

ISRO Assistants, JPA, UDC & Stenographer 2026 Exam Pattern / Syllabus

ResultBharat.com

15. चयन प्रक्रिया / Selection Process:

लिखित परीक्षा अगरतला, अहमदाबाद, बेंगलूरु, भोपाल, भुवनेश्वर, चंडीगढ़/मोहाली, चेन्नै, देहरादून, दिल्ली, एर्णाकुलम, गोरखपुर, गुरुग्राम, गुवाहटी, हैदराबाद, इंदौर, जयपुर, जम्मू, जोधपुर, कानपुर, कावरत्ती, कोलकाता, लखनऊ, मंगलूरु, मुंबई, मैसूरु, नागपुर, पटना, पोर्ट ब्लेयर, पुणे, रायपुर, रांची, शिलांग, तिरुचिरापल्ली, तिरुवनंतपुरम, वाराणसी, विजयवाड़ा, विशाखापट्टनम जैसे अड़तीस स्थानों पर आयोजित की जाएगी। हालांकि, आई.सी.आर.बी. के पास लिखित परीक्षा का स्थान रद्द/परिवर्तित करने तथा अभ्यर्थियों को कोई अन्य परीक्षा केंद्र पुनराबंटित करने का अधिकार सुरक्षित है। लिखित परीक्षा हेतु बुलावा पत्र अभ्यर्थियों के केवल पंजीकृत ई-मेल आई.डी. पर ही भेजे जाएंगे।

Written test will be conducted at Thirty Eight venues viz., Agartala, Ahmedabad, Bengaluru, Bhopal, Bhubaneshwar, Chandigarh/Mohali, Chennai, Dehradun, Delhi, Ernakulum, Gorakhpur, Gurugram, Guwahati, Hyderabad, Indore, Jaipur, Jammu, Jodhpur, Kanpur, Kavaratti, Kolkata, Lucknow, Mangaluru, Mumbai, Mysore, Nagpur, Patna, Port Blair, Pune, Raipur, Ranchi, Shilong,

Tiruchirapalli, Thiruvananthapuram, Varanasi, Vijayawada, Vishakhapatnam. However, ICRB reserves the right to cancel/change the written test venue and re-allot the candidates to any other test Centre. The call letters for written test will be sent only to the registered e-mail ID of candidates.

