



CSIR-National Institute for Interdisciplinary Science and Technology
Thiruvananthapuram-19.



29.05.2025

Schedule of Examinations for the post of Junior Secretariat
Assistant (Gen/F&A/S&P) (Advt No.01/2025)

Written Examination

Date of written exam	:	21.06.2025 (Saturday)
Venue	:	St Mary's Higher Secondary School, Pattom, Thiruvananthapuram, Kerala 695004
Time	:	Paper I : 10.00 AM to 11.30 AM Paper II : 12 Noon to 01.00 PM Candidates are requested to report at the venue by 8.30 AM sharp.
Mode of examination	:	OMR based Objective Type Multiple choice examination

Typing Test

Date	:	25.06.2025 (Wednesday)
Venue	:	Govt Commercial Institute, Mannanthala, Thiruvananthapuram, Kerala 695015
Reporting Time	:	8.00 AM Candidates are requested to report at the venue by 8.00 AM sharp for document verification

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Typing Test will be conducted only for those candidates who qualify in Written examination (Paper I). Results of written examination (paper I) will be published in the Institute website on 23rd June 2025 evening. Candidates are advised to check Institute website (www.niist.res.in) for notification to confirm their candidature for Typing Test.

Candidates will be allowed to appear for the Typing Test after verification of documents only. The shortlisted candidates are therefore required to bring all originals of documents, viz. Educational Qualification, Date of Birth proof, Community Certificate, No Objection Certificate etc., issued as per GoI instructions while appearing for Typing Test on 25th June 2025.

No separate Admit Card will be issued to the candidates shortlisted for Typing Test.

Candidates shortlisted for Typing Test have to take the typing test either in English or Hindi as per their option.

Admit Card

The candidates shortlisted for Written Examination may print their Admit Card by clicking the link at NIIST website <https://www.niist.res.in>

In case of any technical difficulty in downloading the Admit Card, candidates may mail to : contact@niist.res.in

It is advisable to use Laptop/Desktops to download the Admit Card.

Candidates shall carry the following items only to the examination hall to appear for the written examination :

- a. Admit Card (Original with photo pasted)
- b. Original Photo ID Proof (Aadhar Card/Driving License/ Voter ID etc)
- c. Ball point pens (Blue or black ink), pencil, eraser

The Admit Cards issued to the shortlisted candidates is purely provisional and CSIR-NIIST reserves the right to reject the candidature of any applicant at any stage of recruitment, if the candidate resorts to any unfair means/malpractice.

General Instructions

If at any stage of the recruitment process, it is found that the applicant has furnished any incorrect/false information or suppressed any material fact(s) or does not fulfil any of the conditions of the eligibility such as essential qualification, prescribed age limit, category/community etc., notified vide CSIR-NIIST Advt. No. 01/2025, the candidature is liable to be cancelled without any further notice. Candidates are, therefore, advised to ensure themselves that they fulfil the conditions of eligibility of the posts and possess the caste certificates/PwBD/Ex Servicemen, Certificates, etc., wherever applicable, issued by the Competent Authority in the GoI format before appearing to the Written Examination.

CANDIDATES ARE ADVISED TO CHECK THEIR REGISTERED EMAILS AS WELL AS CSIR-NIIST WEBSITE : <https://www.niist.res.in> REGULARLY FOR ANY UPDATES.

NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.

ANSWER KEYS

Answer Key for Paper I & II will be displayed in the Institute website on 21.06.2025, i.e. after completion of written examination. If there is any objection to any of the answer(s), the same should be brought to the notice of the Institute in writing along with documentary evidence latest by 23/06/2025 (Monday), 2.00 PM by email to : 'recruitment@niist.res.in'. Objections received after the said time will not be entertained.

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Results of Paper I will be published in the evening of 23/06/2025 in the Institute website. Final answer keys will be published in the Institute website on 23.06.2025.


Controller of Administration 29/05/25

