

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

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**NOTIFICATION**

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

August 4, 2022

In continuation to the notification of the shortlisted candidates for the post of Junior Secretariat Assistant (Gen/S&P) dated 28-Jul-2022, find the schedule of the Qualifying Typing Test as below:

**Date of the Qualifying Typing Test: 27-Aug-2022 (Saturday)**

**Reporting Time:** Applicant ID 01- 2500: 08.30 a.m.  
Applicant ID 2501- 5500: 10.30 a.m.  
Applicant ID 5501- 8000: 11.30 a.m.  
Applicant ID 8001- 10237: 12.30 p.m.

**Venue: M/s M.S. Ramaiah Institute of Technology,  
M. S. Ramaiah Nagar, MSRIT Post,  
Bengaluru- 560 054**

‘General Instructions to candidates’ is attached for strict compliance for the candidates attending the qualifying tests. Call letters to candidates are being sent by post along with Admission Certificate and Instructions. **Candidates also have the option to download the attached Admission Certificate and produce the duly filled Admission Certificate at the time of Typing Test.** CSIR-4PI will be not responsible for postal delays if any, or post not reaching to the candidates due to incomplete or wrong address provided by them.

-Sd-

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

**Encl: ‘General Instructions to Candidates’ and ‘Admission Certificate’.**

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**GENERAL INSTRUCTIONS TO CANDIDATES**

1. The admission to qualifying typing test 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 Test Venue without the Admission Certificate. The candidates should also produce the Photo Identity Card issued/approved/authorized by the Government Authorities along with the Admission Certificate. (This will be used to verify their identity viz Aadhaar, Voter ID, Driving License, PAN, Passport, Ration Card etc). Candidates coming to the examination centre without Admission Certificate & Photo ID Card will not be allowed for typing test.
4. The issue of Admission Certificate does not confer any right for appointment to the post(s) for which they are applicant.
5. **Qualifying Typing Test will be Held at: M/s M.S. Ramaiah Institute of Technology, M. S. Ramaiah Nagar, MSRIT Post, Bengaluru- 560 054**
6. Candidates in their own interest should be present in the Test Centre half an hour before commencement of the Test. Candidates reporting after the scheduled time will not be permitted.
7. **Candidates opting for Typing in Hindi should submit their option latest by 11-Aug-2022 through e-mail to the e-mail id [recruit@csir4pi.in](mailto:recruit@csir4pi.in) . The option once exercised shall be final and binding on the candidates. Any request for change of option later will not be entertained. Further, the candidates opting for Hindi Typing in other than Devanagari- INSCRIPT Mode shall make their own arrangement to install their desired software. If no option is received by the specified date, it is construed that the medium of typing is English.**
8. Candidates willing to appear for the qualifying typing test will be permitted subject to production and verification of following documents:
  - a) Admission Certificate
  - b) Valid Date of Birth Certificate (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) during before qualifying Typing/Stenography Test.

9. Candidates should mention their APPLICANT ID in the space provided during typing test.
10. No candidate shall leave the Examination Hall without proper permission of the Supervisor / Invigilator and without handing over Answer Sheet/Script to the Supervisor / Invigilator. Candidates failing to deposit the same shall be disqualified and may be liable to suitable action as per rules.
11. Candidates must abide by the instructions given by the Supervisor / Invigilator of Test Centre. Failure to follow directions will make the candidates liable to any such action as per CSIR/Govt. guidelines.
12. Suitable action as deemed fit will be taken against candidates found using or attempting to use any unfair means, besides forfeiture of their candidature.
13. Candidates must maintain absolute silence and must not disturb other candidates sitting in the examination hall.
14. Smoking, consumption of tobacco in the Examination Hall is strictly prohibited.
15. No TA [Travelling/Transport Allowance] will be given to any candidates who are attending for Qualifying Tests.
16. In the event of postponement/cancellation/re-schedule of the scheduled test 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.
17. CSIR-4PI shall not be responsible for the belongings of the candidates at the test venue. Candidates should make their own arrangement for the safety of their belongings.
18. 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 test centre. They should also produce COVID-19 vaccination Certificate if asked for during verification.
19. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.
20. 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.
21. 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.
22. 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.

**-Sd-**

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

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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 : Jr. Secretariat Assist. (Gen/S&P)
3. Post Code(s) for which Applied : AD-01
4. Date & Time of Qualifying Typing Test : 27-Aug-2022 @ 8.30 a.m.
5. 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 : M/s M.S. Ramaiah Institute of Technology,  
M.S. Ramaiah Nagar, MSRIT Post,  
Bengaluru-560 054

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

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Signature of the Supervisor for conducting  
Qualifying Typing Test

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Signature of CSIR-4PI Coordinator