

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH (CSIR)
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110 001.

ADVERTISEMENT NO.CO/02/2016

Council of Scientific & Industrial Research (CSIR) is an autonomous organization under the Ministry of Science & Technology, Govt. of India. It is amongst the foremost scientific and industrial research set ups in the world. Having state of art infrastructure and scientific and technical manpower second to none, CSIR covers practically the entire spectrum of scientific and industrial R&D of national and international importance. This ranges from aerospace to ocean exploration, micro-electronics to structural and environmental engineering, smart materials to mechatronics, petrochemicals to synthetic biology and from robotics and micro-machines to drugs & pharmaceuticals and agrochemicals.

CSIR is looking for bright, young and dynamic Indian nationals for technical posts for its following Units/Divisions at its H'qrs. in New Delhi:

A. Planning & Performance Division (PPD)/Research, Project Planning & Business Development Directorate (RPP&BDD)- is responsible, *inter-alia*, for evolving CSIR policies relating to organizational, strategic and perspective planning; managing and supporting activities of national and international R&D alliances; policy formulation for technology development and R&D management; formulating, implementing and monitoring the plan programmers of CSIR; interaction with CSIR laboratories and units; financial resource management including overseeing resource estimation, development and utilization.

B. Human Resource Development Group(HRDG)/Human Resource Directorate (HRD) – has a mandate to develop and nurture S&T manpower at the national level, mainly through the award of research fellowships / associateships for doing doctoral and post-doctoral research. It also promotes and coordinates scientific research through extramural research grants to scientists/ professors working in universities/R&D institutions.

C. Unit for Science Dissemination (USD)-is responsible for dissemination of information on CSIR activities/achievements to a large number of CSIR stakeholders using different communication channels with the overall objective of furthering public image of CSIR. Some important communication channels being currently used are print media, electronic and digital media, interactive media, as also direct mailers and presentations to the target audience.

The details of the posts are to be filled is given below:

| Name of the post | No. of vacancies, Post Codes and Reservation Status | Pay Band | Grade Pay | Total Emoluments (Approx.) | Upper Age Limit (as on 04.07.2016) |
|--------------------------------|---|-----------------------|------------------|-----------------------------------|---|
| Technical Assistant Gr.III (2) | 03 vacancies' Post Codes: A1-PPD (UR)/(PwD) B1-HRDG (ST) C1-USD (OBC) | Rs.9300-34800 PB-2 | Rs.4200/- | Rs.38025/- | 28 years. |

UR: Unreserved, ST: Scheduled Tribe, OBC: Other Backward Classes,

The post A1-PPD (UR) is reserved for PwD (Orthopedically Handicapped).

Note: Total emoluments means approximate total emoluments on minimum of scale including HRA, TA etc. in Delhi.

The details of vacant posts to be filled are as follows:

A). For Planning & Performance Division (PPD)/Research, Project Planning and Business Development Directorate (RPP&BDD):-

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| Technical Assistant: 01 Post (UR)- for PwD (OH) Post Code-A1-PPD: Pay Band Rs.9300-34800 (PB-2) plus Grade Pay of Rs.4200/- | |
| Essential: | 1 st Class B.Sc. (Sci.) with B.Lib Sc. |
| Desirable qualification and experience: | At least 1 year working experience in a laboratory / documentation centre of research or academic organization; knowledge of computer with any Library management automation software system. |
| Job requirement | To manage various activities pertaining to library management such as cataloguing, classification, physical processing etc. |
| Upper age: | 28 years + relaxation as per rules |

B). For Human Resource Development Group/Human Resource Directorate (HRD) –

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| Technical Assistant: 01 Post (ST) Post Code-B1-HRDG: Pay Band Rs.9300-34800 (PB-2) plus Grade Pay of Rs.4200/- | |
| Essential: | 1 st Class B.Sc.(Sci.) with one year full-time professional qualification in Computer Applications / DTP/Graphic work from a recognized Institute/Organization; OR 10+2 with Science subjects followed by 1st Class diploma in Printing Technology of 3 years full time duration (2/2.5 years full time duration in cases of lateral admission after 10+2 if applicable) or its equivalent. |
| Desirable qualification and experience: | Knowledge of Desk Top Publishing (DTP)/Graphic Software such as MS Office, Page Maker, Adobe Photoshop, Corel Draw, Chem draw, Design typesetting, etc. and conversant with typing of Scientific manuscripts in English and or Hindi typing. |
| Job requirement | To assist the Scientists/officials in Desk Top Publishing (DTP) related jobs (typing of Scientific manuscripts, Mathematical / Chemical Equations, etc. drawing of Chemical Structures/ Graphs, Formatting of pages, Layout Designing and other pre-press activities viz. preparation of Camera Ready Copy, etc.) and in-house e-publications. |
| Upper age: | 28 years + relaxation as per rules |

