

CSIR-NGRI Advertisement No. 6/2021 dated 01.09.2021

The CSIR-National Geophysical Research Institute (CSIR-NGRI), Hyderabad, is a premier R&D institute under Council of Scientific and Industrial Research (CSIR) an autonomous body under the Ministry of Science and Technology, Government of India.

This Institute **INVITES ONLINE** applications for recruitment to the posts of Junior Secretariat Assistant (General) and Junior Stenographer as per the details given below:

The CSIR-NGRI strives to have a work-force which reflects Gender balance and Woman candidates are encouraged to apply.

A) Important Dates:

Opening date for On-line Applications	13.09.2021 (Monday); 09.30 AM
Last date for closing for On-line submission of Applications	15.10.2021 (Friday); 06.00 PM

Candidates are strongly advised to apply well in time without waiting for the last date for submission of Online Applications.

B) Details of Posts and Essential Qualification:

Post Code	Name of the Post	No. of posts and reservation status	Pay Level / Pay Matrix	Essential Qualification	Upper Age Limit
JSAG	Junior Secretariat Assistant (General)	06 [UR – 03; OBC (Non-creamy Layer) – 02; ST – 01]	Level - 02 [₹ 19900-63200] of Pay Matrix (approximate total emoluments ~₹ 32600 /- p.m.)*	10 + 2 / XII or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norms fixed by the DoPT from time to time.	UR - 28 years OBC (Non-creamy Layer) – 31 Years ST – 33 Years
Job requirements: Selected candidates are required to do all clerical and typing jobs and other official work as assigned from time to time by the Competent Authority					
Post Code	Name of the Post	No. of posts and reservation status	Pay Level / Pay Matrix	Essential Qualification	Upper Age Limit
JSG	Junior Stenographer	01 [OBC(Non-creamy Layer)]	Level - 04 [₹ 25500-81100] of Pay Matrix (approximate total emoluments ~ ₹ 43368 /- p.m.) *	10 + 2 / XII or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norms fixed by the DoPT from time to time.	OBC (Non-creamy Layer) – 30 Years
Job requirements: Stenographic work and / or such other duties as assigned from time to time by the Competent Authority					

Out of above Seven posts [Six posts of Junior Secretariat Assistant(General) and One post of Junior Stenographer] one post is reserved for Ex-Servicemen [For details regarding eligibility, please see Annexure – I] and One post out of six posts of Junior Secretariat Assistant(General) for PwBD [for Reservation Category, Functional Requirements and suitability, please see Annexure – II]

* Total emoluments includes HRA in class 'X' City

Typing Test for Post Code JSAG & JSG: Typing Test will be conducted in English or Hindi and candidates while applying for the test, will have to indicate his/her choice/option for medium of Skill Test in the Application Form. Typing Test will be of qualifying in nature. It will be administered on the Computer. Candidates opting for English medium should have typing speed of 35 words per minute and those opting for Hindi medium should have typing speed of 30 words per minute.

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 Allotment Rules depending on availability in such case HRA will not be admissible.
- b) In addition to the emoluments, benefits such as reimbursement of Medical Expenses, Leave Travel Concession and House Building Advance are available, as per rules of CSIR.
- c) All New Entrants will be governed by the “National Pension System” based on defined Contributions for new entrants recruited for 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. CCS (Pension) Rules, 1972.

2. General conditions / information:

- a) The applicant must be a Citizen of India.
- b) The normal place of posting is CSIR-NGRI, Hyderabad. However, a selected candidate, on the discretion of the Competent Authority, may be posted to work in any Section / Division and at any place in India.
- c) All applicants must fulfil the essential qualifications of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess the essential qualifications laid down for the post. **No interim enquiry asking for advice on eligibility will be entertained.** The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for Written Test/Skill Test (as the case may be).
- d) The date for determining qualifications and/or experience shall be the closing date prescribed for submission of Online application.
- e) The period of experience in a discipline/area of work, if need be, shall be counted after the date of acquiring the minimum essential qualifications prescribed for the post.
- f) **Persons with Bench Mark Disabilities (PwBDs) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.**
- g) Any discrepancy found at any stage of this recruitment process, between the information given in application and as evident in original documents, will make the candidate ineligible for this post.
- h) The decision of the Competent Authority, CSIR-NGRI in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination will be final and binding on the candidates.

- i) The number of vacancies indicated above is provisional and may increase or decrease at the time of actual selection. The CSIR-NGRI reserves the right to cancel all or part of the advertised vacancies at any stage of recruitment process.

3. **Age limit and Relaxations:**

- a) Upper Age limit: 28 years for Junior Secretariat Assistant (Gen) and 27 years for Junior Stenographer for Unreserved (UR) category.
- b) Age relaxation is applicable to only those posts which are reserved for the concerned categories.
- c) The date for determining the upper age limit shall be the closing date prescribed for submission of On-line applications.
- d) There is no upper age limit for CSIR Employees.
- e) Permissible relaxation in upper age limit for different categories are as under:

Category	Age-relaxation permissible beyond the upper age limit
SC / ST	5 years
OBC (NCL)	3 years
PwBD (Unreserved)	10 years
PwBD(OBC)	13 years
PwBD (SC/ST)	15 years
Ex-Servicemen (ESM)	03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application.
Regular employees working in Government Departments / Autonomous Bodies / Public Sector Undertakings	05 years
Widows/ Divorced Women/ Women judicially separated and who are not remarried.	Up to 35 years of age
Widows/ Divorced Women/ Women judicially separated and who are not remarried (SC/ST)	Up to 40 years of age

3. **Mode of Selection:**

In the event of number of applications being large, the CSIR -NGRI will adopt short listing criteria to restrict the number of candidates to be called for Written test / Skill test to a reasonable number by any or more of the following methods:

- On the basis of higher educational qualifications than the minimum prescribed in the advertisement
- Any other methodology as deemed fit by Screening Committee.

