup>/PUC/Diploma certificates (3-year duration only) or its equivalent as per CSIR guidelines.**
  - d) **Original SC/ST/PwD/Ex-servicemen/Divorcee/Widow certificates. Candidates who have applied through proper channel (who are working in Govt./Public Sector/Autonomous organizations, etc. as per CSIR/Advertisement guidelines) should produce No Objection Certificate (NOC) before the written examination.**
8. No candidate shall leave the Examination Hall without proper permission of the Supervisor / Invigilator and without handing over OMR Answer Sheet to the Supervisor / Invigilator. Candidates failing to deposit the same shall be disqualified and may be liable to suitable action as per rules.
9. Candidates must abide by the instructions given by the Supervisor / Invigilator at the Examination Centre. Failure to follow directions will make the candidates liable to any such action as per CSIR/Govt. guidelines.

10. Suitable action as deemed fit will be taken against candidates found using or attempting to use any unfair means, besides forfeiture of their candidature.
11. Candidates must maintain absolute silence and must not disturb other candidates sitting in the examination hall.
12. Smoking, consumption of tobacco in the Examination Hall is strictly prohibited.
13. In the event of postponement/cancellation/re-schedule of the scheduled Written Examination for any unforeseen circumstances, the candidates themselves must make their own arrangement for Accommodation, Stay, Travel etc. and CSIR-4PI shall not be liable or responsible for providing any such facilities.
14. CSIR-4PI shall not be responsible for the belongings of the candidates at the examination venue. Candidates should make their own arrangement for the safety of their belongings.
15. Candidates should follow COVID-19 appropriate Norms/Guidelines as issued by the Govt. of Karnataka/Govt. of India. They should maintain social distance and wear mask properly all the time at the examination centre. They should also produce COVID-19 vaccination Certificate if asked for during verification.
16. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.
17. The competent authority reserves the right to amend, delete and add terms and conditions at any stage of selection process by intimating the same to candidates through CSIR-4PI website.
18. CSIR-Fourth Paradigm Institute reserves the right not to fill any of the posts/fill only few posts. The number of vacancies may vary at the time of actual selection. The decision of the Competent Authority, CSIR- Fourth Paradigm Institute will be final and binding on candidates at all stages of Selection to the advertised positions.
19. The competent Authority, CSIR-4PI reserves the right to reject applications/candidates at any point of time during the selection process for not complying with screening criteria for not producing the valid documents as mentioned in the notification. Also, the name of the candidates which do not match with that of original applications with relevant documents will be summarily rejected at any point of time during the selection process.
20. Outstation candidates are eligible for to and from single second-class rail fare or ordinary bus fare run by the respective state governments from the actual place of undertaking the journey or from the normal place of their residence whichever is nearer to Bangalore city Railway Station/KSRTC Bus Stand, Bengaluru on production of Rail Tickets/Rail Ticket Numbers or any other proof of journey.

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**ADMISSION CERTIFICATE**

Please affix recent  
passport size  
photograph here &  
sign across

1. CSIR-4PI Advt. No. : 1/2021
2. Name of the Post : Junior Secretariat Assist. (F&A)
3. Post Code(s) for which Applied : AD-01
4. Date & Time of Written Examination : 03-Dec-2022 @ 09.30 a.m.
5. Reporting Time : 03-Dec-2022 @ 8.00 a.m.
6. Name of the Candidate with Present postal address for Communication : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Date of Birth : \_\_\_\_\_
7. Applicant ID : 4PI-
8. Name of Father : \_\_\_\_\_
9. Name of Mother : \_\_\_\_\_
10. Mobile No. : \_\_\_\_\_
11. e-mail ID : \_\_\_\_\_
12. Aadhaar No. : \_\_\_\_\_
13. Venue of Typing Test : CSIR-National Aerospace Laboratories,  
Departmental Canteen,  
HAL Airport Road, Kodihalli,  
Bengaluru-560 017

\_\_\_\_\_  
Signature of the Candidate

\_\_\_\_\_  
Signature of the Invigilator

## **Syllabus and Scheme of Competitive Written Examination for JSA (F&A)**

There will be two papers (Paper-I and Paper-II). Paper I will be qualifying in nature. The Second paper (Paper II) will be evaluated only for those candidates who secure the minimum threshold marks of 35% (Thirty Five Percentage) in the first paper (Paper I).

Final merit list will be drawn based on the performance of candidates in Paper-II.

<b>Mode of examination</b>	OMR Based Objective Type Multiple Choice Examination
<b>Medium of Questions</b>	The questions will be set both in English and Hindi except for the Questions on English language.
<b>Standard of Exam</b>	Class XII / PUC
<b>Total No. of Questions</b>	200
<b>Total Time Allotted</b>	2 hours 30 minutes

### **Paper-I (Time Allotted-90 minutes)**

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

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

### **Paper -II (Time Allotted-1 hour)**

<b>Subject</b>	<b>No. of Questions</b>	<b>Maximum Marks</b>	<b>Negative Marks</b>
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