



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

Advertisement No. 05 /2019

Date of commencement of online applications : 12.11.2019

Last date for submission of online applications : 11.12.2019 (upto 5:00 PM)

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 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:-

| Sr. No. | Name of the Post and Group | Post Code | Number of the Posts with Reservation | Pay Matrix | Total Emoluments per Month (Approx.)** | Essential qualification | Upper Age Limit not exceeding (as on 11.12.2019) |
|---------|---|-----------|--------------------------------------|--|--|--|--|
| 1 | <u>Junior Secretariat Assistant (Finance & Accounts)</u> , Group 'C' | ASFA | 01 (01-HH) (PWD) | Level-2, Cell-1 (Initial Basic Pay- Rs.19,900-) (pre-revised PB-1 Rs. 5200-20200 plus Grade Pay of Rs. 1900/-) | Rs. 26896/- (Chandigarh) | 10+2/XII or its equivalent with accountancy as one of the subjects and proficiency in computer typing speed and in using computer as per prescribed norms fixed by DoPT from time to time. (Presently 35 w.p.m. in English or 30 w.p.m. in Hindi) | 28 years |
| 2. | <u>Junior Secretariat Assistant (Genreal)</u> , Group 'C' | ASSG | 01 (UR) | Level-2, Cell-1 (Initial Basic Pay- Rs.19,900-) (pre-revised PB-1 Rs. 5200-20200 plus Grade Pay of Rs. 1900/-) | Rs. 26896/- (Chandigarh) | 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***. | 28 years |
| 3. | Driver (Isolated Non-Tech.) Group 'c' | Driver | 01 (UR) | Level-2, Cell-1 (Initial Basic Pay- Rs.19,900-) (pre-revised PB-1 Rs. 5200-20200 plus Grade Pay of Rs. 1900/-) | Rs. 26896/- (Chandigarh) | 10 th Class pass or its equivalent with 5 years experience in driving LMV/HMV & Possession of LMV/HMV Driving Licence. | 28 years |

Abbreviations: UR: Unreserved, HH-Hearing Handicaped

**Total Emoluments mean approximate total emoluments on minimum of Pay Scale as on 01.07.2019 as applicable to particular Pay Level including House Rent Allowance 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.

Job Requirement

Junior Secretariat Assistant (F & A) - Candidates are required to provide assistance in Finance & Accounts wing of Administration functions besides any official work as and when assigned.

Junior Secretariat Assistant (General) - Candidates are required to provide assistance in General Administration functions besides any official work as and when assigned.

Driver : Driving duties at CSIO –CSIR, Chandigarh / Delhi. (Staff Car, Mini Bus, Tractor etc.)

Desirable : The candidate should be well versed with the topography and road routes of Delhi & Chandigarh.

Selection Procedure:

Junior Secretariat Assistant (F & A) & Junior Secretariat Assistant (General): The selection will be made based on the written competitive test, typing test on computer (qualifying). The written test will be conducted for those who are found eligible by the Screening Committee and 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 two papers Mental Ability test and General Awareness/English Language. The syllabus and pattern for the written test for the posts of Junior Secretariat Assistant (F & A) & Junior Secretariat Assistant (General) is given at **Appendix-I**.

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.

Driver: Applicants will be screened & shortlisted candidates will be called for Trade Test (related to driving and maintenance of Vehicle). The trade test will consists of Competitive Examination comprising following :-

- 1) Simple Arithmetic & Traffic Signs
- 2) Removal of minor defects in the Vehicle
- 3) Driving test to assess the competency of candidates to drive the vehicle.

Final selection will be based on the merit of marks secured in the Trade Test / Written Test.

Note: Candidate needs to provide details of date of issuance of valid Driving License and proof thereof **(applicable for the candidates who have applied for the post of Driver only)**,

General information and conditions:-

1. Benefits under Council service:

- a. 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.

- b. 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, Computer Advance and House Building Advance are available as per CSIR rules.

