CSIR Fourth Paradigm Institute



(Formerly CSIR Centre for Mathematical Modelling and Computer Simulation)
A constituent laboratory of Council of Scientific & Industrial Research (CSIR).

Ministry of Science and Technology, Government of India.



Recruitment for the positions of

JUNIOR SECRETARIAT ASSISTANT, JUNIOR STENOGRAPHER

ADVERTISEMENT NO.: NIO/02-2025/R&A STEPS FOR ONLINE APPLICATION

- 1 Registration & Login
- 2 Primary Detail
- Select Post Code
- Educational & Employment Details
- 5 Upload Certificate Details
- 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

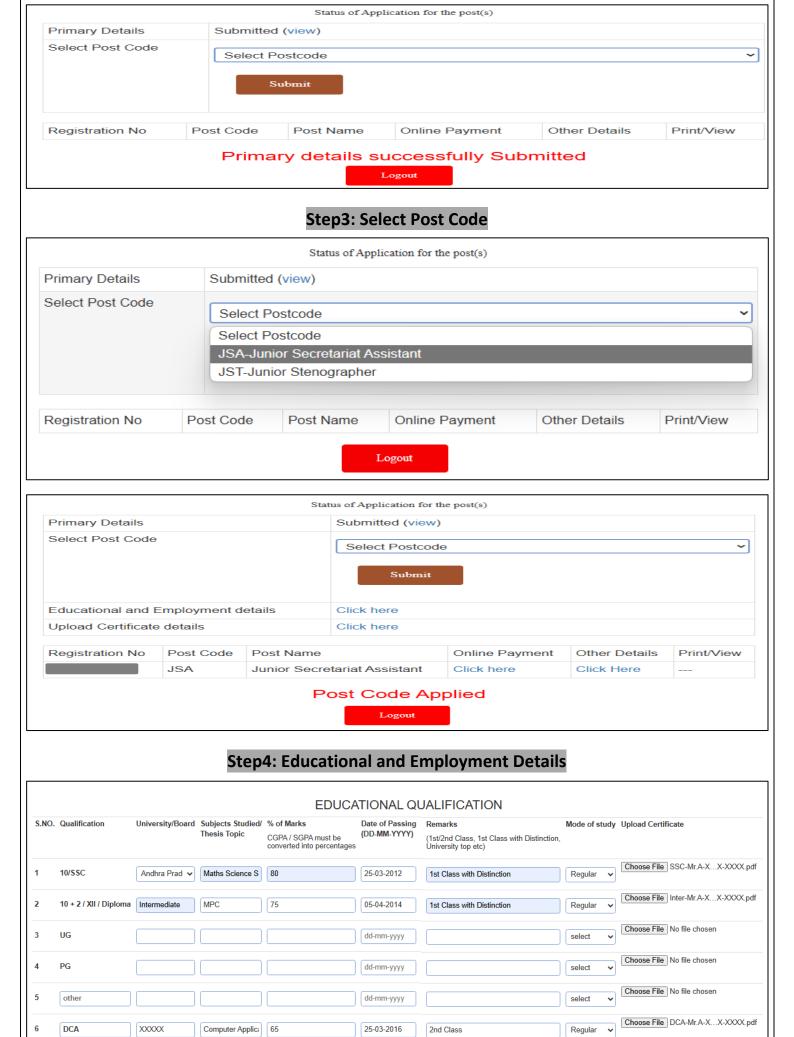
Post Code	Name of the Post	No. of posts and reservation status	Upper Age Limit (including age relaxation wherever applicable)	Pay Level/Pay Matrix	Minimum Educational/ Essential Qualification		
JSA	Junior Secretariat Assistant (General)	No. of Posts - 01 Category OBC - 01	28 years	Pay Level - 2 (Rs. 19,900 - 6 3,2 00	10+2/ XIIth or its equivalent and proficiency in computer typing speed and in using computer as per the prescribed norms fixed by		
	Junior Secretariat Assistant (Finance & Accounts)	No. of Posts - 01 Category UR - 01		/-) As per 7th CPC Pay Matrix Rs. 38,483/-p.m.	DOPT from time to time.		
	Junior Secretariat Assistant (Stores & Purchase)	No. of Posts - 02 Category UR - 02		approximately			
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/ XIIth 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: SI. No. 1.3 - Age Limit & Other Relaxations.

