No. 3-2(a)/2023-E.I(RC)   Dated 21.06.2024

Notice

Sub : Schedule of Stage-II (Paper- III and CPT) Examination and downloading of Admit Cards for the post of Section Officer and Assistant Section Officer in CSIR (CASE-2023) – reg.

With reference to the subject cited above, the Stage-II Examination of CASE-2023 shall be held as per the schedule given below:

Name of the Post and Examination	Examination Date	Reporting Time
Section Officer and Assistant Section Officer **Stage-II Examination** Paper-III : Morning Session	07.07.2024 (Sunday)	**Paper – III** : Descriptive Paper – Essay, Precis and Letter/Application Writing (Pen-Paper based) **Reporting Time** : 08.30 AM **Exam Time** : 10.00 AM to 12.00 PM
Assistant Section Officer **Computer Proficiency Test (CPT)** Afternoon Session (same venue)		Computer Proficiency Test (CPT) **Reporting Time** : 01.30 PM **Exam Time** : 03.00 PM to 04.00 PM

2.   The Admit Cards of examination for the above-mentioned posts are being made available on the CSIR Website i.e. https://www.csir.res.in/case-career-opportunities/recruitment and online exam portal https://csir.cbtexamportal.in/ w.e.f. 04th July, 2024 (10.00 AM).

3.   The candidates are required to download their Admit Cards after entering the required credentials (i.e. Registered Email, Date of Birth, Mobile OTP etc.). Candidates are advised to read the instructions contained in the Admit Card carefully before appearing in the examination. It may be noted that no request for change of Examination Centre will be entertained.

4.   The Scheme of Examination for **Paper –III** Examination and **CPT** are enclosed as Annexure-I and Annexure II respectively. No exemption from CPT is allowed for any category of PwBD Candidates.

5.   Scribe facilities will be available as per the provisions of the Advertisement. Candidates who have opted for Scribe in the Online Application Form, are required to upload relevant documents in prescribed forms before attempting to download the Admit Card for Paper – III and CPT.

6.   In case any candidate faces difficulty in downloading/ checking the Admit Cards for CASE-2023, he/she can contact on Help Desk No. 07969049955 (09.00 AM to 06.00 PM). The candidates are advised to keep visiting the CSIR official websites i.e. https://www.csir.res.in/ for examination related information.

Sd/-
Deputy Secretary (RC)

Encl : As stated

Copy to :
1. IT Division- for uploading the same on CSIR Website
2. Office Copy

Paper III (Descriptive Paper)

Max. Marks: 150   Time: 2 Hrs.

General Instructions:
1) This Paper will be bilingual (English & Hindi). Candidate must choose one medium i.e. English or Hindi
2) This Paper will be offline (Pen Paper Mode).
3) Candidates will be provided Question-Cum-Answer (QCA) Booklet in the Examination.

Q 1: Essay Writing (To attempt 1 topic out of 3 options)

   Topic: Based on "General Values Based on Life Values".

   Word Limit: 500-600 Words

   Marks Allotment: 50 Marks

Q2: Essay Writing (To attempt 1 topic out of 3 options)

   Topic: Based on "Analysis, Factual-Based, Research-Oriented Modern Concepts"

   Word Limit: 500-600 Words

   Marks Allotment: 50 Marks

Q3: Precise Writing (01 Question)

   Topic: Passage Size will be approximately of 600 words. Candidates need to reduce it to one-third of its length. The précis must be written only in the space provided for it.

   Word Limit: Need to reduce it to **one-third** of the length of provided passage.

   Marks Allotment: 30 Marks

Q4: Letter/Application Writing (01 Question):

   Topics: Candidates need to write either a letter OR an application on a given subject.

   Word Limit: 200-250

   Marks Allotment: 20 Marks

Evaluation Criteria: -

1. *Evaluation of Essay Writing will be based on **a)** Analytical Profundity, **b)** Argumentative Clarity and Structural Coherence, **c)** Evidential Rigor and Exemplary Support, **d)** Critical Thinking and Original Insights, **e)** Holistic Perspective Integration, **f)** Conclusion Quality and Forward-Thinking Insights, **g)** Language Clarity and Stylistic Precision and **h)** Spelling, Punctuation and Capitalization Accuracy.*

2. *Evaluation of Precis Writing will be based on **a)** Understanding of the Source Text **b)** Conciseness and Clarity **c)** Accuracy and Precision **d)** Language and Writing Style and **e)** Coherence and Organization.*

3. *Evaluation of Letter/Application will be based on **a)** Content Relevance and Appropriateness **b)** Clarity and Conciseness **c)** Language and Tone **d)** Grammar and Mechanics and **e)** Organization and Structure*

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Computer Proficiency Test

Total Marks: 100   **Time: 01 Hour**

Scheme of Examination

i.   CPT will judge proficiency in Word Processing. Spread Sheet, Generation of Slides etc. Exercises will include Typing of a passage and/or other word processing exercises, preparation of spreadsheet, preparation of Power Point Presentation and related exercises which are required in the normal day to day functioning of an Office.

ii. **CPT will be qualifying in nature only.** Candidates are required to obtain the Minimum cut off marks in CPT as decided by CSIR.

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1. Microsoft Word:

➢ **Topic:** Typing of a Passage (200-250 Words), Proficiency in other Word Processing exercises which are required in the normal day to day functioning of an Office

➢ Marks Allotment: 40 Marks

2. Microsoft Excel:

➢ **Topic:** Preparation of a spread sheet and related exercises which are required in the normal day to day functioning of an Office

➢ Marks Allotment: 30 Marks

3. Microsoft PowerPoint:

➢ **Topic:** Preparation of Power Point Presentation and related exercises which are required in the normal day to day functioning of an Office

➢ Marks Allotment: 30 Marks

Note: -

1. *After completion of the Test, candidate's work will be uploaded at a designated place and printout of the same will also be taken. Candidate will write his/her Name, Roll Number on each page of the printout, sign and handover it to the invigilator.*

2. *Evaluation will be made based on the uploaded soft copy and printout of the candidate's work.*

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