



**CSIR-National Geophysical Research Institute
Uppal Road, Hyderabad – 500 007**



Web site: www.ngri.res.in,

Email: career@ngri.res.in,

Phone: 040-27012374

CSIR-NGRI Advertisement No. 1/2024, Dated: 04.02.2024

Date of commencement of Online Applications: 08.02.2024 (Thursday)

Last Date for submission of Online Applications: 11.03.2024 (Monday)

Last Date for submitting Hard Copy of Applications: 22.03.2024 (Friday)

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

The CSIR-NGRI is a Centre of Excellence carrying out multidisciplinary Earth Science research programs viz., Hydrocarbon Exploration; Geochemistry and Geochronology; Mineral and Engineering Geophysics; Groundwater; Seismology; Geodynamics and Theoretical and Computational Geophysics etc.

Applications are invited from enthusiastic, young Indian women medical practitioners with a high degree of motivation to fill up the following vacancy:

Name of the Post	: Lady Resident Medical Officer (Female) [Group III (4) (Senior Technical Officer – 1)]
Post Code	: LRMO
No. & reservation status of the Post	: 01(Unreserved)
Pay	: Level – 10 [Rs.56100-177500] of the Pay Matrix (approximate total emoluments=Rs.108799/- p.m.)
Essential Qualification	: MBBS Degree with not less than 55% of marks (along with registration from Indian Medical Council).
Desirable Qualification	: MS / MD and / or 3 years of experience in recognized hospitals.
Age limit	: 35 years (as on the last date specified for online application)
Job requirement	: To provide allopathic consultations to employees, pensioners and their dependent family members

Note:

1. The normal place of posting is dispensary located in the NGRI campus, Hyderabad.
2. It will be mandatory on the part of the candidate to stay in the Staff Quarters of the Institute to attend to medical emergencies as and when required.
3. ***Persons with Benchmark disabilities (PwBD) fulfilling the eligibility conditions prescribed under GOI/ CSIR instructions are encouraged to apply.***

The above post is suitable for the PwBDs under the categories mentioned in the table below:

Physical Requirement	Functional Classification
S,ST,W,BN,MF,RW,SE,H,C	OA,OL

Abbreviation: S=Sitting, ST=Standing, W=Walking, BN=Bending, MF=Manipulation by fingers, RW=Read & write, SE=Seeing, H=Hearing, C=Communicating, PwBD=Persons with Benchmark Disabilities, OA=One Arm, OL=One Leg.

Note: A candidate under the category of PwBD will be considered to be eligible for appointment only if she (after such physical examination as the appointing authority may prescribe) is found to satisfy the requirements of physical and medical standards for the above post.

General Information and Conditions:

1. Benefits under Council Service:

- a) The post carries usual allowances i.e. Dearness Allowance (DA), Transport Allowance (TA) etc. as admissible to the Central Government employees and as made applicable to CSIR, HRA is not payable as it is mandatory for the selected Candidate to stay in Staff Quarters and therefore will not be entitled to draw HRA. Council employees are eligible for accommodation of their entitled type as per CSIR Allotment Rules. Selected candidate is also eligible for payment of **Non-Practicing Allowance** as regulated by CSIR from time to time.
- b) In addition to the emoluments, benefits such as reimbursement of Medical Expenses, Leave Travel Concession and other benefits are available, as per rules of CSIR.
- c) Individuals holding above post are entitled for Career Advancement on the basis of Flexible Complementing Scheme of CSIR.

- d) In addition to the emoluments indicated, other benefits are available as per CSIR rules. The selected candidate will be governed by the “National Pension System” based on defined contributions as adopted by CSIR for its employees. However, person selected from Departmental/other Government Departments/Autonomous Bodies/Public Sector Undertakings/Central Universities joined before 01-01-2004 and having Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e., CCS (Revised) Pension Rules, 2021, as per rules.

2. Age Limit and Relaxation:

- a) The upper age limit is 35 years for the post as on the last date of online submission of application i.e. 11.03.2024.
- b) The SC/ST/OBC candidates who apply against unreserved vacancy will not be eligible for age relaxation.
- c) Upper age limit is relaxable up to five years for the regular employees working in CSIR Laboratories / Institutes, Government Departments, autonomous bodies and public sector undertakings.
- d) **Age relaxation to Persons with Benchmark Disability (PwBD):** Age relaxation as per the rules of Government of India for those persons with disability who have handicap of 40% or more and possess the relevant certificate issued by the appropriate authority to this effect.
- e) Upper age limit will be relaxable to the ex-servicemen as per the rules of Government of India and as applicable to CSIR.
- f) Relaxation in age, over and above the stipulated limit, educational qualification and/or experience would be allowed with the prior approval of the Director General, CSIR in cases of exceptionally meritorious candidates and if sufficient number of candidates possessing the requisite qualification and / or experience are not available to fill up the post.

