



CSIR – CENTRAL SALT & MARINE CHEMICALS RESEARCH INSTITUTE
GIJUBHAI BADHEKA MARG, BHAVNAGAR – 364 002 (GUJARAT)
(www.csmcri.res.in)

ADVERTISEMENT NO. 01/2022

Date of commencement of online applications : 10.05.2022 (from 9:00 AM)

Last date of submission of online applications : 10.06.2022 (upto 5:00 PM)

OPPORTUNITIES FOR BRIGHT & RESULT ORIENTED INDIAN NATIONALS

CSIR - Central Salt & Marine Chemicals Research Institute is a premier national laboratory under Council of Scientific & Industrial Research (CSIR), New Delhi. The Institute undertakes a wide range of basic and applied R&D projects spanning the areas of chemistry, biology and engineering. The Institute has excellent infrastructure by way of sophisticated analytical instruments, modern laboratories, pilot plants, library, local area network and workshop.

Applications are invited **ONLINE** from talented and result-oriented Indian Nationals for 09 Administrative Posts, as per the following details:

Post Code	Name of the Post with Reservation	Total Number of posts	Level in Pay Matrix & Total emolument as per 7 th CPC	Essential Qualifications	Age limit not exceeding#
JSA01	Junior Secretariat Assistant (General). [2 Un-reserved, 1 Reserved for EWS and 1 Reserved for OBC]	04 (Four)	Level 2 Rs.30830/-*	10+2/XII or its equivalent and proficiency in Computer with typing speed @ 35 w.p.m. in English or @ 30 w.p.m. in Hindi.	28 years
JSA02	Junior Secretariat Assistant (Finance & Accounts) [1 Un-reserved and 1 Reserved for OBC]	02 (Two)	Level 2 Rs.30830/-*	10+2/XII or its equivalent with Accountancy as a subject and proficiency in Computer with typing speed @ 35 w.p.m. in English or @ 30 w.p.m. in Hindi.	28 years
JSA03	Junior Secretariat Assistant (Stores & Purchase) [2 Un-reserved]	02 (Two)	Level 2 Rs.30830/-*	10+2/XII or its equivalent and proficiency in Computer with typing speed @ 35 w.p.m. in English or @ 30 w.p.m. in Hindi.	28 years
JS04	Junior Stenographer (Reserved for SC)	01 (One)	Level 4 Rs.40353/-*	10+2/XII or its equivalent and speed of 80 w.p.m. in shorthand in English /Hindi.	27 years

Relaxable in case of SC/ST/OBC/PwD as per rules.

* Total emoluments mean approximate total emoluments on minimum of the corresponding level in the Pay Matrix including HRA etc. in Class 'Y' Cities.

Abbreviations used: SC – Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Classes, PwD – Persons with Disability, UR – Unreserved, w.p.m. – Words Per Minute

I. BENEFITS :

1. The positions carry Pay and Allowances, such as HRA, TA, DA etc. at Central Government rates as applicable to the employees of Council stationed at Bhavnagar. Other benefits, such as Leave Travel Concession and Reimbursement of medical expenses, are also available. The employees are provided with residential accommodation as per CSIR rules.
2. All new entrants will be governed by the "New Pension Scheme" on defined Contributions for new entrants recruited in 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 GOI pattern and who are presently being governed by the Old Pension Scheme will continue to be governed by the existing Pension Scheme i.e. CCS (Pension) Rules, 1972.

