



CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION
(Council of Scientific & Industrial Research)
Sector 30-C, Chandigarh-160 030 (India)
www.csio.res.in

Commencement of Online Applications : 15.03.2016
Last date for Submission of Online Applications : 15.04.2016 (upto 5.00 PM)
Last date for Receipt of hard copies of Applications submitted Online : 25.04.2016

Advertisement Notice No. 03/2016

(Recruitment of Security Assistants and Senior Stenographer)

CSIR-Central Scientific Instruments Organisation (CSIR-CSIO), Chandigarh, a premier Institute under the Council of Scientific & Industrial Research (CSIR), is involved in multidisciplinary R&D programmes of both basic and applied nature across scientific disciplines with emphasis on measurement science and instrumentation technologies and Human Resource Development. The organisation is devoted to R&D activities in the areas of Agri Instrumentation, Biomedical Instrumentation, Optical Devices & Systems, Geoscientific Instrumentation, Precision Mechanical Systems, Analytical Techniques, Computational Instrumentation and R&D Support Facilities, etc.

Applications are invited for the posts as per the details given below. The emoluments and age limits for various posts as per norms are summarized hereunder:

Designation	No. of Posts	Pay Band	Grade Pay	*Total Emoluments	**Upper Age Limit not exceeding (as on 15.04.2016)
1. Security Assistant	UR-02	Rs.9300-34800 (PB-2)	Rs.4200/-	Rs. 34017/-	28 years
2. Senior Stenographer	OBC-01	Rs.9300-34800 (PB-2)	Rs.4600/-	Rs.42717/-	28 years

Abbreviations: UR-Unreserved, OBC-Other Backward Class

*Total Emoluments mean approximate total emoluments on minimum of scale as on 31.12.2015 including House Rent Allowance in Chandigarh. CSIR-CSIO may provide residential accommodation, if available, as per rules.

**Please see age relaxation under the heading "General information and conditions" of the Advertisement.

Post Code / No. of Posts (Reservation)	Name of the Post(s) / Grade Pay (GP) in Rupees	Essential Educational Qualifications	Job Requirement
SA 02 Posts (UR-2)	Security Assistant/ GP Rs.4200/-	Ex-servicemen, JCO in Army or other Paramilitary Forces with minimum 5 years experience in the work of security.	To look after day to day security of the office premises of CSIR-CSIO, Guest House, Staff Quarters, Scientists Apartments etc. and handling other related works, as and when assigned by authorities. Should have knowledge of working on computer.
SS 01 Post (OBC-01)	Senior Stenographer GP Rs.4600/-	Graduation or its equivalent from recognized University/Institute and speed of 100 w.p.m. in shorthand and typing speed on computer of 40 w.p.m. in English or 35 w.p.m. in Hindi*.	To provide secretarial/ stenographic assistance/ taking dictations and typing/ handling telephone calls/ handling visitors/ maintaining engagements, preparing tour programmes and travel arrangements/ e-tracking of files and important papers/ dairising files and papers/ e-monitoring management system of important references and any other official work as and when assigned by authorities.

Abbreviations: UR-Unreserved, OBC-Other backward class

*40 words per minute /35 words per minute correspond to 12000 KDPH/10500 KDPH on an average of 5 key depressions for each word. Time allowed is 10 minutes.

Apart from qualifications indicated above, any other recognized qualification, which is equivalent to the prescribed qualification, shall be treated at par with that qualification.

General information and conditions:-

1. Benefits under Council service:

- These posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to the central government employees and as made applicable to CSIR. Council employees are also eligible for accommodation of their entitled type as per CSIR Residence Allotment Rules depending on availability in which case HRA will not be admissible.
- In addition to the emoluments indicated against each category of posts, benefits such as applicability of New Pension Scheme - 2004, reimbursement of Medical Expenses, Leave Travel Concession, Conveyance Advance and House Building Advance are available as per CSIR rules.
- CSIR provides excellent opportunities to deserving candidates for career advancement as per CSIR rules.

2. Other conditions

- The applicant must be a citizen of India.
- All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of submission of the online applications. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts as on the last date of submission of the online applications. No enquiry asking for advice as to eligibility will be entertained.
- The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates for the posts of Security Assistants. The candidate should, therefore, mention in the application, all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with documents.

