



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

Advertisement No. 8/2015

Date of commencement of online applications : 23.09.2015
Last date for submission of online applications : 23.10.2015 (upto 5:00 PM)
Last date for receipt of hard copy of applications submitted online : 02.11.2015

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. 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 and R&D Support Facilities, Computational Instrumentation, etc. The Service & Maintenance (S&M) Centres of CSIR-CSIO are located at New Delhi and Chennai.

CSIR-CSIO invites applications from Indian Nationals for filling up of following administrative posts as per the details given below:-

Post Code	Name of the Post and Group	Number of the Posts with Reservation	Pay Scale	Total Emoluments per Month (Approx.)**	Essential qualification
1	Assistant (General) Grade III, Group-'C'	03 (UR)*	PB-1 Rs. 5200-20200 plus Grade Pay of Rs. 1900/-	Rs. 18,463	10+2/XII or its equivalent from recognized Board and typing speed on computer of 35 w.p.m. in English or 30 w.p.m. in Hindi***.
2	Assistant (Stores & Purchase) Grade III, Group 'C'	01 (UR)*			
3	Assistant (Finance & Accounts) Grade III, Group 'C'	01 (UR)*	PB-1 Rs. 5200-20200 plus Grade Pay of Rs. 1900/-	Rs. 18,463	10+2/XII or its equivalent from recognized Board with Commerce as one of the subjects and typing speed on computer of 35 w.p.m. in English or 30 w.p.m. in Hindi***.
4	Junior Stenographer (English/Hindi), Group 'C'	01 (OBC)*	PB-1 Rs. 5200-20200 plus Grade Pay of Rs. 2400/-	Rs. 24,794	10+2/XII or its equivalent from recognized Board and speed of 80 w.p.m. in shorthand and typing speed on computer of 40 w.p.m. in English or 35 w.p.m. in Hindi****.

Abbreviations: UR: Unreserved; OBC: Other Backward Classes

*Out of total six posts {three posts of Assistant (General) Gr. III, one post of Assistant (Stores & Purchase) Gr. III, one post of Assistant (Finance & Accounts) Gr. III and one post of Junior Stenographer}, one post is reserved for Hearing Handicapped (Persons with Disabilities).

**Total Emoluments mean approximate total emoluments on minimum of Pay Scale as on 30.06.2015 as applicable to particular Grade Pay including House Rent Allowance in Chandigarh and other allowances payable to Council employees, as per rules.

***35 words per minute /30 words per minute correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word. Time allowed is 10 minutes. KDPH stands for Key Depressions Per Hour.

****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.

Desirable Qualification & Experience

A Graduate Degree with working knowledge of Computers using MS Office and typewriting skills in English & Hindi both.

Job Requirement

Post Code Nos. 1, 2 and 3: Candidates are required to provide assistance in General Administration/Stores & Purchase/ Finance & Accounts functions beside any official work as and when assigned.

Post Code No. 4: Candidates are required to provide secretarial/ stenographic assistance/ typing or other official work as and when assigned.

Selection Procedure:

Post Code 1, 2 and 3: The selection will be made based on the written test, typing test on computer and interview. The written 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. The written test will be consisting of General Knowledge and General English/General Hindi. The syllabus for the written test for the posts of Assistant (General) Grade III, Assistant (Stores & Purchase) Grade III and Assistant (Finance & Accounts) Grade III is given at **Appendix-I**. Written Test will carry 75 marks, out of that 45 will be the qualifying marks. However, based on the performance, the merit list will be drawn and cut off marks will be fixed to be called for typing test. Those who secure marks above the cut off in the written test will be called for qualifying typing test on computer as mentioned above. Merit list will be drawn again based on the performance in written test and those who qualify in typing test will be called for personal interview. Keeping in view the number of posts to be filled, cut off marks would be fixed. The weightage for interview would be 25 marks. Final Selection will be based on the combined performance in written test and interview.

Further the Typing Test in English/Hindi will be evaluated as per instructions contained in CSIR letter No.5-1 (116)/2011-PD dated 13.07.2015 available on website www.onecsir.res.in.

Post Code 4: 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 three tests viz. Competitive Written Examination, 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, competitive written test, 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.

Age Limit and Relaxation:

- a. The age of the candidate should not be below 18 years and should not be above 28 years as on last date of submission of the online application. There is no age limit for departmental candidates (regular CSIR employees) provided they possess the prescribed qualifications. The last date for determining

the age limit and qualifications shall be the last date of submission of online applications i.e. **23.10.2015**.