Step1: Registration & Login

Login to Your Account New Registration Email Id Email Id xxx.xxx@gmail.com xxx.xxx@gmail.com Password Password ••••• Confirm Password Login Register Don't have account? Create an account Already have account? Click Here Reset Password? Click Here

	Step2: Prim	nary Detail	S				
	Primary	Details					
Name as per SSC / 10 th certificate	A XXXXXX XXXX		overnment/Autonomous Br ector Undertaking employe		No	٧	
Name(Ever changed)	No Y	If Yes, details of the O	rganization, Post held				
Father's Name	AF	Are you CSIR Employ	ee?		No	٧	
Mother's Name	AM	If yes, the name of Ins	titute / lab & Designation				
Date of Birth DOB as recorded in the Matriculation/ 10th standard. Document for Age Proof need to be uploaded in the online application	19-11-1997	Marital Status	Single	Y			
Age	27 years 7 months 5 days	Are you staying abroa	No	v			
Place of Birth	As on 24-06-2025	If yes, Country name					
Place of billin	Hyderabad	Address of Correspondence:			'		
Citizenship	Indian	1-50 Tamil Nadu	Tarama √ 650201		Chennai		
Gender	Male		ce address into permanent				
Religion	Hinduism	Address of Permanent			Hyderabad		
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	erson with Disability (with disability of 40% or more) rufficate from Competent Authority, as per the specified proforma No Telangana Telangana						
a) B=Blind, LV=Low Vision b) D=Deaf, HH=Hard of Hearing		Email id			xxx.xxx@gmail.com		
c) OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arn Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy=Mus d) ASD=Autism Spectrum Disorder (Mild, Moderate), ID= Intellectual Disorder	cular Dystrophy	Secondary Email id			temp@gmail.com		
Disability, MI=Mental Illness e) MD=Multiple Disabilities involving (a) to (d) above Whether scribe required?	.,,	Mobile Number			+91 999999999		
select	٧	Alternative Mobile Nur	+91 999999999				
Category SC/ST/OBC(NCL)/EWS Certificate in Central government format from competent authority needed to be enclosed	OBC(NON Creamy Layer)	Any relative in CSIR (If Yes pl. give name,p	ost,Lab/Instt. of posting, R	delationship)	Yes	٧	
Photo Identity card number (AADHAAR)	111122223333	Name of relative	Post	Lab/Instt.	Relationship	Delete	
Are you Ex-Servicemen?	No 🔻	A XXXXXX XXXX	Scientist	CSIR - XXXX	XXXXXXXX	20.000	
Length of service in Armed Forces	Years Months Days		Submit	Add Row Logout			



	Note: In case of still	DETAILS (working, select appli Experience must f	cation closing d	ate (17-06-20	25) in date of lea	aving field.
Type of	Name of the		Period of Service		Nature of	Remuneration
Organization	Organization		From	То	Work	
Private ~	XXXX - XXXX	Sale Executi	02-05-202	20-07-2	Sales	25000 De
		✓The abo	Add Row	s are true.		
	Submit		Logout		Main	
		Status of A	pplication for t	he post(s)		
		Subn	nitted (view)			
Primary Details						