2. Other conditions

- a. The applicant must be a citizen of India.
- b. 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.
- c. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for trade test/ written test etc. (as applicable). The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. 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 from 10th and onwards.
- d. The applicant should upload relevant educational qualification and experience certificates and documents in support of information given in the application form. The prescribed qualifications should have been obtained through recognized Universities / Institutions. etc. Incomplete applications/ applications not accompanied with the required certificates / documents will be summarily 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 produce 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 must be supported by documentary evidence.
- 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 post.
- j. Persons with Benchmark Disabilities (PwBD) fulfilling the eligibility conditions prescribed under Government of India (GOI) instructions are encouraged to apply, provided the post is identified as suitable for PwBD.
- k. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- l. 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.
- m. As per the resolution regarding Official Language (Rajbhasha), the selected candidates will have to acquire the knowledge of Hindi during the probationary period.
- n. After successful completion of probationary period, the appointment may be terminated at any time by a month's notice given by either side i.e. the appointee or the appointing authority, without assigning any reason. The appointing authority, however, reserves the right of terminating the services of the appointee forthwith or before the expiry of the stipulated period of notice by making the payment of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.
- o. The services in the Council are liable for transfer to anywhere in India. CSIR-CSIO can transfer any employee from one Laboratory/ Institute to another including their Extension/Field Centres in Public interest. Director, CSIR-CSIO, can transfer any Employee from Headquarters of the Organization/Lab. to its extension/Field/Regional Centres and vice-versa.
- p. The provisions of the Central Civil Services (Conduct) Rules, 1964 & Central Civil Service (Classification, Control and Appeal) Rules, 1965 and such other rules or executive orders as may from time to time be applicable to the servants of the Council, shall apply to the extent to which

they are applicable to the appointment hereby offered and the decision of the Council as to their applicability shall be final.

- 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. CSIR-CSIO reserves the right not to fill up a particular post, if it so desires. The number of vacancies indicated above is provisional and may vary. However, the change, if any as per our requirement, shall be notified on our website.
- s. Any matter not specifically stated in the advt. shall be determined by the Director, CSIR-CSIO, Chandigarh and his decision shall be final and binding.
- t. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post.
- u. 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.
- v. Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- w. NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.
- x. For updates (screening list, interview/examination dates, trade test, written test), kindly visit our website '<http://www.csio.res.in>' regularly. Also check your registered e-mail IDs for any communication from CSIR-CSIO related to this recruitment.

3. 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.
- b. Age limit for SC/ST/OBC (NCL) shall be admissible as per Govt. of India rules, provided the post is reserved for that category.
- c. Age relaxation to Persons with Disability (PwDs): Age relaxation of 10 years for appointment (total 13 years for OBCs and 15 years for SCs/STs) is allowed to blind, deaf-mute and orthopedically handicapped persons and other specified disabilities as per Central Govt. rules 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 relevant Group posts to be filled by Direct Recruitment by Selection.
- d. Relaxation in upper age limit to Ex-Servicemen will be applicable as per Government of India rules.
- e. 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:
 - i) In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.

ii) In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgment/decree 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/OBC candidates applying against unreserved posts.

h. **Reservations for Persons with Benchmark Disabilities (PwBD):** (Horizontal Reservation)

(i) **Degree of Benchmark Disability for reservation and Competent Authority for Issue of Disability Certificate:** Only such persons would be eligible for relaxation in conditions/ reservation in posts who suffer from not **less than 40% of relevant benchmark disability**. Those Persons with Benchmark Disabilities (PwBD) who have availed the relaxation and/or reservation will have to submit **Certificate of Disability** issued by the Competent Authority as per the form V, VI and VII of rule 18(1) under chapter 7 of Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017. Refer **Annexure IV, IV (A) & IV (B)** for the revised formats as per Ministry of Social Justice and Empowerment Gazette notification dated 15.06.2017. The existing certificates of disability issued under the Persons with Disabilities Act 1995 (since repealed) shall continue to be valid for the period specified therein.

j) Relaxation in age, over and above the stipulated limit, educational qualification and / or experience may be considered in case of exceptionally meritorious candidates.

k) **Special Note for all Candidates seeking reservation/relaxation benefits:**

All those candidates seeking reservation/relaxation benefits available for EWS/SC/ST/OBC-NCL/PwBD must ensure that they are entitled to such reservation/relaxation as per eligibility prescribed in the Rules/notice. They should be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the Rules/notice and submit the same in the prescribed format when such certificates are sought by the Institute. Otherwise, their claim for SC/ST/OBC/EWS/PwBD status will not be entertained and their candidature/ applications will be considered under General (UR) category. The candidates appointed under PwBD quota will be adjusted against the vacancy of respective category of SC/ST/OBC/EWS/ Unreserved (UR).

