

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

Combined Administrative Services Examination – 2013 (CSIR – CASE 2013)

Advertisement No. : HR-1/2013/1

Closing Date : 31/12/2012 (05:30 PM)

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, kindly refer to our website www.csir.res.in.

1. CSIR will hold an All India Competitive Examination (CSIR-CASE 2013) for recruitment to the posts of Assistants (General/Finance & Accounts/Stores & Purchase) Gr. I, open to Indian Nationals only, at the following Examination Centres:-

<u>Centre*</u>	<u>Code</u>	<u>Centre*</u>	<u>Code</u>
Bengaluru	80	Chandigarh	17
Chennai	44	Delhi	11
Hyderabad	40	Kolkata	33
Pune	20	Jorhat	37
Lucknow	52	Nagpur	71

*Subject to availability of sufficient number of candidates. In case of insufficient candidates, CSIR may allot a different centre and no request for change of centre will be entertained.

2. **Pay Band** : ₹9300-34800; **Grade Pay** - ₹4200 + allowance as per Central Government rules, as made applicable to CSIR.

3.

<u>Post Code</u>	<u>Name of the Post</u>
01	(A) Assistant (General) Gr. I
02	(B) Assistant (Finance & Accounts) Gr. I
03	(C) Assistant (Stores & Purchase) Gr. I
04	(A) & (B)
05	(A) & (C)
06	(B) & (C)
07	(A), (B) & (C)

4. **Zones, their codes and locations of CSIR Laboratories/Institutes within that zone:-**

North zone (Code-NZ) -	Chandigarh, Delhi, Ghaziabad, Dehradun, Jammu, Lucknow, Palampur, Pilani & Roorkee
West zone (Code-WZ) -	Bhavnagar, Goa & Pune
East zone (Code-EZ) -	Bhubaneswar, Dhanbad, Durgapur, Jamshedpur, Jorhat & Kolkata
South zone (Code-SZ) -	Bengaluru, Chennai, Karaikudi, Mysore & Thiruvananthapuram
Central zone (Code-CZ) -	Bhopal, Nagpur & Hyderabad

5. **Details of zone-wise vacancy and reservation position** – The vacancies to be filled up are 100 (approx.). Annexure - I of this advertisement may be seen for more details. The number of vacancy may vary at the time of final selection depending upon the adjustment to be made in r/o selections made through CASE 2009 II in 2010. Reservation shall be applicable as per Govt. of India instructions.

Note : A candidate is required to opt for a particular zone. On selection, the candidate shall be posted in any of the laboratories/Institutes of CSIR in that zone only. The zone once selected will not be changed under any circumstance. Therefore, the candidates are advised to choose only that zone where, on selection, they would like to be posted.

6. **Minimum Educational Qualification** : All candidates, including CSIR departmental candidates, must possess a **Bachelor Degree** of a recognized University in any discipline as on 31/12/2012.

Note : As per Ministry of Human Resource Development, Govt. of India Notification No. 44 dated 1/3/1995, published in Gazette of India edition dated 8/4/1995, the Degree obtained through Open Universities/distance Education mode needs to be recognized by Distance Education Council, IGNOU. Accordingly, unless such Degrees had been recognized for the period when the candidates acquired the relevant qualification, they will not be accepted for the purpose of Educational Qualification.

7. **Age limit** : Upper age limit is 28 years as on the last date of submission of online application i.e. 31/12/2012. Upper age limit is relaxable for SC/ST [5 years] /OBC [3 years]/PH/Ex-Servicemen [5 years] and certain other categories as per Govt. of India instructions. For CSIR departmental candidates there is no age limit.

8. **Application Fee** : Unreserved (UR) and OBC Category = ₹500/-
Women/SC/ST/PH/Ex-Servicemen/CSIR Departmental Candidates = NIL.

Candidates are required to remit the application fee '**online**' only using the payment gateway link provided in the ON-LINE application form, using credit/debit card or Net Banking facility. Fee once paid will not be returned under any circumstance.

9. **Selection Procedure** : The candidates will be selected on the basis of marks obtained in the competitive examination, conducted at the centres mentioned above, and their performance in Interview. The examination will be objective type and shall consist of two papers (Paper - I and II) of 150 marks each. Those candidates who score minimum cut off marks in the examination (Paper – I and II), as may be fixed by CSIR at its discretion, will be called for interview. CSIR may fix separate minimum cut off marks for Paper I and II. Interview shall be of 100 marks.