- d. The application should be accompanied by self attested copies of the relevant educational qualification and experience certificates. The prescribed qualifications should have been obtained through recognized Universities / Institutions. etc. Incomplete applications/ applications not accompanied with the required certificates / documents are liable to be rejected.
- e. In respect of equivalence clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to enclose order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Application is liable to be rejected.
- f. The period of experience rendered by a candidate on part time basis, daily wages, visiting/ guest faculty will not be counted while calculating the valid experience for short listing the candidates for interview.
- g. If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be submitted.
- h. The date for determining the upper age limit, qualifications and /or experience shall be the closing date prescribed for submission of online applications.
- i. The period of experience in a discipline / area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualifications for that Grade.
- j. Persons with disabilities (PWD) fulfilling the eligibility conditions prescribed under Government of India (GOI) instructions are encouraged to apply for the post of Senior Stenographer.
- k. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- l. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in interview.
- m. The decision of the CSIR-CSIO in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview will be final and binding on the candidates.
- n. Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- o. NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.
- p. For updates, kindly visit our website '<http://www.csio.res.in>' regularly.

3. Selection Procedure:

- a. **Post Code- SA:** The selection will be made based on the interview only. The Interview will be conducted for those who are shortlisted based on the criteria fixed by the duly constituted Screening Committee of the Institute and number of posts to be filled. The details will be made available on official website.
- b. **Post Code- SS:** The selection will be made based on the performance in the shorthand test (Shorthand & Transcription) and qualifying typing test on computer. The Shorthand Test will be conducted for those who are shortlisted based on the criteria fixed by the duly constituted Screening Committee of the Institute and number of posts to be filled. Merit list of selection will be drawn based on the performance in Shorthand test (Shorthand Transcription) and qualifying typing test on computer.

Note: The candidates have to opt for only one medium, either English or Hindi for all the two tests viz. Typing Test and Shorthand Test – Separate medium cannot be opted for each of the tests. They may also opt for Hindi during interview. If any candidate does not opt for any medium for typewriting, shorthand, his option will be deemed to be for English for all the tests. The selected candidates who opt for English medium, have to undergo training in Hindi Language, Hindi Typewriting and Hindi Shorthand after joining the post, as the case may be. Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment. The medium has to be opted while applying for the post which will be final and will not be allowed to be changed thereafter.

Director, CSIR-CSIO reserves the right to change the selection procedure and if required, the same will be notified on our website.

4. Relaxations :

- a. There is no age limit for departmental candidates (regular CSIR employees) provided they possess the prescribed qualifications.
- b. The last date for determining the age limit and qualifications shall be the last date of submission of online applications.

- c. Upper age limit is relaxable by three years in the case of OBC (Non Creamy Layer) candidates for the post which is reserved for them. The claim of the candidates for their belonging to OBC (Non Creamy Layer) category will be considered subject to submission of self attested photocopies of their certificates. The Certificate must be in the format prescribed by Government of India issued by the competent authority. The OBC (Non Creamy Layer) candidates who apply against unreserved vacancies will not be eligible for age relaxation.
- d. As per GOI provisions, age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands who are not remarried, the upper age limit is relaxable up to the age of 35 years (upto 38 years for members belonging to the Other Backward Classes in respect of the posts reserved for them). The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence:
- In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
 - In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgment/decreed of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women that they have not remarried since.
- e. Age relaxation to Persons with Disability (PwDs): Age relaxation of 10 years is allowed (total 13 years for OBCs in respect of the posts reserved for them) to blind, deaf-mute and orthopedically handicapped persons subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years. The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual Group 'B' post to be filled by Direct Recruitment by Selection.
- f. Relaxation of five years will also be permissible to those who had ordinarily been domiciled in the Kashmir division of the State of Jammu and Kashmir during the period from 1-1-1980 to 31-12-1989 subject to production of relevant certificate from concerned authority.
- g. No age relaxation is allowed to SC/ST/OBC candidates applying against unreserved posts.
- h. Age Relaxation to Ex-servicemen will be as per GOI orders.

