

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH**  
**ANUSANDHAN BHAWAN, 2, RAFI MARG, NEW DELHI-110001**  
**www.csir.res.in**

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

Date: 24.08.2024

**Sub.: Schedule of Computer Proficiency Test (CPT) Re-test and downloading of Admit Cards for the post of Assistant Section Officer in CSIR (CASE-2023)-reg.**

In continuation to the CSIR Web Notice of even no. dated 16.08.2024, it is notified that the CPT Re-test of CASE-2023 shall be held as per the schedule given below:

Name of the Post and Examination	Examination Date	Reporting Time
Assistant Section Officer	01-09-2024 (Sunday)	<b>Morning Session</b> Reporting Time: 07:30 AM Exam Time: 10:00 AM to 11:00 AM
<b>Computer Proficiency Test (CPT) Re-test</b>	& 02-09-2024 (Monday)	<b>Afternoon Session</b> Reporting Time: 12:30 PM Exam Time: 03:00 PM to 04:00 PM

2. The Admit Cards of examination for the above-mentioned posts is being made available on the CSIR Website i.e. <https://www.csir.res.in/case-career-opportunities/recruitment> and online exam portal <https://csir.cbtxamportal.in/> w.e.f. 29<sup>th</sup> August, 2024 (10:00 AM).

3. Intimation regarding City and date of CPT Re-test has already been sent to the candidates through email.

4. 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.

5. The Scheme of CPT Re-test is enclosed as Annexure-I. No exemption from CPT Re-test is allowed for any category of PwBD Candidates.

6. 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 CPT Re-test. The candidates with the facility of Scribes shall be allowed a compensatory time of 20 minutes. Thus, time allowed for CPT for such candidates shall be 80 minutes.

7. In case any candidate faces difficulty in downloading/checking the Admit Cards for CPT Re-test of CASE-2023, he/she can contact on Help Desk No. 07969049955 (09:00AM to 06:00PM). The candidates are advised to keep visiting the CSIR official website 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

**Computer Proficiency Test (CPT) re-test**

**Total Marks: 100**

**Time: 01 Hour**

**Instructions for CPT Question Paper**

- 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**.

**1. Microsoft Word:**

- **Topic:** Typing of a Passage (200-250 Words), Proficiency in other Word Processing exercises.
- **Marks Allotment: 40 Marks**

**2. Microsoft Excel:**

- **Topic:** Preparation of a spread sheet.
- **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. *Candidates will upload their work at designated place within the prescribed time.*
  2. *Evaluation will be made based on the uploaded soft copy of the candidate's work.*
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