



Recruitment for the positions of Junior Stenographer

Advertisement No.06/2024 Dated 16-12-2024

STEPS FOR ONLINE APPLICATION





Advertisement for JSG

Advertisement No. 06/2024 dated 16.12.2024

Commencement of Online Application

**30-12-2024
(10:00 AM)**

(Monday)

Last date of submission of Online Application

**31-01-2025
(06:00 PM)**

(Friday)

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)	Job Requirements	Pay Level/Pay Matrix	Minimum Educational/ Essential Qualification
JSG	Junior Stenographer	UR-02	27 years	Stenographic work and/or such other duties as assigned from time to time by the Competent Authority.	Level-04 [Rs25500 to Rs81100] of Pay Matrix as per VII CPC [Approximate total emoluments- Rs52100/-p.m.]	10 + 2 / XII or its equivalent and proficiency in Stenography as per the prescribed norms fixed by the DoPT from time to time.
		EWS-01				
		ST-01	32 years			

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](#)

Step2: Primary Details

Primary Details

Name(as per SSC records)	<input type="text" value="A XXXXXX XXXX"/>
Name(Ever changed)	<input type="text" value="No"/>
Father's Name	<input type="text" value="A F"/>
Mother's Name	<input type="text" value="A M"/>
Date of Birth	<input type="text" value="31-03-1998"/>
Age	<input type="text" value="26 years 10 months 0 days"/> <small style="text-align: right;">As on 31-01-2025</small>
Place of Birth	<input type="text" value="Hyderabad"/>
State belongs to	<input type="text" value="Telangana"/>
Citizenship	<input type="text" value="Indian"/>
Gender	<input type="text" value="Male"/>
Religion	<input type="text" value="Hinduism"/>
Mother tongue	<input type="text" value="Telugu"/>
Are You Person with Benchmark Disability (More than or equal to 40%)?	<input type="text" value="No"/>
<input type="checkbox"/> a) Blindness and low vision <input type="checkbox"/> b) deaf and hard of hearing <input type="checkbox"/> c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;	
<p style="font-size: small;">Note: The candidates are requested to check the functional requirements of the posts in the advertisement and accordingly advised to proceed further.</p>	
Category	<input type="text" value="General"/>
Caste Certificate issued date	<input type="text" value="DD-MM-YYYY"/>
Are you Ex-Servicemen?	<input type="text" value="No"/>
Length of service in Armed Forces	<input type="text" value="Years-Months-Days"/>
Are you permanent Government/Autonomous Bodies/ Semi Government organization/ Public Sector Undertaking employee?	<input type="text" value="No"/>
If Yes, details of the Organization, Post held	<input type="text"/>
Are you CSIR Employee?	<input type="text" value="No"/>
If yes, the name of Institute/lab	<input type="text"/>
Marital Status	<input type="text" value="Single"/>
Address of Correspondence	<input type="text" value="1-50 Uppal Hyderabad"/>
Permanent Address	<input type="text" value="1-100 Madurai Chennai"/>
Email id	<input type="text" value="temp10@gmail.com"/>
Secondary Email id	<input type="text" value="test.sam@ngri.res.in"/>
Mobile Number	+91 <input type="text" value="9999999999"/>
Alternative Mobile Number	+91 <input type="text" value="8888888888"/>
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. of posting	relationship	
<input type="text" value="Dr. X XX XX"/>	<input type="text" value="Scientist"/>	<input type="text" value="CSIR - XXXX"/>	<input type="text" value="XXXXXXXXX"/>	<input type="button" value="Delete"/>

Status of Application for the post(s)

Primary Details	Submitted (view)			
Select Post Code	<input type="text" value="Select Postcode"/>			
	<input type="button" value="Submit"/>			
Application No	Post Name	Online Payment	Other Details	Print/View

Primary details successfully Submitted

Step3: Select Post Code

Status of Application for the post(s)

Primary Details	Submitted (view)			
Select Post Code	<input type="text" value="Select Postcode"/>			
	<div style="border: 1px solid gray; padding: 2px;"> <input type="text" value="Select Postcode"/> <input type="text" value="Junior Stenographer(JSG)"/> </div>			
Application No	Post Name	Online Payment	Other Details	Print/View

Status of Application for the post(s)

Primary Details		Submitted (view)		
Educational and Employment details		Click here		
Upload Certificate details		Click here		
Application No	Post Name	Online Payment	Other Details	Print/View
<input type="text"/>	Junior Stenographer	Click here for Online Payment	Click Here	---