Selection process for Junior Secretariat Assistant (Gen)	Written Exam + Proficiency in Computer type speed and in using computers as per DoPT Norms (Qualifying in nature)
Selection process for Junior Stenographer	Written Exam + Proficiency in Computer type speed and in using computers as per DoPT Norms (Qualifying in nature)
Proficiency Norms for both the post codes	English Typing @ 35w.p.m. Or Hindi Typing @ 30 w.p.m. 35w.p.m. / 30w.p.m. correspond to 10500 KDPH / 9000 KDPH (Key Depressions per Hour) on an average of 5 key depressions for each word.

Scheme for the written Exam for the post of Junior Stenographer: will be intimated later

Scheme of Written Test for the Posts Junior Secretariat Assistant

Questions	OMR / Computer based objective type multiple choice.
Medium of Questions	English and Hindi except the questions in English Language.
Standard of exam	Class XII
Total No. of Questions	200
Total Time Allotted	2 hours 30 minutes

Syllabus for Written Test

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 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

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. The final merit will be prepared only on the basis of the marks obtained by the Candidates in Paper – II.

4. How to Apply:

- Eligible candidates are required to apply ONLINE through the link available on the website <http://www.ngri.org.in>. No other mode of application will be considered.
- The candidates must go through the instructions page in the www.ngri.org.in before applying online for the above-mentioned posts.
- Candidates are required to pay an amount of ₹ 100/- (Rupees One Hundred only) towards the application fee (Separately for each postcode) through the link available in the online

application. **SC/ST/PwBD/Women/CSIR Employees are exempted from payment of application fee.** No other mode of payment is allowed like DD, Challan, Postal Orders etc.

- d) The payment details (Receipt Number / Challan Number) are required to be mentioned at the designated place.
- e) Candidate is also required to upload his /her photo (not exceeding 40kb) and signature (not exceeding 20kb) at the respective specified places.
- f) If any document/ certificate is furnished in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is also required to be submitted.
- g) In respect of equivalent 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.
- h) In case of Universities/Institute awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their university/institute.
- i) Applications from employees of Government Departments/ Autonomous Bodies / Public Sector Undertakings will be considered only if application is forwarded through proper channel along with NOC from the Employer.

6. Documents to be uploaded (as a single pdf) in the order not exceeding the size 10 MB)
(Whichever is applicable)

- a) 10th Class Mark list / Passing certificate
- b) 12 / XII Class Mark list / Passing Certificate
- c) Degree Mark list / Pass Certificate
- d) PG Degree Mark List
- e) NOC from the present Employer
- f) Caste Category Certificate
- g) Shorthand certificate (if applicable)
- h) Others (If any)

Any further information regarding this Advertisement like date, time and written test or otherwise, any addendum / corrigendum or any variation in number of posts / cancellations of post(s) etc. will be made available through CSIR-NGRI website www.ngri.org.in only. Therefore, the candidates are advised to keep a regular watch accordingly.

Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post (s).

NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.

Sd/-
Controller of Administration

Annexure – I

1. Ex-Servicemen who have already secured employment in civil side under Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are not eligible for reservation in ESM category and fee concession. However, such candidates can avail of the benefit of reservation as ex-serviceman for subsequent employment if he/ she immediately after joining civil employment, has given self-declaration/ undertaking to the concerned employer about the date-wise details of applications for various vacancies for which he/ she had applied for before joining the initial civil employment as mentioned in the OM No. 36034/1/2014-Estt (Res) dated 14th August 2014 issued by DoP&T.
2. The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation as per rules.
3. For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/ Service the status of ex-servicemen or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of applications. Such candidates must also acquire the status of an ex-serviceman within the stipulated period of one year from the closing date of receipt of application.
4. **Explanation:** An 'ex-serviceman' means a person:
 - 3.1 Who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy or Air Force of the Indian Union, and
 - i. who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
 - ii. who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - iii. who has been released from such service as a result of reduction in establishment;
 - or
 - 3.2 who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity, and includes personnel of the Territorial Army namely, pension holders for continuous embodies service or broken spells of qualifying service;
 - or

- 3.3** personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension;
- or
- 3.4** Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987;
- or
- 3.5** Gallantry award winners of the Armed forces including personnel of Territorial Army;
- or
- 3.6** Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.
4. A matriculate Ex-Serviceman (which includes an Ex-Serviceman, who has obtained the Indian Army Special Certificate of education or corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service as on closing date of receipt of applications with the Armed Forces of the Union shall be considered eligible for appointment to the Group 'C' posts against posts reserved for ESM only. Thus, those matriculate Ex-Servicemen who have not completed 15 years of service as on the closing date for receipt of applications are not eligible for these posts.

Annexure – II

PwBD Reservation category for Junior Secretariat Assistant (Gen):

Category (B) - Clause (b): deaf and hard of hearing;

Or

Category (D) - Clause (d) or (e):

(d) autism, intellectual disability, specific learning disability and mental illness;

(e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness,

FUNCTIONAL REQUIREMENT: S=Sitting, ST=Standing, W=Walking, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, C=Communication

CATEGORY: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw =Dwarfism, AAV=Acid Attack Victims, MDy=Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild), SLD= Specific Learning Disability, MI= Mental Illness

[Functional Requirements: S, ST, W, MF, RW, SE, C

Suitability: B, LV, D, HH, OA, OL, BA, BL, OAL, CP, LC, Dw, AAV, MDy, ASD (M), SLD, MI]