10. **The Scheme of Examination and Syllabus** are given at Annexure - II. Both the papers i.e. Paper – I & II shall be **Objective type (Multiple Choice)**. There shall be **negative marking @ 0.25 marks** for every wrong answer.
11. **Medium of Examination** : The question papers for the examination will be bilingual i.e. in Hindi and English except for the English Language part of the Paper - I. For interview, the candidates will have an option to converse in Hindi or English.
12. Merely qualifying the examination does not confer any right on any candidate for his/her appointment. If on verification, either before or after any of the stages of selection, it is found that any candidate does not fulfill any of the eligibility conditions, his/her candidature will be cancelled forthwith.
13. **How to Apply** : Candidates are required to apply **ON-LINE** only, using the appropriate on-line application link available on CSIR website www.csir.res.in by adhering to the instructions and guidelines given therein. No other form of application will be considered.

Candidates **MUST** upload their recent clearly visible colour passport size photograph (.jpg format only, max. size 100 KB) in the space provided in the online application form. Applications without photograph will be considered incomplete and shall be rejected forthwith.

There is no need of sending hard copy of submitted application or any other document to CSIR. However, the candidates may keep a print out of the same for their reference.

14. **Last date for receipt of Applications** : **31/12/2012 (05:30 PM)**.

The online application link shall **not** be available after 05:30 PM on 31/12/2012. It is in the interest of the candidates to submit online application well before the due date and time.

15. **General Instructions:**

- (a) Candidates in their own interest should go through this advertisement and satisfy themselves that they meet all the eligibility requirements in terms of age, educational qualification etc. CSIR will not scrutinize the applications at this stage. Any wrong or incomplete information shall render the candidate ineligible without any further notice. The candidature is provisional at all the stages of recruitment process.
- (b) Eligibility conditions like educational qualification, age etc. will be determined as on the last date of submission of online applications i.e. **31/12/2012**.
- (c) Candidates selected for the Council service through this examination would be governed by the New Pension Scheme of Govt. of India, as made applicable w.e.f. 1/1/2004.
- (d) Candidates who are in service in Government/Public Sector Undertakings/ Autonomous Bodies etc. shall be required to produce a 'No Objection Certificate' from their employer at the time of interview, failing which their candidature will NOT be considered. CSIR will not accept any person on lien or on deputation basis.

- (e) **Verification of original documents** – original documents regarding the date of birth, educational qualification, caste (wherever applicable) etc. will be verified at the time of interview.

Decision of CSIR with regard to the eligibility or otherwise of a candidate for selection to the post shall be final and binding.

- (f) Candidates will not be allowed to take help of any other assistant (scribe) in the examination (except persons with visual disability). The scribe in such cases should be a person whose qualification is only upto the level of Matriculation or class X.
- (g) No travelling allowance shall be paid to the candidates for appearing in the examination. However, candidates called for interview will be paid single Sleeper Class rail fare by shortest route from the station nearest to his/her place of residence as stated in his/her application or by any other mode of travel subject to the actual charges paid, whichever is less.
- (h) Further information regarding the examination including the names and addresses of the Centre Coordinators, admit cards, result of exam etc. will be displaced only on the CSIR website. The candidates are advised to visit/refer to the same from time to time.
- (i) Interim inquiries will not be entertained.
- (j) Any outside influence (political or otherwise) brought in by a candidate shall disqualify him/her for service in CSIR.
- (k) Mobile phones, calculators or any electronic devices are strictly prohibited at the examination venue.
- (m) 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.

Sr. Deputy Secretary (HR Admn.)

Annexure - I

Zone Wise Vacancies

Tentative Vacancies to be filled up through CSIR – CASE 2013 on All India basis may be 100 (approx.)

**(Subject to adjustment of Assistants already recruited through CASE 2009 II).
The actual no. of vacancies to be filled up may vary and will be determined at the time of final selection**

Sl.	Zone	Asstt. (Gen) Gr. I					Asstt. (F&A) Gr. I					Asstt. (S&P) Gr. I				
		UR	OBC	SC	ST	Total	UR	OBC	SC	ST	Total	UR	OBC	SC	ST	Total
1	North	32	12	3	0	47	10	0	0	1	11	8	1	0	0	9
2	East	14	6	4	1	25	5	0	0	0	5	7	0	0	0	7
3	West	9	1	1	0	11	3	0	0	0	3	2	0	0	0	2
4	South	9	1	3	0	13	3	0	0	0	3	2	1	1	0	4
5	Central	7	1	2	0	10	2	0	0	0	2	2	0	1	0	3
Total		71	21	13	1	106	23	0	0	1	24	21	2	2	0	25

