सीएसआईआर-राष्ट्रीय भूभौतिकीय अनुसंधान संस्थान
CSIR - NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
उप्पल रोड, हैदराबाद, तेलंगाना UPPAL ROAD, HYDERABAD -500 007, Telangana.

Recruitment for the positions of JUNIOR SECRETARIAT ASSISTANT
Advertisement No.02/2025 Dated 01-04-2025
STEPS FOR ONLINE APPLICATION

1 Registration & Login

2 Primary Details

3 Select Post Code

4 Educational & Employment Details

5 Upload Certificate Details

6 Fee Payment (if applicable)

7 Post Preference / Other Details

8 Print / View

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Advertisement for JSA

Advertisement No. 02/2025

Commencement of Online Application

02-04-2025 (10:00 AM)

(Wednesday)

Last date of submission of Online Application

05-05-2025 (06:00 PM)

(Monday)

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 (Gen)	UR-04, OBC(NCL)-02, SC-02	28 years	Level-02 Rs.38,483/- * p.m. approx.. (inclusive of Basic Pay, DA, HRA, TA etc.)	10+2/XIIth 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 (F&A)	UR-01			
	JUNIOR SECRETARIAT ASSISTANT (S&P)	UR-02			

Step1: Registration & Login

New Registraion

Email Id

@ xxxxxxx@gmail.com

Password

••••••

Confirm Password

••••••

Register

Already have account? Click Here

Login to Your Account

Email Id

@ xxxxxxx@gmail.com

Password

••••••

Login

Don't have account? Create an account

Primary Details

Name as per SSC / 10th certificate	A XXXXXX XXXX
Name(Ever changed)	No
Father's Name	A F
Mother's Name	A M
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
Age	27 years 5 months 16 days As on 05-05-2025
Place of Birth	Hyderabad
Citizenship	Indian
Gender	Male
Religion	Hinduism
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	No

☐ a) blindness and low vision(VH)
☐ b) deaf and hard of hearing
☐ c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy
☐ d) autism, intellectual disability, specific learning disability and mental illness
☐ e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.
Whether scribe required?

select

Category SC/ST/OBC(NCL)/EWS Certificate in Central government format from competent authority needed to be enclosed	OBC(NON Creamy Layer)
Photo Identity card number (AADHAAR)	111122223333
Are you Ex-Servicemen?	No
Length of service in Armed Forces	Years Months Days
Are you permanent Government/Autonomous Bodies/ Semi Government organization/ Public Sector Undertaking employee?	No
If Yes, details of the Organization, Post held	
Are you CSIR Employee?	No
If yes, the name of Institute / lab & Designation	
Marital Status	Single
Are you staying abroad	No
If yes, Country name	

Address of Correspondence:

1-50	Chennai	Chennai
Tamil Nadu	650201	

☐ Copy correspondence address into permanent address

Address of Permanent:

1-100	Uppal	Hyderabad
Telangana	650202	

Email id	xxxxxxx@gmail.com
Secondary Email id	temp@gmail.com
Mobile Number	+91 9999999999
Alternative Mobile Number	+91 9999999999
Any relative in CSIR (If Yes pl. give name,post,Lab/Instt. of posting, Relationship)	Yes

Name of relative	Post	Lab/Instt.	Relationship	
A XXXXXX XXXX	Scientist	CSIR - XXXX	XXXXXXXX	Delete

Add Row

Submit   Logout

Status of Application for the post(s)

Primary Details	Submitted (view)
Select Post Code	Select Postcode ▾
	Submit

Application No	Post Name	Online Payment	Other Details	Print/View

Primary details successfully Submitted

Logout

Step3: Select Post Code

Status of Application for the post(s)

Primary Details	Submitted (view)
Select Post Code	Select Postcode ▾

Select Postcode
JSA-Junior Secretariat Assistant

Registration No	Post Code	Post Name	Online Payment	Post Preference	Print/View

Logout

Status of Application for the post(s)