3. General conditions / information:

- a) The applicant must be a Citizen of India.
- b) All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post. No enquiry asking for advice as to eligibility will be entertained. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for further recruitment process.
- c) All the qualifications/experience and other details of a candidate must be supported by valid documents. The prescribed qualifications should have been obtained through recognized Universities / Institutions etc.

- d) 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.
- e) The period of experience rendered by a candidate on part time basis, daily wages, visiting/guest faculty will not be counted while calculating the valid experience for the post.
- f) If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or Notary is to be submitted.
- g) The date for determining the upper age limit, qualifications and/or experience shall be the closing date prescribed for submission of Online application i.e. 11.03.2024.**
- h) The period of experience shall be counted after the date of acquiring the minimum prescribed essential qualifications prescribed for that Grade/Post.
- i) Candidate must ensure that she possesses essential qualification/experience in the relevant area as required, for which she is applying, on the last date of online application.
- j) Applications from candidates working in Government Departments, Autonomous bodies, Public Sector Undertakings and Government Funded Research Agencies will be considered along with requisite NOC.
- k) 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 the post.
- l) The Director, CSIR-NGRI reserves the right not to fill up the post, if he so desires.
- m) The decision of the Director, CSIR-NGRI in all matters relating to eligibility, acceptance or rejection of applications, mode of selection will be final and binding on the candidates.

4. Mode of Selection:

- a) Candidates who are screened in are required to appear for interview before duly constituted Selection Committee for selection to the above post. The merit list will be prepared based on their performance in interview before the Selection Committee
- b) Mere fulfilment of educational qualifications and experience does not entitle a candidate to be called for Interview.

- c) Only outstation candidates called and found eligible for interview will be paid to and fro single second class rail fare including reservation charges, if any, on through ticket basis for an ordinary bus fare, as the case may be, from the actual place of undertaking the journey or from the normal place of their residence as declared in the application, whichever is nearer to Secunderabad / Hyderabad railway station, on production of Rail Tickets/Rail Ticket PNR Numbers/Bus Tickets or any other proof of journey.
- d) A Screening Committee will be constituted which will adopt its own criteria for short-listing the candidates to be called for Interview. The candidates should therefore, mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed, supported by documents.
- e) **In the event of number of applications being large, CSIR-NGRI will adopt short listing criteria to restrict the number of candidates to be called for further process, to a reasonable number by one or more of the following methods:**
 - i. On the basis of higher educational qualifications than the minimum prescribed in the advertisement
 - ii. On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement
 - iii. Any other methodology as deemed fit by the Screening Committee.

5. How to Apply:

- a) Eligible candidates are required to apply ONLINE through website <http://www.ngri.res.in>.
- b) Candidates are advised to go through the instructions for online filling of the application carefully.
- c) **Online Application will be available on CSIR-NGRI website <http://www.ngri.res.in> Opens on 08.02.2024 from 09.30 a.m. and Closes on 11.03.2024 at 06.00 p.m. It is mandatory to take the print out of the successfully submitted online application form before 06:00 p.m. on 11.03.2024, sign the same and attach the self-attested mandatory documents. The print out of the application along with the relevant documents must reach CSIR-NGRI on or before 22.03.2024. Candidates should keep a copy of the application print-out, for their record as it will not be available after the application closing date.**
- d) **Only women candidates are eligible to apply. Women candidates are exempted from payment of application fee.**
- e) Candidate is required to upload recent passport size scanned photograph (20 - 50 kb) and scanned signature in black ink (10-20 kb) at the respective places for the same in the online application.
- f) In case of Universities/Institute awarding CGPA/SGPA/OGPA grades etc., candidates are required to convert the same into percentage based on the formula as per their University/Institute.
- g) The above details are to be mentioned by the candidates at the appropriate place in the on-line application format, while submitting the same.