पद सं. 1, 3 एवं 5 / Post No.1, 3 & 5	पद सं. 2, 4 एवं 6 / Post No.2, 4 & 6
लिखित परीक्षा / Written test 150 मिनट की अवधि (बेंचमार्क दिव्यांगता वाले अभ्यर्थियों के लिए लागू प्रतिपूर्ति समय) के साथ एकल वैकल्पिक प्रकार का प्रश्न-पत्र। पाठ्यक्रम एवं लिखित परीक्षा का प्रारूप <u>अनुलग्नक-I</u> में संलग्न है। Single Objective type paper with a duration of 150 minutes (with compensation time as applicable for PwBD candidates). Syllabi and pattern of written test is at <u>Annexure-I</u>. अर्हक अंक / Qualifying marks a) अनारक्षित वर्ग के लिए (भाग क, ख, ग एवं घ में) 50% अंक; 50% marks (in Part A, B, C & D) for UR category; b) आरक्षित वर्ग के लिए अधिसूचित आरक्षित रिक्तियों के प्रति (भाग क, ख, ग एवं घ में) 40% अंक। 40% marks (in Part A, B, C & D) for reserved categories against notified reserved vacancies.	लिखित परीक्षा / Written test 150 मिनट की अवधि (बेंचमार्क दिव्यांगता वाले अभ्यर्थियों के लिए लागू प्रतिपूर्ति समय) के साथ एकल वैकल्पिक प्रकार का प्रश्न-पत्र। पाठ्यक्रम एवं लिखित परीक्षा का प्रारूप <u>अनुलग्नक-II</u> में संलग्न है। Single objective type paper with a duration of 150 minutes (with compensation time as applicable for PwBD candidates). Syllabi and pattern of written test is at <u>Annexure-II</u>. अर्हक अंक / Qualifying marks a) अनारक्षित वर्ग के लिए (भाग क, ख, ग एवं घ में) 50% अंक; 50% marks (in Part A, B & C) for UR category; b) आरक्षित वर्ग के लिए अधिसूचित आरक्षित रिक्तियों के प्रति (भाग क, ख, ग एवं घ में) 40% अंक। 40% marks (in Part A, B & C) for reserved categories, against notified reserved vacancies.
कौशल परीक्षा / Skill Test a) लिखित परीक्षा में निष्पादन के आधार पर, अभ्यर्थियों को रिक्तियों की वर्ग-वार संख्या के 1:5 अनुपात (अधिकतम) में कौशल परीक्षा के लिए चयनित किया जाएगा, जिसमें न्यूनतम 10 अभ्यर्थी होंगे। आरक्षित रिक्तियों के लिए, अनारक्षित वर्ग के अंतर्गत चयनित आरक्षित अभ्यर्थियों, यदि कोई हो, को ध्यान में रखे बिना, अलग/अतिरिक्त अभ्यर्थियों को 1:5 अनुपात (अधिकतम) में चयनित किया जाएगा; Based on performance in the written test, candidates will be short-listed for skill test in the ratio of 1:5 (maximum) to the category-wise number of vacancies, with minimum of 10 candidates. For reserved vacancies, distinct/additional candidates will be short-listed in the ratio of 1:5 (maximum), without regard to the reserved	कौशल परीक्षा / Skill Test a) लिखित परीक्षा में निष्पादन के आधार पर, अभ्यर्थियों को रिक्तियों की वर्ग-वार संख्या के 1:5 अनुपात (अधिकतम) में कौशल परीक्षा के लिए चयनित किया जाएगा, जिसमें न्यूनतम कुल 10 अभ्यर्थी होंगे। आरक्षित रिक्तियों के लिए, अनारक्षित वर्ग के अंतर्गत चयनित आरक्षित अभ्यर्थियों, यदि कोई हो, को ध्यान में रखे बिना, अलग/अतिरिक्त अभ्यर्थियों को 1:5 अनुपात (अधिकतम) में चयनित किया जाएगा; Based on performance in the written test, candidates will be short-listed for skill test in the ratio of 1:5 (maximum) to the category-wise number of vacancies, with an aggregate minimum of 10 candidates. For reserved vacancies, distinct/additional candidates will be short-listed in the ratio of 1:5 (maximum), without regard to the

candidates if any, short-listed under UR category; b) कौशल परीक्षा (कंप्यूटर साक्षरता परीक्षा) का पाठ्यक्रम एवं प्रारूप <u>अनुलग्नक-IV</u> में है; Syllabi & pattern of skill test (Computer Literacy Test) is at <u>Annexure-IV</u>; c) अर्हता मानदंड / Passing Criterion: - अनारक्षित वर्ग हेतु 60% अंक 60 % marks for UR category; - अधिसूचित आरक्षित रिक्तियों के प्रति आरक्षित वर्ग हेतु 50% अंक। 50% marks for Reserved categories against notified reserved vacancies. d) यदि पैनल में सूचीबद्ध करने हेतु कौशल परीक्षा में पर्याप्त संख्या में अभ्यर्थी (चयन सूची एवं प्रतीक्षा सूची) उत्तीर्ण नहीं होते हैं, तो अतिरिक्त अभ्यर्थियों को कौशल परीक्षा के लिए शार्ट-लिस्ट किया जाएगा, जो कि 1:5 के अनुपात में होगा। If sufficient number of candidates for empanelment (select list & wait list) do not qualify the skill test, then additional candidates will be short-listed for skill test, in the ratio of 1:5 to the extent of such short-fall.	reserved candidates if any, short-listed under UR category; b) <u>कौशल परीक्षा में निम्नलिखित होंगे:-</u> <u>Skill Test will comprise: -</u> (i) कंप्यूटर साक्षरता परीक्षा Computer Literacy Test; (ii) Stenography Test. आशुलिपि परीक्षा c) कौशल परीक्षा (कंप्यूटर साक्षरता परीक्षा) का पाठ्यक्रम एवं प्रारूप <u>अनुलग्नक-IV</u> में है; Syllabi & pattern of skill test (Computer Literacy Test) is at <u>Annexure IV</u>; d) कौशल परीक्षा (आशुलिपि परीक्षा) का प्रारूप <u>अनुलग्नक-V</u> में है; Pattern of Skill Test (Stenography test) is at <u>Annexure-V</u>; e) <u>उत्तीर्ण मानदंड / Pass Criteria:</u> (1) <u>कंप्यूटर साक्षरता परीक्षा</u> <u>Computer Literacy test:</u> ➤ अनारक्षित वर्ग हेतु 60% अंक; 60 % marks for UR category; ➤ अधिसूचित आरक्षित रिक्तियों के प्रति आरक्षित वर्ग हेतु 50% अंक। 50% marks for Reserved categories, against notified reserved vacancies. (2) <u>आशुलिपि परीक्षा / Stenography Test:</u> ▪ अनारक्षित वर्ग के लिए 10% (अधिकतम) त्रुटियां 10% mistakes (maximum) for UR category; ▪ अधिसूचित आरक्षित रिक्तियों के लिए आरक्षित वर्ग हेतु 12% (अधिकतम) त्रुटियां। 12% mistakes (maximum) for Reserved categories, against notified reserved vacancies.
--	--