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

JSA
Junior Secretariat Assistant
Click here

Education & Employee details successfully Submitted

Step5: Upload Certificate Details

Logout

Submitted

Click here

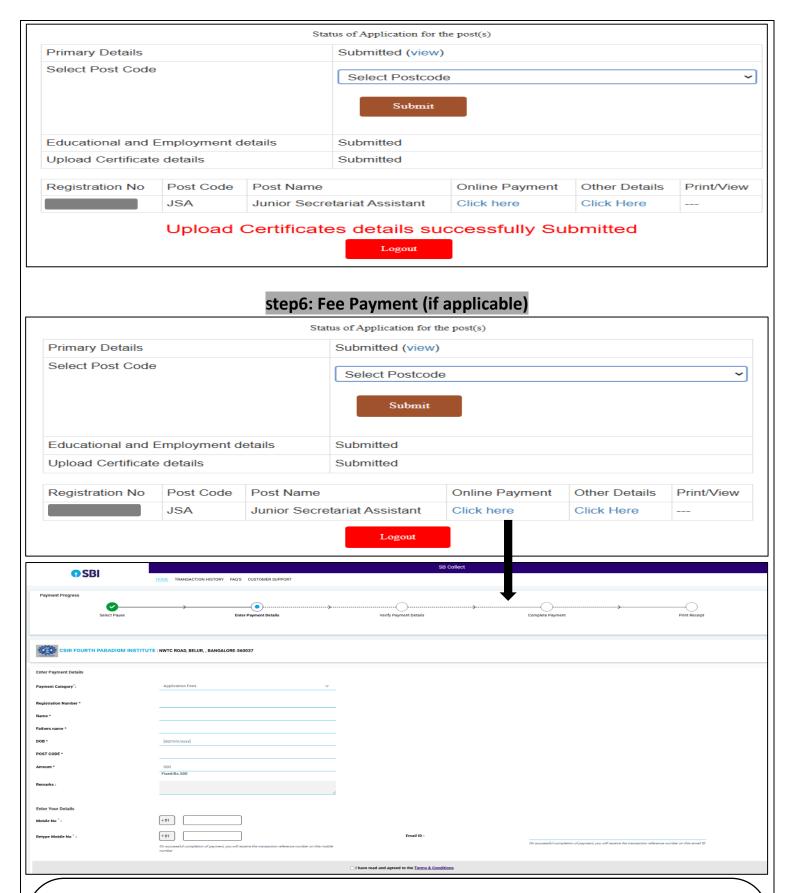
Educational and Employment details

Upload Certificate details

Certificates upload Photo: Signature (SIGNATURE Maximum Size should be 50 KB) Choose File sign-image.png (PHOTO Maximum Size should be 100 KB) Choose File Photo-Mr.XXX-XXX.png Choose File DOB-Mr.A-X...X-XXXX.pdf 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 Aadhar-Mr....XX-XXXX.pdf b.Aadhar Card c.Caste/Category(wherever applicable) in the prescribed format [click here] Choose File Caste-Mr.A-...X-XXXX.pdf d.Name change certificate (wherever applicable) Choose File No file chosen e.No Objection Certificate (wherever applicable) in the prescribed format Choose File No file chosen [click here for format] Choose File No file chosen f.Widow/Divorced women/Judicially separated women- (wherever applicable) relevant certificates for the same g. Ex-servicemen- (wherever applicable) relevant certificates/full discharge Choose File No file chosen h.PwBD certicate (wherever applicable) along with the necessary Choose File No file chosen Annexures in the prescribed format [click here for format] i.Any relevant documents Choose File Documents-...X-XXXX.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.

Logout

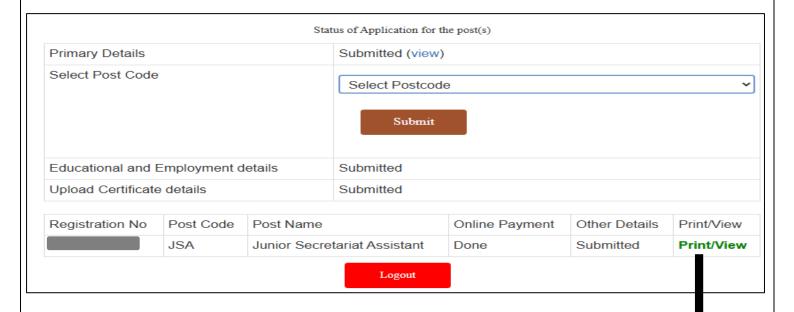
Main



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: XXXAYYDD999999 Challan Date 02-06-2025 Upload Challan Details Choose File Payment-re...r.XX-XXX.pdf Main Status of Application for the post(s) **Primary Details** Submitted (view) Select Post Code Select Postcode Submit Submitted Educational and Employment details Submitted Upload Certificate details Post Code Post Name Online Payment Other Details Print/View Registration No JSA Junior Secretariat Assistant Done Submitted Print/View **Data Updated Successfully** Logout

Step8: Print/View

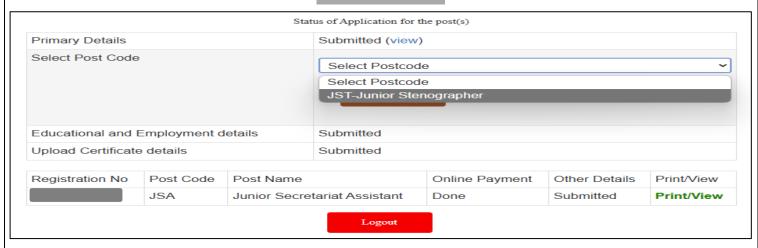


Print/View is only visible after submitting the Educational and Employment Details, and Upload certificate Details and Fee payment (if applicable) and Other Details.

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



Other Details



Print/View

Primary Details					Submitted (view)			
Educational and	Employment of	Submitted						
Upload Certificat	e details			Subm	nitted			
Registration No	Post Code	Post Name			Other Details	Print/View		
	JSA	Junior Secretariat Assistant			Submitted	Print/View		
	JST	Junior Stenographer	Done		Submitted	Print/View		

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