3. Permissible disability for PWD candidates :

3.1 **Junior secretariat Assistant (General & Finance & Accounts)** : One arm affected (OA), Both legs affected (BL), One leg affected, one arm and one leg affected (OAL), Blind (B), Low vision (LV) & Hearing handicapped (HH).

3.2 **Driver** : Persons with disabilities are not eligible for the post of Driver.

4. How to apply :

a. Eligible candidates are required to apply **online only** through our website **<http://www.csio.res.in>**. The candidates are not required to submit to CSIR-CSIO either by post or by hand the print outs of their online applications or any other document. They are advised to keep with them print out of online application along with documents for reference and verification at later stage.

b. If the candidate does not have a valid email ID, he/she should create a new valid email ID before applying online.

c. **Online Application will be available on our website <http://www.csio.res.in> during 12/11/2019 to 11/12/2019 upto 5.00 PM.**

d. Before applying online, the candidates are advised to read the instructions for online application carefully.

e. The non-refundable fee for online application is Rs. 500/- (Rupees Five Hundred Only) for General/OBC/EWS candidates. The fee is to be deposited online through **State Bank Collect**

only. The transaction number generated after successful payment of fee is required to be mentioned in the online application. The candidates are advised to download the E-receipt and preserve it. Steps for online fee payment are given in online application form instructions on CSIR-CSIO website. The candidates belonging to SC/ST/PwBD/Women/CSIR Employees/Abroad Candidates category are exempted from submission of application fee.

- f. **Last date for online submission of application form is 11/12/2019 upto 5.00 PM.**
- g. 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.
- h. 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.
- i. Candidates applying for more than one post must submit separate online application form for each post along with separate application fee.
- j. 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.
- k. **Interested candidates are advised to apply in time to avoid last minute rush and it is notified that last date will not be extended on the grounds of online technical issues/problems.**
- l. Incomplete applications [i.e. without uploading photograph/ signature/ applicable testimonials/ application fee (wherever applicable), etc.] will not be entertained and will be summarily rejected.
- m. No withdrawal/modification/cancellation will be permissible after successful submission of the online application form.

5. Following documents must be uploaded along with application form failing which the application can be rejected:

- a) Recent passport size colour photograph.
- b) Signature.
- c) Date of Birth Certificate.
- d) Educational qualification certificates [10th, 12th, Diploma, Graduation, Post Graduation, PhD (as applicable) including conversion formula from CGPA to percentage].
- e) (i) Experience certificates, if any.
(ii) Proper channel application/ NOC from the present employer, in case of working in Government Departments/ Autonomous Bodies and Public Sector Undertakings on regular basis.
- f) (i) Caste certificate, if applicable/if any relaxation is claimed.
(ii) Disability Certificate in case of PwBD candidates.
(iii) Income and Asset Certificate in the prescribed format (Annexure-I) issued by the Competent Authority (in case of candidates under EWS category).
(iv) Certificate relating to Widow/Divorced Woman/Woman Judicially Separated from Husband (if applicable) OR 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 (if applicable).
- g) Any other relevant document.

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

Controller of Administration

SYLLABUS/ PATTERN FOR WRITTEN EXAMINATION

Name of the post : Junior Secretariat Assistant (General and Finance & Accounts)

Written Examination details :- For this post, there will be two papers (Paper-1 and Paper – II). The second paper will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper.

| | |
|-------------------------------|--|
| Mode of Examination | OMR Based or Computer Based Objective Type Multiple Choice Examination |
| Medium of Questions | The questions will be set both in English and Hindi except the questions on English Language |
| Standard of Exam | Class XII |
| Total No. of Questions | 200 |
| Total Time Allowed | 2 hours 30 minutes |

Paper I (Time Allotted – 90 minutes)

| Subject | No. of questions | Maximum marks | Negative Marks |
|----------------------|-------------------------|--|---|
| Mental Ability Test* | 100 | 200 (two marks for every correct answer) | There will be no negative marks in this paper |

*Mental Ability Test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgment, etc.

Paper-II (time Allotted – 1 hour)

| Subject | No. of questions | Maximum Marks | Negative Marks |
|-------------------|-------------------------|--|--|
| General Awareness | 50 | 150 (three marks for every correct answer) | One negative mark for every wrong answer |
| English Language | 50 | 150 (three marks for every correct answer) | One negative mark for every wrong answer |

प्रशासन नियंत्रक /Controller of Administration