- b. Relaxation in age limit for category of OBC (Non Creamy Layer) and women etc. candidates will be as per Government of India (GOI) rules. 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.
- c. Relaxation in upper age limit for Persons with Disabilities (PWD) will be applicable as per Government of India rules i.e. 13 years for PWD (OBC-Non Creamy Layer) and 10 years for PWD (Unreserved) candidates 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. .
- d. Relaxation in upper age limit to Ex-Servicemen will be applicable as per Government of India rules.
- e. Relaxation in age for widows, divorced women and women judicially separated from their husbands and who are not re-married will be up to age of 35 years (upto 38 years for members belonging to the Other Backward Classes in respect of post reserved for them). The persons claiming age relaxation under this category would be required to produce the following documentary evidence:
 - a) In case of widow, death certificate of her husband together with affidavit that she has not remarried since.
 - b) 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.
- f. Relaxation of five years will also be permissible to those who had ordinarily been domiciled in the Kashmir division of Jammu & 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 candidates applying against unreserved posts.

General Conditions:

1. The applicant must be a citizen of India.
2. 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 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.
3. The appointment is in the CSIR-Central Scientific Instruments Organisation, Chandigarh, under the Council of Scientific & Industrial Research (CSIR), which is an Autonomous Body.
4. The date for determining the upper age limit, qualifications and /or experience shall be the closing date prescribed for submission of online applications.

5. Persons with disabilities (PWD) fulfilling the eligibility conditions prescribed under Government of India (GOI) instructions are encouraged to apply.
6. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
7. Candidates should specifically note that the applications received after the closing date for receipt of hard copy of the application i.e. **November 2, 2015** for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by CSIR-CSIO. Any enclosure received separately subsequent to the receipt of the application cannot be connected therewith. No representation in this regard will be entertained.
8. The application should be accompanied by self attested copies of the relevant educational qualification, experience. The prescribed essential qualification should have been obtained through recognized Universities/Institutions/Board etc.
9. Applications not accompanied with the prescribed application fee, incomplete, unsigned applications, applications without photograph or not accompanied with attested copies of testimonials and applications received after the prescribed closing date will be summarily rejected.
10. Applications from employees of Govt. Departments will be considered only if forwarded through proper channel certified by the employer that the applicant will be relieved within one month of the receipt of the appointment orders, if selected. Also, vigilance clearance should be recorded. However, advance copy of the application may be submitted before the closing date. Application routed through proper channel should reach CSIR-CSIO, Chandigarh within 15 days from the last date prescribed for receipt of hard copy of application. No Objection Certificate (NOC) must be submitted at the time of interview.
11. Applicants applying under Persons with Disabilities (PwD) category should submit Physically Handicapped/ Disability certificate in prescribed proforma issued by the competent authority that person with disabilities (PWD) is eligible for appointment to the post on the basis of prescribed standards of medical fitness. The Competent Authority to issue Physically Handicapped/ Disability certificate shall be a Medical Board duly constituted by the Central or a State Government.
12. The appointees are liable to be posted in CSIR-CSIO, Chandigarh or its S&M Centres at New Delhi/Chennai or any of the Laboratories/ Institutes/Centres/Units of CSIR situated in other parts of India as and when the need arises.
13. The selected candidates will be on probation for a period of one year from the date of taking over charge of the post in the Institute. The probationary period may be extended or curtailed at the discretion of the Competent Authority. During the period of probation extended or otherwise, the appointment may be terminated at any time without notice.
14. The selected candidate 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.
15. Candidate must ensure that he/she possesses the essential educational qualification and prescribed proficiency speed in Computer typing/typing & shorthand for the post, for which he/she is applying, on the last date of submission of online application.
16. In respect of equivalent clause in Essential Qualification, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date).

