



Recruitment for the positions of Junior Stenographer and Junior Secretariat Assistant

(Advertisement No. NIO/01-2024/R&A Dated 20.08.2024)

Steps for Online Application

- 01 Registration & Login
- 02 Primary Details
- 03 Select Post Code
- 04 Educational and Employment Details
- 05 Upload Certificate Details
- 06 Fee Payment (If Applicable)
- 07 Other Details
- 08 Print/View
- 09 Dispatch through Speed/Registered Post

CSIR-NIO

- [Dashboard](#)
- [Register](#)
- [Login](#)

सी एस आई आर - राष्ट्रीय समुद्र विज्ञान संस्थान
CSIR - NATIONAL INSTITUTE OF OCEANOGRAPHY
 वैज्ञानिक और औद्योगिक अनुसंधान परिषद, विज्ञान और प्रौद्योगिकी मंत्रालय, भारत सरकार
 Council of Scientific & Industrial Research, Ministry of Science and Technology, Govt of India

Recruitment for the positions of Junior Stenographer and Junior Secretariat Assistant

Advertisement No. NIO/01-2024/R&A / Dated 20.08.2024

Commencement of Online Application

20-08-2024
(09:00 AM)
(Tuesday)

Last date of submission of Online Application

19-09-2024
(05:30 PM)
(Thursday)

Last date for Receipt of hard copy application

30-09-2024
(05:30 PM)
(Monday)

For Advertisement

[Click Here](#)
for more details

Details

Post Code	Name of the Post	No. of Posts
JST241 JST242 JST243	Junior Stenographer	05 Posts[UR - 03, EWS - 01,ST - 01]
JSF241 JSF242	Junior Secretariat Assistant (Finance & Accounts)	03 Posts [UR - 02,OBC - 01]
JSP241	Junior Secretariat Assistant (Stores & Purchase)	01 Post [UR - 01]
Out of 09 posts, 01 post each is reserved for Ex-servicemen and Persons with Benchmark Disabilities (PwBDs)		

Important Instructions to the Candidate

1. Please read the Advertisement Carefully.Applications are to be submitted on-line only. No other form of application will be entertained.
2. Candidates are advised to note down the Registration ID and login credentials till the process of Advertisement is complete. further queries on this will not be entertained
3. Candidates should note that they can register with email only once.Duplicate entries with same email is not allowed. It is advised to have a working email.
4. [Click here](#) for Photograph and Signature requirement
5. [Click Here](#) for steps of online application
6. For any Queries Please Contact at: recruitment@nio.org

Step1: Registration & Login

New Registraion

Email Id

Password

Confirm Password

Register

Already have account? [Click Here](#)

Login to Your Account

Email Id

Password

Login

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

Step2: Primary Details

Primary Details

Name(as per SSC records)	<input type="text" value="C XXXXXX"/>						
Name(Ever changed)	<input type="text" value="No"/>						
Father's Name	<input type="text" value="F XXXXXX"/>						
Mother's Name	<input type="text" value="M XXXXXX"/>						
Date of Birth	<input type="text" value="25-06-1998"/>						
Age	<input type="text" value="26 years 2 months 25 da"/> <small>As on 19-09-2024</small>						
Place of Birth	<input type="text" value="Hyderabad"/>						
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="Yes"/>						
<p>Note: The candidates are requested to check the functional requirements of the posts in the advertisement and accordingly advised to proceed further.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Junior Stenographer</th> <th style="width: 50%; text-align: center;">Junior Secretariat Assistant</th> </tr> </thead> <tbody> <tr> <td>a) B, LV b) HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (a) to (d) above</td> <td>a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, Mdy d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above</td> </tr> </tbody> </table>				Junior Stenographer	Junior Secretariat Assistant	a) B, LV b) HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (a) to (d) above	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, Mdy d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above
Junior Stenographer	Junior Secretariat Assistant						
a) B, LV b) HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (a) to (d) above	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, Mdy d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above						
Category	<input type="text" value="OBC(Non Creamy Lay)"/>						
Caste Certificate Issued date	<input type="text" value="20-05-2024"/>						
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="Hno 1-100 Uppal Hyderabad"/>						
State belongs to	<input type="text" value="Telangana"/>						
Permanent Address	<input type="text" value="Hno 5-125 Vizag Andhra Pradesh"/>						
State belongs to	<input type="text" value="Andhra Pradesh"/>						
Email id	<input type="text" value="sample1@gmail.com"/>						
Secondary Email id	<input type="text" value="xxxxxx@outlook.com"/>						
Mobile Number	<input type="text" value="+91 9999999999"/>						
Alternative Mobile Number	<input type="text" value="+91 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="Mr. X xx"/>	<input type="text" value="Scientist"/>	<input type="text" value="CSIR - XXXX"/>	<input type="text" value="Uncle"/>	<input type="button" value="Delete"/>