- h) Application once made will not be allowed to be withdrawn and on any account nor can it be held in reserve for any other recruitment or selection process.
- i) Applications from employees of Government Departments, autonomous bodies and public sector undertakings will be considered only if No Objection Certificate is attached with the application certified by the employer that the applicant, if selected, will be relieved within one month of the receipt of the appointment orders. The vigilance clearance should also be recorded in the said NOC.
- j) Unsigned, incomplete applications and without the attachments as mentioned will not be entertained and are liable to be summarily rejected.
- k) The printed hardcopy of the successfully submitted online Application must be duly signed by the candidate and accompanied by self-attested copies of the certificates, mark sheets, testimonials in support of age, educational qualifications, experience, copy of full discharge book (if applicable), proof for possession of Ex-Servicemen certificate (if applicable), caste/community certificate (if applicable), PwBD certificate (if applicable) should be sent in an envelope superscribed:

“APPLICATION FOR THE POST OF “ _____”, “Post Code _____ Advt. No. 01/2024”

by speed post/registered post only (By hand submission of Hard Copy will not be accepted), so as to reach us on or before 22.03.2024 to the address given below:

**The Section Officer, Recruitment Section,
CSIR-National Geophysical Research Institute (CSIR-NGRI),
Uppal Road, Hyderabad, Telangana – 500 007**

- l) Candidates should specifically note that the applications received after the closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by CSIR-NGRI.
- m) **Incomplete applications (OR) Hardcopy of the application not accompanied by printout of the complete online application form, signatures wherever applicable, photograph, all documents with self-attestation, Caste Certificate (if applicable), PwBD Certificate (if applicable), Proof of possession of a valid Ex-servicemen Certificate (if applicable), copy of Discharge book (if applicable), Experience certificate etc. will not be entertained and will be summarily rejected.**

Note: CSIR-NGRI is not responsible for any discrepancy in submitting details through online. The applicants are therefore, advised to strictly follow the instructions. The particulars furnished by the applicant will be taken as final and further processing of the application will be based on these particulars only. Frivolous representation/ clarification made through any correspondence without reading the instructions given in the advertisement thoroughly will not be entertained. Therefore, candidates are advised to take the assistance of the Help Desk if required.

- n) Candidates are cautioned not to furnish any incomplete, false or misleading information or submit any document which is defective, forged or fabricated or otherwise not admissible or claim fraudulently SC/ST/OBC/EWS/PwBD/Ex-Servicemen status etc. or resort to any sort of malpractice during the selection process. Notwithstanding verification of original documents during various stages of the selection process, if any case of illegality is detected at any stage of the selection process or later on, CSIR-NGRI reserves the right to cancel candidature or selection apart from taking other appropriate legal actions.

6. Printed Hardcopy of Full Online Application Form duly signed by the candidate along with following documents must be sent by Speed post/ Registered post only:

- a) Self- Attested photocopy of Matriculation or equivalent certificate for Age proof.
- b) Self- Attested photocopies of educational qualification certificates etc.
- c) Conversion formula of CGPA/SGPA/OGPA/DGPA/CPI grades etc into percentage, issued by the University.
- d) Self-Attested photocopy of full Discharge book & valid Ex-Servicemen certificate, if any.
- e) Self-Attested photocopy of caste certificate duly signed by the specified authority, if applicable in the prescribed format.
- f) Self-Attested photocopies of experience certificates.
- g) No Objection Certificate (NOC)/Proper channel Application, wherever applicable.
- h) PwBD certificate, in the prescribed Government of India (GoI) format signed by the specified authority, if applicable.
- i) Any other document in support of the claim made in the application,

7. Following documents are required to be uploaded as a single PDF (not more than 05 MB) as attachment to the application in the order mentioned below:

- a) SSC / 10th certificate (reflecting Date of Birth also)
- b) SSC / 10th Mark Sheet
- c) 12th / Intermediate Certificate
- d) 12th / Intermediate Marks Sheet
- e) MBBS Certificate
- f) MBBS Marks Sheet
- g) Indian Medical Council Registration Certificate
- h) Caste certificate, wherever applicable, in prescribed format [[click here](#) for format] as provided by the Govt. of India
- i) Experience Certificate(s) [[click here](#) for format]
- j) No Objection Certificate (NOC), wherever applicable [[click here](#) for format]
- k) Certificate related to PwBD (wherever applicable) in the prescribed format [[click here](#) for format]
- l) Certificate (s) related to higher qualification i.e. MD / MS, if any
- m) Any other relevant certificate

Any further information regarding this Advertisement like date, time and venue of Interview, addendum / corrigendum etc. will be made available through CSIR-NGRI website www.ngri.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 a disqualification for the post (s).

NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED

**Sd/-
Administrative Officer**