



सीएसआईआर-कोशिकीय एवं आणविक जीव विज्ञान केंद्र, हैदराबाद 500007 तेलंगणा  
CSIR-CENTRE FOR CELLULAR AND MOLECULAR BIOLOGY  
HYDERABAD 500 007 TELANGANA

### Notification No.15/2021

Candidates who fulfill the criteria mentioned below against the position may apply online at [www.ccmb.res.in](http://www.ccmb.res.in)

For any technical problems while submitting the online application, please contact [recruitment.ccmb@nic.in](mailto:recruitment.ccmb@nic.in)

**Last date to submit online application: 31 December 2021**

I) Scientific Administrative Assistant : No. of positions - 1

Essential Qualification: Graduate in Commerce

Desirable Qualification: i) Basic knowledge in computer applications  
ii) Minimum five years of experience in the same position  
iii) Command over English and Hindi

Upper Age Limit: 50 years

Monthly Emoluments: Rs. 18,000 + HRA

#### General Terms and Conditions

- 1 **CSIR/Project sponsoring agency** prevailing guidelines are applicable to these positions. Positions are purely temporary & on contract basis and are co-terminus with the project's tenure.
- 2 Candidates who have completed their degree with requisite educational qualifications only need to apply.
- 3 All qualification & experiences must be from Govt./Govt. recognized Institute.
- 4 Candidates will be shortlisted for interview by the Screening Committee. The Screening Committee may adopt its own criteria for short listing the candidate depending upon the number of applications. Hence candidates are advised to provide all experience / qualification they are having on the last date of application.
- 5 Canvassing in any form will render the candidate disqualified
- 6 Candidates may be called for interview in person/online. All the communication in this regard will be through e-mail only.
- 7 No TA/DA will be paid to the candidate for appearing for the written test/interview or for reporting to duty.
- 8 Candidature will be purely provisional subject to fulfilling the eligibility criteria
- 9 Age relaxation for SC/ST & OBC as per the guidelines of Govt. of India
- 10 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 prescribed for that Grade.
- 11 Director, CSIR-CCMB reserves the right to increase/ decrease the number of positions

**and also cancel the recruitment process for the positions mentioned above at any stage of the recruitment process. The decision of the Director, CSIR-CCMB will be final and binding**

- 12 If currently employed, then the candidate will have to furnish no-objection certificate from the current employer**
- 13 The engagement which is on contract basis in respect of all above positions will confer no rights on the candidates, whatsoever, implicitly and / or explicitly for their continuation beyond tenure/absorption / regularization in CSIR. Contract may be terminated at any time at a notice of one month from either side or one month stipend in lieu thereof.**