

**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
CSIR-NATIONAL AEROSPACE LABORATORIES
BENGALURU-560 017**

GENERAL INSTRUCTIONS TO CANDIDATES

1. The admission to qualifying Typing/Stenography 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/10th 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 center 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/Stenography test will be held at: M.S. Ramaiah Institute of Technology, Gate No.10, DES Block, M.S. Ramaiah Nagar, MSRIT Post, Bengaluru-560 054**
6. Candidates in their own interest should be present in the Test Center 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 20-09-2022 through e-mail Id recruit.nal@nal.res.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 / Stenography 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/10th Marks sheet etc. If the Date of Birth not recorded in the S.S.L.C/10th Marks Sheet, then any other legally valid document evidencing the Date of Birth should be produced.
 - c) 12th/PUC/Diploma certificates (3-year duration only) or its equivalent as per CSIR guidelines.
 - d) Original SC / ST / OBC / EWS / PWD / Ex-Servicemen / Divorcee / Widow certificates. Candidates who have applied through proper channel (who are working in Government/Public Sector/Autonomous organizations, etc. as per CSIR/Advertisement guidelines) should produce No Objection Certificate (NOC) during before qualifying Typing/Stenography Test.
9. 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.

10. Candidate must abide by the instructions given by the Supervisor/Invigilator of Test Center. Failure to follow directions will make the candidates liable to any such action as per CSIR/Government guidelines.
11. Suitable action as deemed fit will be taken against candidates found using or attempting to use any unfair means, besides forfeiture of their candidature.
12. Candidates must maintain absolute silence and must not disturb other candidates sitting in the examination hall.
13. Smoking, consumption of tobacco in the Examination Hall is strictly prohibited.
14. No TA (Travelling/Transport Allowance) will be given to any candidates who are attending for Qualifying Tests.
15. 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-NAL shall not be liable or responsible for providing any such facilities.
16. CSIR-NAL 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.
17. Candidates should follow COVID-19 appropriate Norms/Guidelines as issued by the Government of Karnataka/Government of India. They should maintain social distance and wear mask properly all the time at the test center. They should also produce COVID-19 Vaccination Certificate if asked for during verification.
18. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.
19. 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-NAL website.
20. CSIR-National Aerospace Laboratories 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- National Aerospace Laboratories will be final and binding on candidates at all stages of selection to the advertised positions.
21. The competent Authority, CSIR-NAL reserves the right to reject application/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 document will be summarily rejected at any point of time during the selection process.

Sd/-

Sr. Controller of Administration.