17. 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.
18. 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.
19. Mere fulfilling the minimum eligibility criteria will not entitle a candidate to be called for written test/typewriting test/interview etc. The prescribed Essential Qualifications are a bare minimum and mere possession of the same will not entitle the candidates to be called for interview. Where number of applications received in response to the advertisement is large, it may not be convenient or possible for the Institute to interview all the candidates.
20. The candidates must indicate as to whether any of their blood/close relatives are working in CSIR-CSIO or in any other National Laboratories/Institutes of the CSIR.
21. Canvassing in any form and/or bringing of any influence political or otherwise will be treated as disqualification for the post.
22. The decision of the Competent Authority of CSIR-CSIO in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination/interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/her agency.
23. Applications once made will not be allowed to be withdrawn and fees once deposited will not be refundable on any count nor can it be held in reserve for any other recruitment or selection process.
24. Candidates applying for the above posts are advised to visit the website **www.csio.res.in** for latest updates.
25. All new entrants will be governed by the "New Pension Scheme" based on defined contributions for new entrants recruited in Central Government Services on or after 01.01.2004, as adopted by CSIR for its employees. However, persons selected from other Government Departments/Autonomous Bodies/Public Sector Undertakings/ Central Universities having Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e. Central Civil Services (Pension) Rules, 1972, provided they were in Govt. Service prior to 01.01.2004 and are covered by Central Civil Services (Pension) Rules, 1972.
26. The provisions of the Central Civil Services (Conduct) Rules, 1964, Central Civil Services (Classification, Control and Appeal) Rules, 1965 and such other rules or executive orders as may from time to time be applicable to the Council employees, shall apply to the extent to which they are applicable to the appointment and the decision of the Council as to their applicability shall be final.
27. The selected candidates will have to acquire the knowledge of Hindi during the probationary period.
28. NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.

How to apply:

1. Eligible candidates are required to apply **online** only through our website **www.csio.res.in**.
2. If the candidate does not have a valid email ID, he/she should create a new valid email ID before applying online.
3. Online Application will be available on CSIR-CSIO website during **September 23, 2015 to October 23, 2015**.
4. Before applying online, the candidates are advised to read the instructions for online application carefully.
5. 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. Candidates belonging to SC/ST/ PWD/Women/Regular Employees of CSIR/Identified Casual Workers in CSIR categories are exempted from payment of application fee.
6. Last date for online submission of application form is **October 23, 2015** upto 5:00 PM.
7. 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.
8. The photographs used by the candidates in the application form must be a recent one with a relaxed face and the picture should be in colour, against a light-coloured, preferably white, background. If flash is used then ensure that there is no red-eye and, in case of glasses, your eyes should be visible. The face should not cover less than 80 % of the entire photograph.
9. The computer generated application (Print-out) 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, experience certificate, mark –sheets, Disability certificate, ex-servicemen certificate (if applicable) caste certificate, if applicable, along with application Fee Deposit Slip (if applicable) should be sent in an envelope (separate envelope for each post) superscribed "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 **November 2, 2015**.
10. 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.
11. 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, even in the case of cancellation of advertisement.
12. CSIR-CSIO reserves the right not to fill up a particular post, if it so desires. The number of vacancies indicated above may vary at the time of actual selection.

13. The recruitment to these administrative posts is governed by the CSIR Administrative Services (Recruitment & Promotion) Rules, 1982, as amended from time to time.

14. Following documents must be attached along with application form to be sent by post:-

- i. Original and a photocopy (self attested) of application Fee Deposit Slip (CSIR-CSIO copy), wherever applicable.
- ii. Three recent passport size colour photographs out of which one pasted on the form and signed across in full.
- iii. Self attested photocopies of certificates of Date of Birth, educational qualification and mark sheets etc.
- iv. Self attested photocopies of higher qualification acquired, experience, if any
- v. Self attested photocopies of Caste Certificates in Govt. of India (GOI) format, if applicable.
- vi. Self attested photocopies of Disability Certificate (PWD) issued by competent authority, if applicable.
- vii. Self attested photocopies of Certificate relating to Widow/Divorced Woman/Woman Judicially Separated from Husband, if applicable.

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

Administrative Officer

Syllabus for the Written Examination for the posts of Assistant (General) Grade III, Assistant (Stores & Purchase) Grade III and Assistant (Finance & Accounts) Grade III advertised vide Advertisement No. 8/2015 of CSIR-CSIO, Chandigarh

General Knowledge

Questions will be designed to test the ability/knowledge of the candidate's general awareness of the environment, current events and of such matters of everyday observation and may also include questions pertaining to Indian History, Art & Culture of India, Geography, General Science, Economics, Constitution of India etc. The questions would be such which do not require special study of any discipline as the same would be of general knowledge nature.

General English/General Hindi

Besides testing the candidate's general understanding of the English/Hindi language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, spotting the errors, correct spellings, idioms & phrases, active/passive voice of verbs, conversion of direct/indirect sentences, comprehension of passage etc, his/her writing capability may be tested.