C). Unit for Science Dissemination

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| Technical Assistant: 01 Post (OBC) Post Code-C1-USD: Pay Band Rs.9300-34800 (PB-2) plus Grade Pay of Rs.4200/- | |
| Essential: | 1 st Class B.Sc. (Sci.) with one year full time professional qualification in Desk Top Publishing/Graphic Work from a recognized Institute/Organization; OR 10+2 with Science subjects followed by 1st Class diploma in Printing Technology of 3 years full time duration (2/2.5 years full time duration in cases of lateral admission after 10+2 if applicable) or its equivalent. |
| Desirable qualification and experience: | Working knowledge and certificate in Desk Top Publishing (DTP)/Graphic softwares of pre-press such as MS Office, Page Maker, Adobe Photoshop, In-Design and Corel Draw etc.; 02 years experience in DTP/Graphic work from any publishing house or Printing organization; 30 w.p.m speed of typing on computer in English and 25 w.p.m speed of typing in Hindi; Working knowledge to use Flat-bed scanner. |
| Job requirement | DTP Work (Formatting of matters including layout and designing in various popular formats for outcomes like information panels, reports / publications, slides for presentations and other publicity material) and maintenance of data including matter, graphics, pictures in soft form. |
| Upper age: | 28 years + relaxation as per rules |

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Benefits under Council service:

1. 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 stationed in Delhi and as made applicable to CSIR.
2. In addition to the emoluments indicated against the posts, benefits such as reimbursement of medical expenses, leave travel concession, conveyance advance and house building advance etc. are available as per rules of GOI/CSIR.
3. CSIR provides excellent opportunities to deserving candidates for career advancement under assessment promotion scheme for technical staff.

Relaxations:

1. The date for determining age limit/experience/qualifications shall be the closing date prescribed for receipt of online application i.e. **04.07.2016**.
2. Relaxation in upper age limit upto 05 years is allowed in cases of Council/Govt./Autonomous Bodies/PSU employees in accordance with the instructions and orders issued by the Government of India from time to time.
3. Upper age limit is relaxable upto 5 years for SC/ST and upto 03 years for OBC candidates only in respect of those posts which are reserved for the respective categories.
4. Reserved category candidates should produce the requisite certificate in the prescribed format issued by appropriate competent authority at the time of **trade test / skill test**. OBC candidates should produce the certificate valid for appointment to posts under the Central Government.
5. Relaxation in upper age limit for persons with disability, ex-servicemen and certain other categories will be as per rules.
6. Relaxation in upper age limit, qualification and/or experience can be considered in case of exceptionally meritorious candidates would be allowed with the prior approval of DG, CSIR.
7. Relaxation in upper age limit by 05 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 01.01.1980 to 31.12.1989 subject to production of relevant certificate from concerned authority.

General conditions/information:

1. The qualifications prescribed should have been obtained from recognized Universities/Institutions.
2. Candidates should ensure that he/she possesses the required educational qualification/experience in the relevant area on the last date of receipt of applications.
3. The number of vacancies is provisional and may vary.
4. The selected candidates will be governed by the provisions of the New Pension Scheme as introduced by the GOI and as adopted by CSIR.

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5. The period of experience in a discipline/area of work, wherever prescribed, shall be counted after the date of acquiring the minimum educational qualification prescribed for that post.

6. Candidate should clearly indicate in his/her application form the post code for which he/she wants to be considered.

7. Wherever grades are awarded by Universities/Institutes in CGPA/SGPA/OGPA etc. system, candidates are requested to convert the same into percentage based on the formula adopted by the University/Institute and mention the percentage at the appropriate column in the application form.

8. Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post. The decision of the Director General, CSIR in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of test and whether or not to fill up all or any of the posts, will be final and binding on the candidates and no enquiry or correspondence in this connection from any individual will be entertained.

Mode of Selection:

1 The prescribed Essential Qualifications are a bare minimum and mere possession of the same will not entitle the candidates to be called for appearing in the trade test / skill test etc. The Screening Committee will adopt its own criteria to shortlist the candidates for trade test/skill test etc. The candidates should, therefore, furnish in the relevant field/column all the qualifications and experience that they have acquired over and above the minimum prescribed qualifications.

2. Higher initial pay could be considered for exceptionally meritorious candidates.

How to apply:

1. Eligible candidates are required to apply **Online** through CSIR website <http://www.csir.res.in>. No other form of application will be accepted.

2. Online application will be available on CSIR website upto **04.07.2016**.

3. Candidates should keep a print-out of the online application for their record.

4. This duly signed print-out of the computer generated application form (hard copy) accompanied by DD for Rs. 500/- drawn on **State Bank of India** in favour of '**Joint Secretary (Admn.) CSIR, New Delhi**' along with self-attested copies of certificates, mark-sheets, testimonials in support of age, educational qualifications, experience and caste certificate, if applicable, should be sent in an envelope superscribed "Application for the post of Post code " by post so as to reach **The Joint Secretary, Council of Scientific & Industrial Research, Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001** within a week from the last date of online application.

5. No application fee is exempt for Women/SC/ST/PwD and CSIR candidates.

6. Candidates applying for more than one post code should submit separate online applications.

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7. Applications from candidates working in Government Departments, autonomous bodies, Public Sector Undertakings and Government Funded Research Agencies will be considered only if the print out of online application is forwarded through proper channel with a clear certificate from the employer that the applicant will be relieved of his/her duties within one month of receipt of appointment order, if selected for the post applied for. However, advance copy of the application may be submitted before the closing date.

8. Applications incomplete in any respect (i.e unsigned, without photograph, without the required documents/certificates etc.) will be summarily rejected.

Deputy Secretary (CO)