

**RECRUITMENT OF JUNIOR PERSONAL
ASSISTANT/STENOGRAPHER/ASSISTANT - 2016**

FREQUENTLY ASKED QUESTIONS AND ANSWERS

1.	<p>In the results there are different status mentioned against the roll numbers of the candidates, i.e Shortlisted for skill test, Not Shortlisted for skill test and Not qualified for skill test? What is the meaning of each status?</p> <p>Answer:</p> <p><u>Shortlisted for skill test:</u> The candidate has qualified for next level of selection process i.e. skill test by securing marks within the cut-off for shortlisting candidates belonging to general category.</p> <p><u>Shortlisted for skill test under relaxed standards:</u> The candidate has qualified for next level of selection process (skill test) after availing relaxation in age, and/or marks (objective type/descriptive type) i.e. the marks scored by the candidate do not fall within the cut-off for shortlisting candidates belonging to general category. Relaxation is provided only to the candidates belonging to SC/ST/OBC/Ex-Servicemen and PWD if sufficient number of candidates are not shortlisted within the prescribed ratio.</p> <p><u>Not Shortlisted for skill test:</u> Candidates do not fall within the cut-off percentage prescribed for various categories like General/SC/ST/OBC/Ex-Servicemen.</p> <p><u>Not Qualified:</u> The candidate has not scored minimum qualifying marks in the written test with the minimum marks prescribed for qualifying for various categories such as General/SC/ST/OBC/Ex-Servicemen/PWD (objective type or descriptive type).</p>
2.	<p>In the ISRO advt No.ISRO HQ: ICRB: 01:2015 dated 21.01.2016 there is no mention about the skill test for “Assistant” post. However in the results published the status is shown as ‘Shortlisted for skill test’. Please clarify/explain</p> <p>Answer: As per the Government of India Orders Interview has been dispensed with for recruitment to Group ‘B’ (Non-Gazetted) and Group ‘C’ categories of posts. Accordingly, selection methodology for recruitment is revised and ‘Skill Test’ is included as a part of selection process for the said post.</p>

3.	<p>What is the type of ‘Skill Test’ prescribed for JPA/Stenographer post (Post no.1 & 2)</p> <p>Answer: Skill Test in English shorthand @ 80 w.p.m and to be transcribed in Personal Computer.</p>
4.	<p>What is the type of ‘Skill Test’ prescribed for ‘Assistant’ post (Post no.3). Will it contain test on Word, Excel etc.?</p> <p>Answer: Skill test in Computer Proficiency.</p>
5.	<p>In the Skill Test for JPA, a typing speed of 80 wpm in English Stenography has been marked as essential qualification. Please clarify if 80 w.p.m should be written on paper if dictated or it needs to be typed? If typed, then whether to typed on Type writer of Computer?</p> <p>Answer: The dictation to be taken in shorthand, and transcribed in Personal Computer.</p>
6.	<p>What are the tentative dates for conducting skill test for JPA/Stenographer/Assistant?</p> <p>Answer: For date of skill test and any further updates, candidates are advised to visit websites of Vikram Sarabhai Space Centre (VSSC) @ 'www.vssc.gov.in' for Thiruvananthapuram Zone; website of Space Applications Centre(SAC) @ 'www.sac.gov.in' for Ahmedabad Zone; website of Satish Dhawan Space Centre(SDSC) @ 'www.shar.gov.in' for Sriharikota Zone; website of ISRO @ www.isro.gov.in for Bangalore Zone and website of National Remote Sensing Centre (NRSC)@ 'www.nrsc.gov.in' for Hyderabad Zone.</p>

For any queries not included above, candidates may send email at icrb@isro.gov.in with a subject line “Query- JPA/Steno/Asst Recruitment – ICRB” or call at 080-22172465/22172264/22172260/22172424 only.