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

Registration No	Post Code	Post Name	Online Payment	Post Preference	Print/View
▓▓▓▓▓	JSA	Junior Secretariat Assistant	Click here for Online Payment	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 Applic:	65	25-03-2016	2nd Class	Regular ▾	Choose File DCA-Mr.A-X...X-XXXX.pdf

DETAILS OF EXPERIENCE / FELLOWSHIP

Note: In case of still working, select application closing date (31-01-2025) 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/Fellowship		Nature of Work	Remuneration	
			From	To			
Private	XXXX - XXXX	Sale Execu	02-05-2021	20-07-202	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)		
Educational and Employment details				Submitted		
Upload Certificate details				Click here		
Registration No	Post Code	Post Name	Online Payment		Post Preference	Print/View
	JSA	Junior Secretariat Assistant	Click here for Online Payment		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 Maximum Size should be 50 KB)

Choose File sign-image.png

a.Proof of Date of Birth	Choose File DOB-Mr.A-X...X-XXXX.pdf
b.Aadhar Card	Choose File Aadhar-Mr.A...X-XXXX.pdf
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 [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.Acknowledgement of the Application Fees paid (wherever applicable)	Choose File Payment-re...r.XX-XXX.pdf
j.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.

Submit   **Logout**   **Main**

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	Post Preference	Print/View
[redacted]	JSA	Junior Secretariat Assistant	Click here for Online Payment	Click Here	---

Upload Certificates details successfully Submitted

[Logout]

Step6: Fee Payment (if applicable)

Status of Application for the post(s)

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

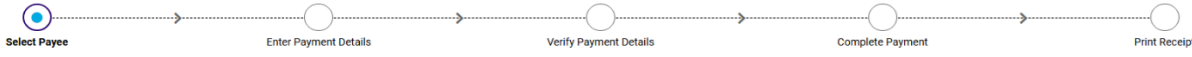| Registration No	Post Code	Post Name	Online Payment	Post Preference	Print/View
[redacted]	JSA	Junior Secretariat Assistant	Click here for Online Payment	Click Here	---

[Logout]

Candidates are required to remit the application fee of Rs.500/- in favour of "Director, CSIR-NGRI" through online payment system only viz., SB Collect by using the following link: https://onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=20666 (Govt. Departments - Telangana - National Geophysical Research Institute - Application Fee for the post of JSA vide Advt No. 02/2025). No fee is payable for SC/ST/PwBD/Women/Ex-Servicemen subject to uploading of relevant document (as per CSIR instruction notified vide CSIR Policy Division Circular No. 5-1(603)/2018-PD dated 05.11.2024). Applications without the prescribed fee will not be considered and summarily rejected. No representation against such rejection would be entertained. Applications submitted cannot be withdrawn, and fee paid are non-refundable under any circumstances. Additionally, fees cannot be held in reserve for future examinations or selections.

SBI — SB Collect

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Payment Progress

Select Payee → Enter Payment Details → Verify Payment Details → Complete Payment → Print Receipt

Select Payee

Category: Govt Department

Search for Govt Department

Filter by State: -- Select --

Name of Govt Department	State
NATIONAL GEOPHYSICAL RESEARCH INSTITUTE	All India
NATIONAL GEOPHYSICAL RESEARCH INSTITUTE	Telangana

Showing 1 to 2 of 2 entries

‹ 1 ›

[Back]

Step7: Post Preference / Other Details

Other Details for Junior Secretariat Assistant

Preferences for this post	
	JSA (Finance & Accounts) ⌄
	JSA(General) ⌄
	JSA (Stores & Purchase) ⌄
	Reset Preference
Medium of **Typing Test**	English ⌄
Challan/ Receipt Number:	XXXAYYDD999999
Challan Date	03-04-2025

Submit   **Main**

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	Post Preference	Print/View
▓▓▓	JSA	Junior Secretariat Assistant	Click here for Online Payment	Submitted	**Print/View**

Data Updated Successfully

Logout

Step8: 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	Post Preference	Print/View
▓▓▓	JSA	Junior Secretariat Assistant	Click here for Online Payment	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.