	f) यदि पैनल में सूचीबद्ध करने हेतु कौशल परीक्षा में पर्याप्त संख्या में अभ्यर्थी (चयन सूची एवं प्रतीक्षा सूची) उत्तीर्ण नहीं होते हैं, तो अतिरिक्त अभ्यर्थियों को कौशल परीक्षा के लिए चयनित किया जाएगा, जो ऐसी कमी की सीमा तक 1:5 के अनुपात में होगा। If sufficient number of candidates for empanelment (select list & wait list) do not qualify the skill test, then additional candidates will be short-listed for Skill Test, in the ratio of 1:5, to the extent of such shortfall.
अंतिम चयन कौशल परीक्षा में उत्तीर्ण अभ्यर्थियों में से लिखित परीक्षा में प्राप्त अंकों के आधार पर किया जाएगा। Final selection will be based on marks scored in the written test from among the candidates who qualify in the skill test.	अंतिम चयन, कौशल परीक्षा में उत्तीर्ण अभ्यर्थियों में से लिखित परीक्षा में प्राप्त अंकों के आधार पर किया जाएगा। Final selection will be based on marks scored in the written test from among the candidates who qualify in the skill test.
लिखित परीक्षा में अंक समान होने की स्थिति में, अभ्यर्थियों के बीच अर्हता का निर्णय आवश्यकता के आधार पर क्रमिक आधार पर लागू किए जाने वाले निम्नलिखित टाई-ब्रेकरों के आधार पर किया जाएगा: - In the event of a tie in Written Test marks, the inter-se merit of candidates will be decided based on the following tie-breakers to be applied one after the other on need basis: - (a) लिखित परीक्षा में 'सामान्य बुद्धिमत्ता एवं तर्कशक्ति योग्यता' में प्राप्त अंक; Marks scored in 'General Intelligence & Reasoning ability' in the written test; (b) जन्म तिथि, अधिक आयु वाले अभ्यर्थी को वरीयता। Date of birth, with older candidate placed higher.	लिखित परीक्षा में अंक समान होने की स्थिति में, अभ्यर्थियों के बीच अर्हता का निर्णय आवश्यकता के आधार पर क्रमिक आधार पर एक लागू किए जाने वाले निम्नलिखित टाई-ब्रेकरों के आधार पर किया जाएगा: - In the event of a tie in Written Test marks, the inter-se merit of candidates will be decided based on the following tie-breakers to be applied one after the other on need basis: - (a) लिखित परीक्षा में 'अंग्रेजी भाषा एवं बोध' में प्राप्त अंक; Marks scored in 'English Language & Comprehension' in the written test; (b) जन्म तिथि, अधिक आयु वाले अभ्यर्थी को वरीयता। Date of birth, with older candidate placed higher.