Annexure - II**Scheme of Examination**

Paper	Subject	Max. Marks	Time
Paper – I	This paper shall be divided in two parts, Part - A & Part – B	150	150 Minutes
Part - A	General Intelligence, General Awareness etc. (100 Objective Type Questions of one mark each, with negative marking @ 0.25 marks for every wrong answer.)		
Part – B	Language & Comprehension (50 Objective Type Questions of one mark each with negative marking @ 0.25 marks for every wrong answer.)		
Paper – II	Domain Knowledge (150 Objective Type Questions of one mark each with negative marking @ 0.25 marks for every wrong answer.)	150	150 Minutes

Interview : Only those candidates who score minimum cut off marks in the examination (Paper – I and II), as may be fixed by CSIR at its discretion, will be called for interview. CSIR may fix separate minimum cut off marks for Paper I and II. **Interview shall be of 100 marks.**

Syllabus

Paper - I		
Part – A (General Intelligence, General Awareness etc.)		MM = 100
(i)	General Intelligence and Reasoning	20
(ii)	Quantitative ability (Arithmetic)	20
(III)	Constitution of India	20
(IV)	General Awareness (General Science, Scientific Research, Geography, Economics, General Polity, Current Events etc.)	40
Part – B (Language & Comprehension)		MM = 50
	Comprehension (1 passage each of Hindi and English of 10 marks each)	20
	Do as directed (Active-Passive; Direct-Indirect etc.)	30
	Prepositions, fill in the blanks,	
	Synonyms/Antonyms	
	Sentence Correction; common errors	
	Punctuation, Idioms & phrases etc.	

Paper – II		MM = 150
1.	Fundamental Rules (FRs) and Supplementary Rules (SRs) <ul style="list-style-type: none"> - Definitions; General conditions of service; - Pay and addition to pay; Confirmation of appointment - Dismissal, removal and suspension; Retirement - Foreign Service; TA Rules; LTC Rules; Leave Rules 	25
2.	CCS (Conduct) Rules, 1964	10
3.	General Financial Rules (GFRs) – 2005 <ul style="list-style-type: none"> - General System of Financial Management - Budget formulation - Control of Expenditure against Budgetary allocation - Works; Procurement of Goods & Services - Contract Management 	10
4.	Manual of Office Procedure	15
5.	<u>Management Principles & Practices</u> Principles of management (Planning, Organizing, Directing & Control etc.)- - Job analysis, Job description, Job specification, Job design, Job change; Recruitment; Communication; Leadership; Motivation; Negotiations; Financial Management; Delegation, Accountability; Performance Management; Collaboration, Team Working & Networking; Project Appraisal; Career Advancement; Procurement, Stores, Inventory Management; Facilities & Infrastructure Management	40
6.	<u>ERP Application & Operations' Management</u> Business Process Reengineering, Functional architecture of ERP, What are the ERP packages being used now? Compiling functional requirements, UML Diagrams, ERP Solution architecture, Enterprise application implementation projects: Rationale for ERP, Process Flow Diagrams, Decision making, Analytics, Record keeping, Integrating Business Rules, Electronic Workflows, Management reporting, Business intelligence, Performance Metrics, GUI, Web services, Collaboration & networking, Integration interoperability configuration management, Cloud Computing, Software Reuse, management of risks, software Security, Recovery and failsafe management, Knowledge management, User Engagement, Change Management, Life cycle approaches, Software Audit, Reliability, manageability, availability, TQM, Business application areas of an organization including accounting and finance, HR, logistics & supply chain, client & stakeholder relationship management	25

7.	Public Administration (including RTI Act)	25
	<p>Executive, Parliament, Judiciary – structure, functions, work processes, Cabinet Secretariat, Prime Minister's Office, Central Secretariat, Ministries and Departments, Machinery of Planning: Role, composition and functions of the Planning Commission and the National Development Council, Union–State Administrative, legislative and financial relations, Role of the Finance Commission, Governor, Chief Minister, Council of Ministers, Chief Secretary, State Secretariat, Directorates, Parliament control of public expenditure, Role of Finance Ministry in monetary and fiscal area, Panchayati Raj, Urban Local Government, Values in Public Service, Ministries and Departments, Corporations, Companies, Boards, Legislative, Executive and Judicial control over administration, Citizen's Charters, Right to Information, Social Audit, Delegated legislation, Administrative Tribunals.</p>	
