

Recruitment for the positions of
JUNIOR SECRETARIAT ASSISTANT, JUNIOR STENOGRAPHER
ADVERTISEMENT NO.: NIO/02-2025/R&A
STEPS FOR ONLINE APPLICATION

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Registration & Login

2

Primary Detail

3

Select Post Code

4

Educational & Employment Details

5

Upload Certificate Details

6

Fee Payment (if applicable)

7

Other Details

8

Print / View



Advertisement for Junior Secretariat Assistant and Junior Stenographer

Advertisement No. 02-2025

Commencement of Online
Application

**28-05-2025 (08:30
AM)**

(Wednesday)

Last date of submission of Online
Application

**17-06-2025 (05:00
PM)**

(Tuesday)

For Advertisement

[Click Here](#)

for more details

Details

Post Code	Name of the Post	No. of posts and reservation status	Upper Age Limit (including age relaxation wherever applicable)	Pay Level/Pay Matrix	Minimum Educational/ Essential Qualification
JSA	Junior Secretariat Assistant (General)	No. of Posts - 01 Category OBC - 01	28 years	Pay Level - 2 (Rs. 19,900 - 6 3,2 00 /-) As per 7th CPC Pay Matrix Rs. 38,483/- p.m. approximately	10+2/ XIth or its equivalent and proficiency in computer typing speed and in using computer as per the prescribed norms fixed by DoPT from time to time.
	Junior Secretariat Assistant (Finance & Accounts)	No. of Posts - 01 Category UR - 01			
	Junior Secretariat Assistant (Stores & Purchase)	No. of Posts - 02 Category UR - 02			
JST	Junior Stenographer	No. of Posts - 02 Category UR - 01 OBC - 01	27 Years	Pay Level - 4 (Rs 25,500 - 81,100/-) As per 7th CPC Pay Matrix Rs. 44,523/- p.m. approximately	10+2/ XIth or its equivalent and proficiency in stenography as per the prescribed norms fixed by DoPT from time to time.

* Please see details of age relaxations under General Information and Conditions: Sl. No. 1.3 - Age Limit & Other Relaxations.

Step1: Registration & Login

New Registration

Email Id

@ xxx.xxx@gmail.com

Password

.....

Confirm Password

.....

[Register](#)

Already have account? [Click Here](#)

Login to Your Account

Email Id

@ xxx.xxx@gmail.com

Password

.....

[Login](#)

Don't have account? [Create an account](#)

Reset Password? [Click Here](#)

Step2: Primary Details

Primary Details

Name as per SSC / 10 th certificate	<input type="text" value="A XXXXXX XXXX"/>	Are you permanent Government/Autonomous Bodies/ Semi Government organization/ Public Sector Undertaking employee?	<input type="text" value="No"/>
Name(Ever changed)	<input type="text" value="No"/>	If Yes, details of the Organization, Post held	<input type="text"/>
Father's Name	<input type="text" value="AF"/>	Are you CSIR Employee?	<input type="text" value="No"/>
Mother's Name	<input type="text" value="AM"/>	If yes, the name of Institute / lab & Designation	<input type="text"/>
Date of Birth DOB as recorded in the Matriculation/ 10th standard. Document for Age Proof need to be uploaded in the online application	<input type="text" value="19-11-1997"/>	Marital Status	<input type="text" value="Single"/>
Age	<input type="text" value="27 years 7 months 5 days"/> <small>As on 24-06-2025</small>	Are you staying abroad	<input type="text" value="No"/>
Place of Birth	<input type="text" value="Hyderabad"/>	If yes, Country name	<input type="text"/>
Citizenship	<input type="text" value="Indian"/>	Address of Correspondence:	
Gender	<input type="text" value="Male"/>	<input type="text" value="1-50"/>	<input type="text" value="Taramani"/>
Religion	<input type="text" value="Hinduism"/>	<input type="text" value="Tamil Nadu"/>	<input type="text" value="Chennai"/>
Are you a Person with Disability (with disability of 40% or more) Disability Certificate from Competent Authority, as per the specified proforma of GOI, needed to be enclosed in case of PwBD	<input type="text" value="No"/>	<input type="text" value="650201"/>	
<input type="checkbox"/> a) B=Blind, LV=Low Vision <input type="checkbox"/> b) D=Deaf, HH=Hard of Hearing <input type="checkbox"/> c) 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 <input type="checkbox"/> d) ASD=Autism Spectrum Disorder (Mild, Moderate), ID= Intellectual Disorder, SLD=Specific Learning Disability, MI=Mental Illness <input type="checkbox"/> e) MD=Multiple Disabilities involving (a) to (d) above Whether scribe required? <input type="text" value="select"/>		<input type="checkbox"/> Copy correspondence address into permanent address	
Category SC/ST/OBC(NCL)/EWS Certificate in Central government format from competent authority needed to be enclosed		Address of Permanent:	
<input type="text" value="OBC(NON Creamy Layer)"/>		<input type="text" value="1-100"/>	<input type="text" value="Uppal"/>
Photo Identity card number (AADHAAR)		<input type="text" value="Telangana"/>	<input type="text" value="Hyderabad"/>
<input type="text" value="111122223333"/>		<input type="text" value="650202"/>	
Are you Ex-Servicemen?	<input type="text" value="No"/>	Email id	<input type="text" value="xxx.xxx@gmail.com"/>
Length of service in Armed Forces	<input type="text" value="Years"/> <input type="text" value="Months"/> <input type="text" value="Days"/>	Secondary Email id	<input type="text" value="temp@gmail.com"/>
		Mobile Number	<input type="text" value="+91 9999999999"/>
		Alternative Mobile Number	<input type="text" value="+91 9999999999"/>
		Any relative in CSIR (If Yes pl. give name,post,Lab/Instt. of posting, Relationship)	<input type="text" value="Yes"/>
		Name of relative Post Lab/Instt. Relationship	
		<input type="text" value="A XXXXXX XXXX"/>	<input type="text" value="Scientist"/>
		<input type="text" value="CSIR - XXXX"/>	<input type="text" value="XXXXXXX"/>
		<input type="button" value="Delete"/>	
		<input type="button" value="Add Row"/>	
		<input type="button" value="Submit"/> <input type="button" value="Logout"/>	

