



COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
NATIONAL INSTITUTE OF OCEANOGRAPHY
DONA PAULA, GOA – 403 004

Website : <https://www.nio.res.in>



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 Details
- 3 Select Post Code
- 4 Educational & Employment Details
- 5 Upload Certificate Details
- 6 Fee Payment (if applicable)
- 7 Other Details
- 8 Print / View



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Advertisement for Junior Secretariat Assistant and Junior Stenographer

Advertisement No. NIO/02-2025/R&A

Commencement of Online Application

26-05-2025 (09:00 AM)

(Monday)

Last date of submission of Online Application

24-06-2025 (11:59 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)	10 (UR - 05, OBC(NCL)-02, ST-02, EWS-01)	28 years	Group C (Non-Gazetted) Level - 2 (19,900 - 63,200)	10+2/ XII or its equivalent* and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DoPT from time to time.
	Junior Secretariat Assistant (Finance & Accounts)	06 (UR - 03, OBC(NCL)-01, ST-01, EWS-01)			
	Junior Secretariat Assistant (Stores & Purchase)	03 (UR - 02, EWS-01)			
JST	Junior Stenographer	06 (UR - 02, OBC(NCL)-02, ST-01, EWS-01)	27 Years	Group C (Non-Gazetted) Pay Level 4 (Rs25500 - Rs81100)	10+2/ XII or its equivalent* and proficiency in stenography as per the prescribed norms fixed by DoPT from time to time.

* Please see details of age relaxation under Age limit & Relaxation Column.

Total Emoluments means approximate total emoluments per month on a minimum of scale including House Rent Allowance as admissible in Goa HQs.

Out of 25 posts, 02 posts are reserved for Ex-servicemen and 02 posts are reserved for Persons with Benchmark Disabilities [1 each under Visually Handicapped category (PwBD-VH) and Hard of Hearing category (PwBD-HH)].

Step1: Registration & Login

New Registration

Email Id

@ xxx.xxx@gmail.com

Password

.....

Confirm Password

.....

[Register](#)

Already have account? [Click Here](#)

Login to Your Account

Email Id

@ xxx.xxx@gmail.com

Password

.....

[Login](#)

Don't have account? [Create an account](#)

Reset Password? [Click Here](#)