II. AGE LIMIT AND RELAXATIONS:

1. The date for determining the age limit/experience/qualifications shall be the closing date prescribed for receipt of applications i.e. **10.06.2022**.
2. Age relaxation of 5 years to the members of Scheduled Castes and Scheduled Tribes and 3 years to the members of Other Backward Classes in the upper age limit shall be allowed only in cases where the posts are reserved for that particular category.
3. As per GOI provisions, age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands who are not remarried, the upper age limit is relaxable up to the age of 35 years [up to 40 years for members of Scheduled Castes and Scheduled Tribes]. The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence:
 - i. In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried.
 - ii. In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgment/decreed of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women that they have not remarried.
4. Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates) in upper age limit shall be allowed to persons suffering from (a) blindness or low vision (b) hearing impairment and (c) loco motor disability (d) cerebral palsy subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years. The age concession to the persons with disabilities shall be admissible irrespective of the fact whether the post is reserved for person with disabilities or not, provided the post is identified suitable for the relevant category of disability. Relaxation of age limit would be permissible to such persons who have a minimum 40% disability.
5. Age relaxation to the Ex-Servicemen will be applicable as per the Government of India instructions, as amended from time to time.
6. SC/ST/OBC/PwD candidates are required to produce a copy of the certificate in the prescribed format signed by the specified authority along with application form. The OBC candidates must produce the certificate valid for appointments under the Central government.
7. There is no age limit for Departmental candidates provided they possess the prescribed qualifications.

III. **MODE OF SELECTION:- JUNIOR SECRETARIAT ASSISTANT (GENERAL/F&A/S&P):**

While the proficiency in computer typing speed and in using computer is only qualifying in nature, the final merit list will be prepared on the basis of performance of the candidates in the Competitive Written Examination. The merit list will only comprise those candidates who have qualified the proficiency test in Computer typing.

There will be two papers in the written competitive examination (Paper-I and Paper-II). Paper I is qualifying in nature. The Paper II will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the Paper I and Merit list will be prepared based on marks obtained in Paper II.

Mode of Examination	OMR based or Computer Based Objective type Multiple Choice Examination
Medium of Examination	The questions will be set both in English and Hindi except the questions on English language.
Standard of Exam	10+2/XII
Total No. of Questions	200
Total time allotted	2 hours 30 minutes

Syllabus or Written test shall be as follows:-

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 be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgement 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

IV. MODE OF SELECTION :- JUNIOR STENOGRAPHER:

A. Scheme of Competitive Written Examination for Junior Stenographer

Mode of Examination	OMR Based or Computer Based Objective Type Multiple Choice Examination
Medium of Questions	The questions will be set both in English and Hindi except the Questions on English Language
Standard of Examination	10+2/XII
Total No. of Question	200
Time Allotted	Total 2 hours (2 hours and 40 minutes for the candidates eligible for scribe)

Competitive Written Examination will consist of only **one Paper** with three parts as detailed below:

Part	Subject	No. of Questions	Maximum Marks	Negative Marks
I	General Intelligence & Reasoning	50	50	0.25 marks is deducted for every wrong answer
II	General Awareness	50	50	0.25 marks is deducted for every wrong answer
III	English Language & Comprehension	100	100	0.25 marks is deducted for every wrong answer

B. Proficiency Test in Stenography

The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the Application Form) at the speed of 80 w.p.m. for the post of Junior Stenographer. The transcription time is as follows:

S. No.	Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for the candidates eligible for scribe
1	English	50	70
2	Hindi	65	90

Preparation of Merit List

- i) The proficiency in stenography will only be qualifying in nature.
- ii) The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination
- iii) The merit list will only comprise of those candidates those who have qualified the proficiency test in stenography