नोट: इसरो प्रशासनिक कारणों से, यदि कोई हो, लिखित परीक्षा एवं कौशल परीक्षा हेतु अर्हता मानदंडों को परिवर्तित करने का अधिकार सुरक्षित रखता है।

Note: ISRO reserve the rights to change the qualification criterias for Written Test and Skill test, due to administrative reasons, if any.

Exam Pattern for Assistant/UDC

Part	Subject	No. of Questions	Marks	Time	Details
A	General English	50	50	150 minutes	Objective type, +1 & -0.25 pattern of marking
B	Quantitative Aptitude	50	50		
C	General Intelligence & Reasoning ability	50	50		
D	General Knowledge	50	50		

Indicative Syllabus

General English: Questions to test the candidate's understanding & knowledge of the language and ability to write correctly, precisely & effectively, correct use of words, idioms & phrases, etc.

Quantitative Aptitude: Questions on Number System, Percentages, Profit & Loss, Discount, Ratio & Proportion, Mixer & Allegation, Averages, Simple & Compound interest, Time & distance, Time & Work, Pipe & Cistern, Boat & Stream, Partnership, Surds & Indices, LCM & HCF, Simplification, Geometry (Triangles, Circles, Quadrilateral, Lines & Angles etc.), Mensuration (Area, Perimeter, Volume etc.), Trigonometry (Trigonometric Identities, Trigonometric Ratios, Circular measures of Angles, Heights & distance etc.), Algebra (Factorisation, Coordinate Geometry, Polynomials, Sequence & Series, Algebraic identities, Linear equations etc.), Statistics & data interpretation, etc.

General Intelligence & Reasoning ability: Verbal & non-verbal type questions on Missing Number, Repeated Series, Analogy, Venn diagram, Logical arrangement of Words, Coding & decoding, Sitting arrangement, Ranking arrangement, Dice, Cube & Cuboid, Calendar, Number Series, Coded equation, Clock, Directions, Counting figures, Problems based on Alphabets, Sequence, Mirror and Water Image etc.

General Knowledge: Questions to test the candidates' awareness of the environment around him and its applications to the society, current affairs of National & International importance etc. The test will also include questions on History, Culture, Geography, Science, Polity, Economy etc.

Exam Pattern for JPA/Stenographers

Part	Subject	No. of Questions	Marks	Time	Details
A	English Language & Comprehension	100	100	150 minutes	Objective type, +1 & -0.25 pattern of marking
B	General Intelligence & Reasoning ability	50	50		
C	Quantitative Aptitude & General Knowledge	50	50		

Indicative Syllabus

English Language & Comprehension: Questions to test the candidate's understanding & knowledge of the language and ability to write correctly, precisely & effectively, correct use of words, idioms & phrases, etc.

General Intelligence & Reasoning ability: Verbal & non-verbal type questions on Missing Number, Repeated Series, Analogy, Venn diagram, Logical arrangement of Words, Coding & decoding, Sitting arrangement, Ranking arrangement, Dice, Cube & Cuboid, Calendar, Number Series, Coded equation, Clock, Directions, Counting figures, Problems based on Alphabets, Sequence, Mirror and Water Image etc.

Quantitative Aptitude: Questions on Number System, Percentages, Profit & Loss, Discount, Ratio & Proportion, Mixer & Allegation, Averages, Simple & Compound interest, Time & distance, Time & Work, Pipe & Cistern, Boat & Stream, Partnership, Surds & Indices, LCM & HCF, Simplification, Geometry (Triangles, Circles, Quadrilateral, Lines & Angles etc.), Mensuration (Area, Perimeter, Volume etc.), Trigonometry (Trigonometric Identities, Trigonometric Ratios, Circular measures of Angles, Heights & distance etc.), Algebra (Factorisation, Coordinate Geometry, Polynomials, Sequence & Series, Algebraic identities, Linear equations etc.), Statistics & data interpretation, etc.

General Knowledge: Questions to test the candidates' awareness of the environment around him and its applications to the society, current affairs of National & International importance etc. The test will also include questions on History, Culture, Geography, Science, Polity, Economy, etc.