Step2: Primary Details

Primary Details

Name as per SSC / 10 th certificate	<input type="text" value="A XXXXXX XXXX"/>	Are you permanent Government/Autonomous Bodies/ Semi Government organization/ Public Sector Undertaking employee?	<input type="text" value="No"/>															
Name(Ever changed)	<input type="text" value="No"/>	If Yes, details of the Organization, Post held	<input type="text"/>															
Father's Name	<input type="text" value="AF"/>	Are you CSIR Employee?	<input type="text" value="No"/>															
Mother's Name	<input type="text" value="AM"/>	If yes, the name of Institute / lab & Designation	<input type="text"/>															
Date of Birth DOB as recorded in the Matriculation/ 10th standard. Document for Age Proof need to be uploaded in the online application	<input type="text" value="19-11-1997"/>	Marital Status	<input type="text" value="Single"/>															
Age	<input type="text" value="27 years 7 months 5 days"/> <small>As on 24-06-2025</small>	Are you staying abroad	<input type="text" value="No"/>															
Place of Birth	<input type="text" value="Hyderabad"/>	If yes, Country name	<input type="text"/>															
Citizenship	<input type="text" value="Indian"/>	Address of Correspondence:																
Gender	<input type="text" value="Male"/>	<input type="text" value="1-50"/>	<input type="text" value="Taramani"/>															
Religion	<input type="text" value="Hinduism"/>	<input type="text" value="Chennai"/>	<input type="text" value="Tamil Nadu"/>															
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	<input type="text" value="No"/>	<input type="text" value="650201"/>	<input type="text"/>															
<input type="checkbox"/> a) B=Blind, LV=Low Vision <input type="checkbox"/> b) D=Deaf, HH=Hard of Hearing <input type="checkbox"/> c) OA=One Arm , OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy=Muscular Dystrophy <input type="checkbox"/> d) ASD=Autism Spectrum Disorder (Mild, Moderate), ID= Intellectual Disorder, SLD=Specific Learning Disability, MI=Mental Illness <input type="checkbox"/> e) MD=Multiple Disabilities involving (a) to (d) above Whether scribe required? <input type="text" value="select"/>		<input type="checkbox"/> Copy correspondence address into permanent address																
Category SC/ST/OBC(NCL)/EWS Certificate in Central government format from competent authority needed to be enclosed	<input type="text" value="OBC(NON Creamy Layer)"/>	Address of Permanent:																
Photo Identity card number (AADHAAR)	<input type="text" value="111122223333"/>	<input type="text" value="1-100"/>	<input type="text" value="Uppal"/>															
Are you Ex-Servicemen?	<input type="text" value="No"/>	<input type="text" value="Hyderabad"/>	<input type="text" value="Telangana"/>															
Length of service in Armed Forces	<input type="text" value="Years"/> <input type="text" value="Months"/> <input type="text" value="Days"/>	<input type="text" value="650202"/>	<input type="text"/>															
		Email id	<input type="text" value="xxx.xxx@gmail.com"/>															
		Secondary Email id	<input type="text" value="temp@gmail.com"/>															
		Mobile Number	+91 <input type="text" value="9999999999"/>															
		Alternative Mobile Number	+91 <input type="text" value="9999999999"/>															
		Any relative in CSIR (If Yes pl. give name,post,Lab/Instt. of posting, Relationship)	<input type="text" value="Yes"/>															
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name of relative</th> <th style="width: 25%;">Post</th> <th style="width: 25%;">Lab/Instt.</th> <th style="width: 25%;">Relationship</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td><input type="text" value="A XXXXXX XXXX"/></td> <td><input type="text" value="Scientist"/></td> <td><input type="text" value="CSIR - XXXX"/></td> <td><input type="text" value="XXXXXXXXX"/></td> <td style="text-align: center;"><input type="button" value="Delete"/></td> </tr> <tr> <td colspan="5" style="text-align: center;"><input type="button" value="Add Row"/></td> </tr> </tbody> </table>	Name of relative	Post	Lab/Instt.	Relationship		<input type="text" value="A XXXXXX XXXX"/>	<input type="text" value="Scientist"/>	<input type="text" value="CSIR - XXXX"/>	<input type="text" value="XXXXXXXXX"/>	<input type="button" value="Delete"/>	<input type="button" value="Add Row"/>					
Name of relative	Post	Lab/Instt.	Relationship															
<input type="text" value="A XXXXXX XXXX"/>	<input type="text" value="Scientist"/>	<input type="text" value="CSIR - XXXX"/>	<input type="text" value="XXXXXXXXX"/>	<input type="button" value="Delete"/>														
<input type="button" value="Add Row"/>																		
		<input type="button" value="Submit"/> <input type="button" value="Logout"/>																

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"/>

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
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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"/>
	<input type="text" value="Select Postcode"/> <input type="text" value="JSA-Junior Secretariat Assistant"/> <input type="text" value="JST-Junior Stenographer"/>

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
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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"/>
Educational and Employment details	Click here
Upload Certificate details	Click here

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
	JSA	Junior Secretariat Assistant	Click here	Click Here	---

Post Code Applied

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	<input type="button" value="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	<input type="button" value="Choose File"/> Inter-Mr.A-X...X-XXXX.pdf
3	UG				dd-mm-yyyy		select	<input type="button" value="Choose File"/> No file chosen
4	PG				dd-mm-yyyy		select	<input type="button" value="Choose File"/> No file chosen
5	other				dd-mm-yyyy		select	<input type="button" value="Choose File"/> No file chosen
6	DCA	XXXXX	Computer Appli	65	25-03-2016	2nd Class	Regular	<input type="button" value="Choose File"/> DCA-Mr.A-X...X-XXXX.pdf

DETAILS OF EXPERIENCE

Note: In case of still working, select application closing date (24-06-2025) 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		Nature of Work	Remuneration	
			From	To			
Private	XXXX - XXXX	Sale Execut	02-05-202	20-07-2	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)				
Select Post Code	Select Postcode				
	Submit				
Educational and Employment details	Submitted				
Upload Certificate details	Click here				
Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
	JSA	Junior Secretariat Assistant	Click here	Click Here	---