V. GENERAL CONDITIONS / INSTRUCTIONS

1. The applicant must be a citizen of India.
2. The number of vacancies is provisional and may vary. The CSIR-CSMCRI reserves the right to cancel all or part of the advertised vacancies at any stage of recruitment process.
3. The qualifications prescribed should have been obtained from recognized Universities/ Institutions.
4. All testimonials/certificates will be verified later. Therefore, candidates must produce original(s) for verification as and when desired by this Institute. Any wrong or incomplete information furnished by the candidate shall render her/him ineligible for consideration without any further notice. The candidature is provisional at all the stage of recruitment process.
5. If any document/certificate furnished is in a language other than Hindi or English, a transcript copy in Hindi/English of the same duly attested by a Gazetted Officer or Notary is required to be submitted.
6. SC/ST/OBCs, PwD, & ESM certificates, as applicable, should be issued by the competent authority in the prescribed format/proforma.
7. The post are local and the normal place of posting is in CSIR-CSMCRI. However the appointees are liable to be posted at any of the Laboratories/Institutes of CSIR in exigencies of work.
8. Those employed in Govt. Deptt / PSUs /Autonomous Bodies should send their applications through proper channel (advance copy of application should reach before the last date) with a clear certificate that-(i) no vigilance case is pending against her/him(ii) the applicant will be relieved within one month of receipt of appointment offer if she/he is selected.
9. Incomplete applications and the applications received after last date of submission will be summarily rejected. In case candidates could not submit their online application due to failure of server/any technical defect at the last moment, last date will not be extended. **Therefore, candidates are advised to submit online application well in advance before the last date of submission of application.** Institute's decision shall be final and binding and no enquiry will be entertained in this regard.
10. Medium of typing test and medium of written Examination will be the same and once opted cannot be changed at later stage.
11. 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 selection is through open competition. Therefore mere possession of the minimum education qualification does not entitle candidates for selection to the post.

12. The selected candidates will be on probation for a specified period from the date of taking over charge of the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of probationary period, they will be considered for confirmation in accordance with the extant rules.
13. 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, 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.
14. Diploma of 3-year duration, acquired after pass in 10th standard, as equivalent to 12th standard in respect of posts for which pass in 10+2/XII standard is the essential qualification. In respect of JSA (F&A) posts, accountancy shall be a subject in the Diploma course to be treated as equivalent. It may be ensured that the Diploma, that is to be considered as equivalent, is a recognized course and awarded by a recognized institution.
15. 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.
16. No travelling allowance shall be paid to the candidates for appearing in the examinations.
17. The decision of the Director, CSIR-CSMCRI, Bhavnagar 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.
18. For any further information regarding this examination the Candidates are required to visit CSIR-CSMCRI website (<http://www.csmcri.res.in>) from time to time.
19. The minimum age should not be less than 18 years.

VI. **HOW TO APPLY:**

- a) Eligible candidates are required to apply ONLINE through the link available on the website <http://www.csmcri.res.in> No other mode of application will be considered.
- b) The candidates must go through the instructions page in the www.csmcri.res.in before applying online for the above-mentioned posts.
- c) Candidates are required to pay an amount of ₹ 500/- **Non refundable** (Rupees Five Hundred only) towards application fee (Separately for each postcode) through the link available in the online application. **SC/ST/PwD/Women/CSIR Employees/Ex-Servicemen are exempt 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 of application.
- e) Candidate is also required to upload his /her photo (not exceeding 50kb) and signature (not exceeding 20kb) at the respective specified places.
- f) 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.

- g) Applications from employees of Government Departments/ Autonomous Bodies / Public Sector Undertakings will be considered only if application is forwarded through proper channel and NOC in this regard is uploaded.

VII. Documents to be uploaded (as a single pdf) in the order (Whichever is applicable)

- a) 10th Class Mark Sheet / Passing certificate
- b) 12 / XII Class Mark Sheet / Passing Certificate
- c) Diploma Mark Sheets / Passing Certificate (If applicable)
- d) Birth Certificate issued by the Registrar of Births and Deaths or the Municipal Corporation or any other prescribed authority, whosoever has been empowered under the Registration of Birth and Deaths Act, 1969 to register the birth of a child born in India (only if not mentioned in Secondary or Senior Secondary School Certificate)
- e) NOC from the present Employer (If applicable)
- f) Caste Category Certificate (If applicable)
- g) 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-CSMCRI website www.csmcri.res.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 disqualification for the post (s).

NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.

**Sd/-
CONTROLLER OF ADMINISTRATION**