Status of Application for the post(s)

Primary Details	Submitted (view)
Select Post Code	<div>Select Postcode</div> <div>Submit</div>

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
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Primary details successfully Submitted

Logout

Step3: Select Post Code

Status of Application for the post(s)

Primary Details	Submitted (view)
Select Post Code	<div>Select Postcode</div> <div> Select Postcode JSA-Junior Secretariat Assistant JST-Junior Stenographer </div>

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
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Logout

Status of Application for the post(s)

Primary Details	Submitted (view)
Select Post Code	<div>Select Postcode</div> <div>Submit</div>
Educational and Employment details	Click here
Upload Certificate details	Click here

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
	JSA	Junior Secretariat Assistant	Click here	Click Here	---

Post Code Applied

Logout

Step4: Educational and Employment Details

EDUCATIONAL QUALIFICATION

S.NO.	Qualification	University/Board	Subjects Studied/ Thesis Topic	% of Marks CGPA / SGPA must be converted into percentages	Date of Passing (DD-MM-YYYY)	Remarks (1st/2nd Class, 1st Class with Distinction, University top etc)	Mode of study	Upload Certificate
1	10/SSC	Andhra Prad	Maths Science S	80	25-03-2012	1st Class with Distinction	Regular	Choose File SSC-Mr.A-X...X-XXXX.pdf
2	10 + 2 / XII / Diploma	Intermediate	MPC	75	05-04-2014	1st Class with Distinction	Regular	Choose File Inter-Mr.A-X...X-XXXX.pdf
3	UG				dd-mm-yyyy		select	Choose File No file chosen
4	PG				dd-mm-yyyy		select	Choose File No file chosen
5	other				dd-mm-yyyy		select	Choose File No file chosen
6	DCA	XXXXX	Computer Appli	65	25-03-2016	2nd Class	Regular	Choose File DCA-Mr.A-X...X-XXXX.pdf

DETAILS OF EXPERIENCE

Note: In case of still working, select application closing date (17-06-2025) in date of leaving field.

Note: Experience must follow Chronological Order (Old to New)

Type of Organization	Name of the Organization	Position Held	Period of Service	Nature of Work	Remuneration	
			From	To		
Private	XXXX - XXXX	Sale Executi	02-05-202	20-07-2	Sales	25000

Delete

Add Row

☒The above given details are true.

Submit

Logout

Main

Status of Application for the post(s)

Primary Details	Submitted (view)
Select Post Code	<div>Select Postcode</div> <div>Submit</div>
Educational and Employment details	Submitted
Upload Certificate details	Click here

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
	JSA	Junior Secretariat Assistant	Click here	Click Here	---

Education & Employee details successfully Submitted

Logout

Step5: Upload Certificate Details

Certificates upload

Photo:



(PHOTO Maximum Size should be 100 KB)

Choose File Photo-Mr.XXX-XXX.png

Signature:

Signature

(SIGNATURE Maximum

Size should be 50 KB)

Choose File sign-image.png

a.Proof of Date of Birth

(Only SSC/Matriculation/10th Standard / SSLC / HSC Certificate or Birth Certificate issued by appropriate government authority will be accepted as age proof of Date of Birth)

Choose File DOB-Mr.A-X...X-XXXXX.pdf

b.Aadhar Card

Choose File Aadhar-Mr....XX-XXXXX.pdf

c.Caste/Category(wherever applicable) in the prescribed format ([click here](#))

Choose File Caste-Mr.A-...X-XXXXX.pdf

d.Name change certificate (wherever applicable)

Choose File No file chosen

e.No Objection Certificate (wherever applicable) in the prescribed format ([click here for format](#))

Choose File No file chosen

f.Widow/Divorced women/Judicially separated women- (wherever applicable) relevant certificates for the same

Choose File No file chosen

g. Ex-servicemen- (wherever applicable) relevant certificates/full discharge book

Choose File No file chosen

h.PwBD certicate (wherever applicable) along with the necessary Annexures in the prescribed format ([click here for format](#))

Choose File No file chosen

i.Any relevant documents

Choose File Documents-...X-XXXXX.pdf

☒ I, hereby, declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be cancelled and action can be initiated against me.