Education & Employee details successfully Submitted

Logout

Step5: Upload Certificate Details

Certificates upload

Photo:



(PHOTO Maximum Size should be 100 KB)

Signature:

Signature (SIGNATURE Maximum

Size should be 50 KB)

Choose File sign-image.png

Choose File Photo-Mr.XXX-XXX.png

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 DOB-Mr.A-X...X-XXXX.pdf

b. Aadhar Card

Choose File Aadhar-Mr....XX-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 certificate (wherever applicable) along with the necessary Annexures in the prescribed format [click here for format]

Choose File No file chosen

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.

Submit

Logout

Main

Status of Application for the post(s)

Primary Details	Submitted (view)
Select Post Code	Select Postcode
	Submit
Educational and Employment details	Submitted
Upload Certificate details	Submitted

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
	JSA	Junior Secretariat Assistant	Click here	Click Here	---

Upload Certificates details successfully Submitted

Logout

Step6: Fee Payment (if applicable)

Status of Application for the post(s)

Primary Details	Submitted (view)
Select Post Code	Select Postcode
	Submit
Educational and Employment details	Submitted
Upload Certificate details	Submitted

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
	JSA	Junior Secretariat Assistant	Click here	Click Here	---

Logout

SB Collect

HOME TRANSACTION HISTORY FAQS CUSTOMER SUPPORT

Payment Progress

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

NATIONAL INSTITUTE OF OCEANOGRAPHY | N.I.O. CAMPUS, DONA PAULA, GOA 403004, DONA PAULA-403004

Enter Payment Details

Payment Category:
 --Select any Category--
 Analytical Charges
 Refund of Advance
 Staff Quarter Recovery
 SECURITY DEPOSIT - HOSTEL
 STUDENT HOSTEL FEES
 Application Fee for Direct Recruitment

Back

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A non-refundable application fee of Rs. 500/- (Rupees Five Hundred only), which is exclusive of GST and processing fees/transaction charges, wherever applicable may be deposited through the link available in the online application. After successful completion of payment, the acknowledgement of application fee receipt of Rs.500/- must be uploaded at appropriate place in "Upload Certificate details". The candidates belonging to SC/ST / PwBD / Women / Ex-Servicemen are exempted from payment of the application fee. No other mode of payment is allowed like DD, Challan, Postal Orders etc. Application once made will not be allowed to be withdrawn and application fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process. **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

Payment-re...r.XX-XXX.pdf

Status of Application for the post(s)

Primary Details	Submitted (view)
Select Post Code	Select Postcode <input type="button" value="v"/>
	<input type="button" value="Submit"/>
Educational and Employment details	Submitted
Upload Certificate details	Submitted

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
<input type="button" value=""/>	JSA	Junior Secretariat Assistant	Done	Submitted	Print/View

Data Updated Successfully

Step8: Print/View

Status of Application for the post(s)

Primary Details	Submitted (view)
Select Post Code	Select Postcode <input type="button" value="v"/>
	<input type="button" value="Submit"/>
Educational and Employment details	Submitted
Upload Certificate details	Submitted

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
<input type="button" value=""/>	JSA	Junior Secretariat Assistant	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.

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

Status of Application for the post(s)

Primary Details	Submitted (view)
Select Post Code	<input type="text" value="Select Postcode"/> <input type="text" value="Select Postcode"/> JST-Junior Stenographer
Educational and Employment details	Submitted
Upload Certificate details	Submitted

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
<input type="text"/>	JSA	Junior Secretariat Assistant	Done	Submitted	Print/View

[Logout](#)

Other Details

Other Details for Junior Stenographer

Medium of **Proficiency Test**

Challan/ Receipt Number:

Challan Date

Upload Challan Details Payment-re...r.XX-XXX.pdf

[Submit](#) [Main](#)

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	Other Details	Print/View
<input type="text"/>	JSA	Junior Secretariat Assistant	Done	Submitted	Print/View
<input type="text"/>	JST	Junior Stenographer	Done	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.