



No. 76(2)3/2023-R&A

Dated 02.04.2025

Notification to advertisement No.CSIR-CBRI-2/2025

It is hereby informed to all the candidates those have applied for the post of Jr. Stenographer and JSA (G/F&A/S&P) and Driver in response to advertisement No.CSIR-CBRI-2/2025 through online, the Director, CSIR-CBRI has approved to make some amendment and additional information as under:-

The tentative date of proficiency test written examination and shall be as follows:-

Post name	Post code	Tentative date of proficiency test/ Driving Test	Tentative date of written examination
Junior Stenographer	JST251	25.04.2025 to 30.04.2025	18.05.2025*
Junior Secretariat Assistant	JSA252	25.04.2025 to 30.04.2025	18.05.2025*
Driver	DR253	12.04.2025	19.04.2025*

***The actual date, time and venue of test will be informed through admit card separately.**

Important Instructions for the candidates: -

1. This Institute is going to conduct Typing Test/Driving skill Test/proficiency Test in shorthand followed by written examination shortly provisionally without detailed scrutiny **of applications for the eligibility and other aspects at the time of written examination/ typing test and, therefore, candidature will be accepted only provisionally except the candidature of those applications which have** inserted blurred photograph/ signature/ no signature/miniature signature/fees not received/ incomplete application. The details provisional list of candidates to be called for the skill list/written examination will be displayed on our website separately.
2. Candidates must go through the requirements and satisfy themselves that they are eligible for the post(s). The original certificates/documents in support of their Educational Qualifications and Caste/Category, etc. shall be sought at the time of Document Verification. Candidates may also note that they would be required to submit their certificates/documents of Essential Qualifications/caste/category, age/NOC, experience etc. at the time of documents verification by the CSIR-CBRI. After scrutiny of the certificates/documents in support of Essential Qualifications/ caste/ relaxation etc., **if any claim made in the application is not substantiated by certificates/documents, the candidature of candidate will be cancelled.**

3. Facility to download Admit Card/Hall Ticket to the candidates will be made available 3-7 days before the examination on CSIR-CBRI website.
4. Candidate must bring printout of the Admit Card/Hall Ticket in duplicate with latest coloured photograph in the Examination Hall.
5. In addition to the Admit Card/Hall Ticket (in duplicate with Photograph), it is mandatory, Original valid Photo-ID proof having the Date of Birth as printed on the Admit Card, such as: Aadhaar Card/ Printout of E-Aadhaar, Voter's ID Card, Driving License, PAN Card, Passport, ID Card issued by University/ College/ School, Employer ID Card (Govt./ PSU), Ex-serviceman Discharge Book issued by Ministry of Defence or any other photo bearing valid ID card issued by the Central/ State Government. If Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate) in proof of their date of birth. **In case of mismatch in the date of birth mentioned in the Admit Card/Hall Ticket and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.**
6. **PwBD candidates are hereby informed to comply with the instructions in DoPT number 120/40/1/2014-Estt.(D) dated 22.4.2015, MoSJ & Empowerment OM No. 34-02/2015-DD- III dated 29.08.2018, MoSJ & Empowerment OM No. 34-02/2015-DD- III (pt) dated 08.02.2019 and MoSJ & Empowerment OM No. 29-6/2019-DD-III dated 10.08.2022 for availing any type of concession/relaxation/exemption if any on production of required documents.**
7. Answer Keys of the OMR Based Examinations will be made available to the candidates through website of CSIR-CBRI, after the Examination. Candidates may go through the answer keys and questions submit online representation within the time limit and represent on payment of Rs.100/- per representation/question/answer key, payable to the Director, CSIR-CBRI Bank account no. 30269847968, IFC code SBIN0010635, State Bank of India, CBRI, Roorkee Branch and attached the online payment receipt no. for proof which is refundable in case of his/her valid representation but not refundable in case of invalid representation. Representations received through any other mode e.g. letter, application, email, etc. will not be entertained.
8. Representation regarding the Answer keys/ questions will be scrutinized before redressal/disposal of representation and the decision of the Director, CSIR-CBRI, in this regard will be final.

9. There shall be no provision for re-evaluation/re-checking of the scores at any Stage of the examination. No correspondence in this regard shall be entertained.

It is further informed to all the candidates that the no. of posts for Jr. Stenographer has been revised from three posts (UR) to five posts (UR).



Controller of Administration