Skill Test (on Computer) for Assistant/UDC/JPA/Stenographers
Indicative Syllabus

MS Word (for 35 marks): Opening & Saving files, Editing text documents, Inserting, Deleting, Cut, Copy, Paste, Undo, Redo, Find, Search, Replace, Formatting page & setting Margins, Converting files to different formats, Importing & Exporting documents, Using Tool bars, Ruler, Using icons, using help; **Formatting documents** - Setting font styles, font selection - style, size, colour etc, Type face - Bold, Italic, Underline, Case settings, Highlighting, Special symbols, Setting paragraph style, Alignments, Indents, Line Space, Margins, Bullets & Numbering; **Setting Page Style** - Formatting Page, Page tab, Margins, Layout settings, Border & Shading, Column break and line break; **Creating Tables** - Table settings, Borders, Alignments, Insertion, Deletion, Merging, Splitting, Sorting and Formula; **Drawing** - Inserting Clip Arts, Pictures/Files etc ; **Tools** - Spell Checks, Mail Merge, Templates, Tracking changes, Security; **Printing documents**; **Shortcut Keys**, etc.

MS Excel (for 35 marks): Spreadsheet & Its applications, Opening Spreadsheet, **Menus** - Main menu, Formula Editing, Formatting, Toolbars, Using help; **Working with Spreadsheets** - opening, saving files, setting margins; **Spreadsheet addressing** - rows, columns & cells, referring cells & selecting cells, Short-cut keys; **Entering & Deleting Data** - Entering data, cut, copy, paste, undo, redo, filling continuous rows/columns, highlighting values, find, search & replace, inserting data, insert cell, column/row & sheet, symbol, clipart, pictures, files etc, Inserting functions, manual breaks; **Setting formula** - finding total in a column/row, using other formulae; Formatting spreadsheets - Labelling columns & rows, formatting cell, row, column & sheet, Category - Alignment, font, border & shading, hiding/unhiding rows/columns, setting row height, column width; **Working with sheets** - Sorting, Filtering, Validation, consolidation and subtotal, creating charts - Drawing; Printing, Error checking, spell checks, etc.

MS Power Point (for 30 marks): Opening new presentation, different presentation templates, setting backgrounds, selecting presentation layouts; **Creating a presentation** - Setting presentation style, adding text to the presentation; **Formatting a presentation** - Adding style, colour, gradient fills, arranging objects, adding header & footer, Slide background, Slide layout; Adding graphics to the presentation — inserting pictures, table etc. into presentation etc.

Duration of test: 75 minutes.

Stenography Test

- Shorthand test for 300 words @ 60 words per minute (Time: 5 minutes).
- The passage is to be transcribed on Computer (Time: 30 minutes, with compensation time as applicable to PWBD candidates)
- Short-hand dictation work, i.e. strokes etc., need to be as per Pittman's short-hand (long hand not permitted), failing which the Transcript will not be evaluated.

Criteria for Evaluation of Transcripts of Stenography Tests

(i) FULL MISTAKES: The following mistakes are treated as full mistakes:

- (a) Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
- (b) Every substitution of a word or figure. The number of mistakes will be equal to the number of words/ figures dictated which have been replaced/ substituted by other word(s)/ figure(s). However, if a figure is written correctly either in numeral or in words, both will be acceptable and will not be counted as mistake.
- (c) Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.

(ii) HALF MISTAKES: The following mistakes are treated as half mistakes:

- (a) Wrong spelling, including transposition of letters in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as a single half mistake.
- (b) Using singular or plural noun and vice versa.
- (c) Use of small letter at the beginning of a sentence.

NOTE

- (a) More than one error in a single word: All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
- (b) Every passage will be accompanied by a list of words which can be spelt/ written in more than one form. All the spellings/forms of words will be acceptable and not counted as error. For example, the word 'Honourable' is written as Hon'ble, Hon., honourable and hon. — all these forms will be treated as correct.
- (c) **CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.**

(d) Method of calculation of mistakes in Stenography Skill Test:

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100}{\text{Number of words in the master passage}}$$

Percentage will be rounded off to two decimal places. For example, 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00.