5. How to apply :

- Eligible candidates are required to apply **online** only through our website <http://www.csio.res.in>.
- If the candidate does not have a valid email ID, he/she should create a new valid email ID before applying online.
- Online Application will be available on our website <http://www.csio.res.in>** as detailed in advertisement notice upto 5.00 PM..
- Before applying online, the candidates are advised to read the instructions for online application carefully.
- The non-refundable fee for online application is Rs. 100/- (Rupees One Hundred Only) for General/OBC candidates. The fee is to be deposited directly in any branch of State Bank of India into the **Power Jyoti Account Number 33004547024** [maintained at State Bank of India, Sector 30-C, Chandigarh] with the help of Fee Deposit Slip after downloading the same from our website. The candidates belonging to SC/ST/PH/Women/CSIR Employees/Abroad Candidates category are exempted from submission of application fee.
- Last date for online submission of application form is as detailed in advertisement notice upto 5.00 PM.
- In case of universities/institutes awarding CGPA/SGPA/OGPA grades etc., the candidates are requested to convert the same into percentage based on the formula as per their university/institute rules.
- Successful online application is indicated by the page displayed after clicking **Submit Button** indicating the generated "**APPLICATION FORM NUMBER**". Please note down the same carefully and preserve it. If you do not preserve it, you will not be able to Re-print the Application.
- This computer generated application (Print-out without any over writings) duly signed together with recent passport size photograph and accompanied by self attested copies of the certificates, mark sheets, testimonials in support of age, educational qualifications (including conversion formula from CGPA to percentage), experience certificate, re-prints of publications and caste certificate, if applicable, along with application Fee Deposit Slip (if applicable) should be sent in an envelope (separate envelope for each post) super scribed "APPLICATION FOR THE POST OF _____ (Post Code _____)" by Registered/Speed Post to the address:- **The Administrative Officer, CSIR-Central Scientific**

Instruments Organisation, Sector 30-C, Chandigarh-160030 (India), so as to reach on or before the date of receipt of hard copies of application as detailed in advertisement notice.

- j. Candidates applying for more than one post must submit separate application form for each post indicating the Code No. of the post. The hard copy of each application must be accompanied by separate Fee Deposit Slip.
- k. Application once made will not be allowed to be withdrawn and fee once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
- l. Applications from employees of Government Departments will be considered only if forwarded through proper channel, certified by the employer that the applicant, if selected will be relieved within one month of the receipt of the appointment orders. Also, vigilance clearance should be recorded. However, advance copy of the application may be submitted before the closing date. Applications routed through proper channel should reach **The Administrative Officer, CSIR-Central Scientific Instruments Organisation, Sector 30-C, Chandigarh-160030 (India)** at the earliest.
- m. Candidates should specifically note that the applications received after the closing date for receipt of hard copy of application for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by CSIR-CSIO.
- n. Incomplete applications (i.e. unsigned, without photograph/ application fee/ applicable testimonials etc.) will not be entertained and will be summarily rejected.
- o. CSIR-CSIO reserves the right not to fill up a particular post, if it so desires. The number of vacancies indicated above may increase/decrease.
- p. The selected candidates will be on probation for a period of one year from the date of taking over charge of the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of probationary period, they will be considered for confirmation in accordance with the extant rules.
- q. The selected candidates will not be permitted to apply for appointment elsewhere or in CSIR-CSIO during the probationary period and if they have already applied for any posts in any other organisation, they may have to intimate the details of such applications immediately after joining the Institute.
- r. No withdrawal/modification/cancellation will be permissible after successful submission of the online application form.
- s. Any change in the contents of advertisement/any update regarding date of exam/Interview/result etc. will be uploaded on CSIR-CSIO website only.

5. Following documents must be attached along with application form sent by post:

- a. Original and a photocopy (self attested) of application Fee Deposit Slip (CSIR-CSIO copy), wherever applicable {after computer generated application (Print-out)}
- b. Self attested photocopy of Date of Birth Certificate.
- c. Self attested photocopies of educational qualification certificates.
- d. Self attested photocopy of caste certificate, if applicable.
- e. Self attested photocopies of experience certificates, if any.
- f. Self attested photocopies of certificates relating to PWD, Widow/Divorced Woman/Woman Judicially Separated from Husband, if applicable.
- g. Recent passport size colour photograph pasted on the form and signed across in full.

Note: In case of discrepancies between the English version of this Advertisement and its Hindi translation, the English version shall prevail.

Administrative Officer