Submit

Logout

Main

Status of Application for the post(s)

Primary Details		Submitted (view)			
Select Post Code		<div>Select Postcode</div> <div>Submit</div>			
Educational and Employment details		Submitted			
Upload Certificate details		Submitted			
Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
	JSA	Junior Secretariat Assistant	Click here	Click Here	---

Upload Certificates details successfully Submitted

Logout

step6: Fee Payment (if applicable)

Status of Application for the post(s)

Primary Details		Submitted (view)			
Select Post Code		<div>Select Postcode</div> <div>Submit</div>			
Educational and Employment details		Submitted			
Upload Certificate details		Submitted			
Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
	JSA	Junior Secretariat Assistant	Click here	Click Here	---

Logout



SB Collect

HOME TRANSACTION HISTORY FAQ'S CUSTOMER SUPPORT

Payment Progress



CSIR FOURTH PARADIGM INSTITUTE | NWTC ROAD, BELUR, BANGALORE-560037

Enter Payment Details

Payment Category *	Application Fees
Registration Number *	
Name *	
Fathers name *	
DOB *	[dd/mm/yyyy]
POST CODE *	
Amount *	500 Fixed Rs.500
Remarks :	

Enter Your Details

Mobile No * :	+91	
Retype Mobile No * :	+91	

Email ID :

On successful completion of payment, you will receive the transaction reference number on this mobile number

On successful completion of payment, you will receive the transaction reference number on this email ID

I have read and agreed to the Terms & Conditions

A Non-refundable application fee of Rs.100/- (Rupees One Hundred only) is payable (candidates belonging to SC/ST/PwBD/Ex-servicemen/Women and regular employees of CSIR are exempted from payment of application fee) in the form of online payment. Candidates are advised not to apply more than once for a Post. In spite of this, if a candidate applies for a post more than once, he will have to pay application fee on each count (if applicable). In such a situation the candidate's latest application will be considered and all other previous application(s) will be rejected as invalid. m. Application once made will not be allowed to be withdrawn and fees once paid will not be refunded/adjusted on any ground. **Candidates eligible and wish to be considered for both Junior Stenographer and Junior Secretariat Assistant (JSA) are required to apply separately for both post codes and pay the respective application fee (if applicable).**

Step7: Other Details

Other Details for Junior Secretariat Assistant

Preferences for this post

JSA (Finance & Accounts)

JSA(General)

JSA (Stores & Purchase)

Medium of **Proficiency Test**

English

Challan/ Receipt Number:

XXXAYYDD9999999

Challan Date

02-06-2025

Upload Challan Details

Choose File

Payment-re...r.XX-XXX.pdf

Submit

Main

Status of Application for the post(s)

Primary Details

Submitted ([view](#))

Select Post Code

Select Postcode

Submit

Educational and Employment details

Submitted

Upload Certificate details

Submitted

Registration No

Post Code

Post Name

Online Payment

Other Details

Print/View

JSA

Junior Secretariat Assistant

Done

Submitted

[Print/View](#)

Data Updated Successfully

Logout

Step8: Print/View

Status of Application for the post(s)

Primary Details

Submitted ([view](#))

Select Post Code

Select Postcode

Submit

Educational and Employment details

Submitted

Upload Certificate details

Submitted

Registration No

Post Code

Post Name

Online Payment

Other Details

Print/View

JSA

Junior Secretariat Assistant

Done

Submitted

[Print/View](#)

Logout

Print/View is only visible after submitting the Educational and Employment Details, and Upload certificate Details and Fee payment (if applicable) and Other Details.

Note:

Candidates who are eligible and wish to be considered for both Junior Stenographer and Junior Secretariat Assistant (JSA) posts may apply accordingly.

Select Post Code

Status of Application for the post(s)

Primary Details	Submitted (view)
Select Post Code	<div>Select Postcode</div> <div>Select Postcode</div> <div>JST-Junior Stenographer</div>
Educational and Employment details	Submitted
Upload Certificate details	Submitted

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
	JSA	Junior Secretariat Assistant	Done	Submitted	Print/View

Logout

Other Details

Other Details for Junior Stenographer

Medium of Proficiency Test

English

Challan/ Receipt Number:

XXXAYYDD999991

Challan Date

02-06-2025

Upload Challan Details

Choose File

Payment-re...r.XX-XXX.pdf

Submit

Main

Print/View

Status of Application for the post(s)

Primary Details	Submitted (view)
Educational and Employment details	Submitted
Upload Certificate details	Submitted

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
	JSA	Junior Secretariat Assistant	Done	Submitted	Print/View
	JST	Junior Stenographer	Done	Submitted	Print/View

Logout

Print/View is only visible after submitting the Educational and Employment Details, and Upload certificate Details and Fee payment (if applicable) and Other Details.