Post Code Applied

Step4: Educational and Employment Details

EDUCATIONAL QUALIFICATION

S.NO.	Qualification	University/Board	Discipline/ Stream	Subjects Studied/ Thesis Topic	% of Marks <small>CGPA / SGPA must be converted into percentages</small>	Date of Passing (DD-MM-YYYY)	Remarks <small>(1st/2nd Class, 1st Class with Distinction, University top etc)</small>	Mode of study	Upload Certificate
1	10/SSC	<input type="text" value="Andhra Prad"/>	<input type="text" value="disabled"/>	<input type="text" value="Maths Science S"/>	<input type="text" value="80"/>	<input type="text" value="25-03-2009"/>	<input type="text" value="1st Class with Distinction"/>	<input type="text" value="Regular"/>	<input type="button" value="Choose File"/> SSC-Mr.A-X...X-XXXX.pdf
2	10 + 2 / XII / Diploma	<input type="text" value="Intermediate"/>	<input type="text" value="disabled"/>	<input type="text" value="MPC"/>	<input type="text" value="69"/>	<input type="text" value="25-03-2011"/>	<input type="text" value="2nd Class"/>	<input type="text" value="Regular"/>	<input type="button" value="Choose File"/> Inter-Mr.A-X...X-XXXX.pdf
3	UG	<input type="text" value="B.sc"/>	<input type="text" value="MPCA"/>	<input type="text" value="Maths Computer"/>	<input type="text" value="80"/>	<input type="text" value="01-04-2014"/>	<input type="text" value="1st Class with Distinction"/>	<input type="text" value="Regular"/>	<input type="button" value="Choose File"/> UG-Mr.A-XX...X-XXXX.pdf
4	PG	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="dd-mm-yyyy"/>	<input type="text"/>	<input type="text" value="select"/>	<input type="button" value="Choose File"/> No file chosen
5		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="dd-mm-yyyy"/>	<input type="text"/>	<input type="text" value="select"/>	<input type="button" value="Choose File"/> No file chosen
6	<input type="text" value="Shorthand Course"/>	<input type="text" value="Shorthand"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="01-02-2015"/>	<input type="text"/>	<input type="text" value="Other"/>	<input type="button" value="Choose File"/> Shorthand-...XX-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	
Application No	Post Name	Online Payment	Other Details	Print/View
	Junior Stenographer	Click here for Online Payment	Click Here	---

Education & Employee details successfully Submitted

Logout

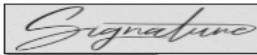
Step5: Upload Certificate Details

Certificates upload



(PHOTO Maximum Size should be 100 KB)

Choose File Photo-Mr.XXX-XXX.png



(SIGNATURE Maximum Size should be 50 KB)

Choose File Singnature-...XX-XXX.png

Upload Certificates: Choose File Documents-...X-XXXX.pdf

(as a single PDF file not more than 25 MB)

a) Proof of Date of Birth (i.e. Birth Certificate / School leaving Certificate / Driving licence / Passport/ 10th mark sheet etc.)

b) Caste/Category certificate (wherever applicable) in the formats [click here] prescribed by the Govt. of India

c) No Objection Certificate (NOC), Autonomous/ Central/ PSU etc., [click here for format]

d) Certificate related to PwBD (wherever applicable) in the prescribed format [click here for format]

e) Others (If any)

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		
Application No	Post Name	Online Payment	Other Details	Print/View
██████████	Junior Stenographer	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		
Application No	Post Name	Online Payment	Other Details	Print/View
██████████	Junior Stenographer	Click here for Online Payment	Click Here	---

Logout

https://devapps.ngri.res.in/Ngri_jsg_2024/files/Steps-for-payment-JSG-NGRI.pdf -- More Details

A non-refundable application fee of Rs. 500/- (Rupees Five Hundred) only wherever applicable may be deposited through the link available in the online application and printed copy of e-receipt of the same must be enclosed with the application. The candidates belonging to SC/ST/PwBD/Women/Permanent CSIR Employees are exempted from payment of application fee. No other mode of payment is allowed like DD, Challan, Postal Orders etc. Fee once paid will not be refunded on any account nor can it be held in reserve for any other recruitment or selection process.

Step7: Other Details

Other Details for Junior Stenographer

Medium of **Stenography**

Challan/ Receipt Number:

Challan Date

Submit

Main

Status of Application for the post(s)

Primary Details		Submitted (view)		
Educational and Employment details		Submitted		
Upload Certificate details		Submitted		
Application No	Post Name	Online Payment	Other Details	Print/View
██████████	Junior Stenographer	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		
Application No	Post Name	Online Payment	Other Details	Print/View
██████████	Junior Stenographer	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.