

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, 2, RAFI MARG, NEW DELHI – 110 001**

**APPOINTMENT OF PROTOCOL OFFICER ON DEPUTATION BASIS
Advertisement No. CO/03/2016**

ABOUT CSIR

The Council of Scientific & Industrial Research (CSIR) established in 1942, is an autonomous organization registered under the Societies Registration Act, 1860, under the Department of Scientific & Industrial Research, Ministry of Science & Technology, Government of India. It is Nation's premier Scientific Industrial R&D Organization and has a network of 37 Laboratories/Institutes across the country. CSIR in pursuit of its mandate to develop and nurture S&T manpower in the country, envisages a transformed work culture with young and dynamic knowledge workforce that would facilitate and support multifarious initiatives that have been taken up in the CSIR. For more details about CSIR and its various Laboratories/Institutes, kindly refer to website www.csir.res.in.

1. CSIR invites applications from eligible and interested officers for filling up 01 post of Protocol Officer on deputation basis for a period not exceeding three years as per the details given in this advertisement.
2. Pay Band: Rs.9300-34800 (PB-2); Grade Pay - 4600 + allowances as per Central Government rules, as made applicable to CSIR.
3. **Eligibility Criteria** : The applicant should meet the following eligibility criteria:-
 - (a) Should be working in an Institution/Organization or Autonomous Body of Central Govt.;
 - (b) Should possess a graduate or equivalent University Degree;
 - (c) Should be Assistant in PB-2 plus GP Rs.4600/- or equivalent with 02 years experience in protocol and hospitality work, particularly relating to foreign guests and delegations and airlines formalities etc.
 - (d) Maximum Age limit is 40 years;
 - (e) The qualification & experience can be relaxed in case the candidates are otherwise found suitable.
4. The pay and other terms and conditions of deputation shall be governed by DOPT OM No. 6/8/2009-Estt. (Pay II) dated 17/6/2010, as amended from time to time.
5. The total period of deputation to CSIR shall not exceed three years. The deputationist shall not be eligible for permanent absorption or promotion in CSIR.
6. The appointment shall be made on the basis of recommendations of a duly constituted Selection Committee which shall interview the eligible candidates. In case of large no. of applications, the applications may be screened and/or a written test may be conducted prior to holding of interview. Details of the written test, if any, shall be notified on the CSIR website.
7. Outstation candidates appearing in the interview will be reimbursed to and fro second class sleeper railway/ordinary bus fare for self only, subject to production of tickets, by the shortest route from the station nearest to the place of residence as mentioned in the application form or the place from where the journey is actually commenced to Delhi/New Delhi, whichever is less. No TA/DA shall be payable for attending the written examination, if conducted.

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8. Last date for receipt of Applications through proper channel in CSIR is **04.07.2016**. Applications through proper channel received after last date for whatsoever reason shall not be entertained. Application may be sent at the following address:-

The Joint Secretary (Admn.)
(Attention: Recruitment Cell, Room No. **301**)
Council of Scientific & Industrial Research (CSIR)
Anusandhan Bhawan, 2, Rafi Marg,
New Delhi - 110 001.

9. All the eligibility conditions will be determined as on the last date of receipt of application i.e. **04.07.2016**.
10. Decision of CSIR with regard to the eligibility or otherwise of a candidate for selection to the post shall be final and binding.
11. The eligible and interested candidates may apply in the prescribed application form appended herewith and ensure that the same is forwarded to CSIR by the respective Competent Authority along with the following documents, duly signed by an officer not below the rank of Under Secretary:-
- (a) No Objection Certificate in the format appended alongwith the application form;
 - (b) Attested photocopies of ACRs/O-APARs for the last five years upto **31/3/2016**;
 - (c) Integrity Certificate;
 - (d) Vigilance Clearance Certificate indicating that no disciplinary, criminal proceedings etc. are pending or contemplated against the applicant;
 - (e) A certificate indicating Major/Minor penalties, if any, imposed on the candidate during the last 10 years.
12. Any matter for which no specific instruction has been given shall be decided by CSIR and the decision shall be final and binding on the candidates.

Deputy Secretary(CO)

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COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

APPLICATION FORM FOR THE POST OF PROTOCOL OFFICER ON DEPUTATION BASIS

[PLEASE USE SEPARATE SHEET(S), IF REQUIRED]

1. Name (in full and Capital letters) : Sh./Dr./Smt./Ms. _____
2. Father's/Husband's Name : _____
3. Category (UR/OBC/SC/ST) : _____
4. Date of Birth : _____
5. Correspondence Address : _____
_____ PIN _____
6. Permanent Address : _____
_____ PIN _____
7. Mobile No. : _____
8. Email ID : _____
9. Name, Designation, Address and contact No. of the concerned Officer in your Present Organization : _____

10. Do you meet Eligibility Criteria : _____
11. Educational Qualifications (Please attach self attested copies. Originals will be seen at the time of Interview):

Examination Passed	Year of passing	Percentage & Division	University / Board	Subjects Studied

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12. Details of Employment (Starting from the Present Post)

Post Held	Organization Name	Date		Pay Scale / Pay Band / Grade Pay	Job Profile / Duties & Functions
		From	To		

13. Any other information you wish to share: _____

I hereby declare that all the particulars given in this Application are true, complete and correct to the best of my knowledge and belief and nothing has been concealed.

Place :

Date :

Signature of the Applicant

Name : _____

**To be certified and forwarded by the respective Competent Authority
(Not below the rank of Under Secretary or equivalent level)**

Certified that the particulars furnished by Sh./Dr./Smt./Ms. _____
who is holding the post of _____ in Pay Scale /Pay Band/Grade Pay
_____ in this Organization on regular basis, are
correct as per the records of this Office. It is also certified that:-

- (a) This Office has No Objection in relieving the above Officer, if selected.
- (b) No vigilance, disciplinary, criminal proceedings etc. are pending or contemplated against the above Officer.
- (c) No Major/Minor penalties were imposed upon the above Officer during the last 10 Years.
- (d) His/her integrity is beyond doubt.
- (e) Attested photocopies of his/her ACRs/APARs of the last five years upto 31/03/2016 are enclosed herewith.

Signature

Name : _____

Designation : _____

Official Seal: _____