- Select
- Hinduism
- Islam
- Christianity
- Buddhism
- Sikhism
- Jainism
- Others

- Select
- General
- OBC(Non Creamy Layer)
- SC
- ST
- EWS

- Select
- Single
- Unmarried
- Married
- Widow
- Widower
- Divorcee
- Judicially Seperated

Step3: Select Post Code

Primary Details	Submitted (view)
Select Post Code	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">JSF242 [OBC] Junior Secretariat Assistant (Finance & Accounts) ▼</div> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;">Select Postcode</div> <div style="padding: 2px;">JST241 [UR] Junior Stenographer</div> <div style="padding: 2px;">JST242 [EWS] Junior Stenographer</div> <div style="padding: 2px;">JST243 [ST] Junior Stenographer</div> <div style="padding: 2px;">JSF241 [UR] Junior Secretariat Assistant (Finance & Accounts)</div> <div style="padding: 2px;">JSF242 [OBC] Junior Secretariat Assistant (Finance & Accounts)</div> <div style="padding: 2px;">JSP241 [UR] Junior Secretariat Assistant (Stores & Purchase)</div> </div>
Application No	

Multiple Post Codes can apply with Step 3 (if applicable, separate fee need to pay each postcode you apply)

Step4: Educational and Employment Details

EDUCATIONAL QUALIFICATION									
S.NO.	Qualification	University/Board	Discipline/Stream	Subjects Studied/Thesis Topic	Medium of Examination	% 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
1	10/SSC	Andhra Prad ▼	SSC	Maths, science	English ▼	80	25-03-2008	1st Class with Distinction	Regular ▼
2	HSC	IBAP	MPC	MPC	English ▼	70	15-03-2010	1st Class	Regular ▼
3	UG	MGU	B.sc Con	MECA	English ▼	83	06-06-2013	1st Class with Distinction	Regular ▼
4	PG				select ▼		dd-mm-yyyy		select ▼
5	Diploma				select ▼		dd-mm-yyyy		select ▼
6	other				select ▼		dd-mm-yyyy		select ▼

➔ Scroll the bar and fill the remaining fields

DETAILS OF EXPERIENCE / FELLOWSHIP

Note: In case of still working, select application closing date (19-09-2024) 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	Delete
			From	To			
Private ▼	Kotak Bank	Sale Execu	02-05-2021	20-07-2021	Sales	25000	Delete
<input type="button" value="Add Row"/>							

The above given details are true.

Note: In case you are still working, select the application closing date (19-09-2024) in the date of the 'TO' field.

Step5: Upload Certificate Details

Certificates upload



(PHOTO Maximum Size should be 100 KB) ***

Choose File Passport-image.png

Signature

(SIGNATURE Maximum Size should be 50 KB) ***

Choose File sign-image.png

Upload Certificates:

Choose File Testing App Document.pdf

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

b) SSC

c) 12th / Diploma / ITI (equivalence)

d) UG / PG / Other

e) NOC / Vigilance

f) Caste Certificate

g) PwBD Certificate

h) Divorce deed incase Divorcee / Death Certificate in case of widow / Judgement in case of Judicially separated

i) Documents related to change in name, if applicable

j) If PwBD then upload necessary supporting documents

k) Recent OBC-Non Creamy Layer Certificate in GOI Format, if applicable

l) If Ex- Servicemen, then upload necessary supporting document

m) Permanent Government Employee --- Declaration to apply - advance copy

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

Step6: Fee Payment (if applicable)

Application No	Post Code	Online Payment	Other Details	Print/View
8240022JSF242	Junior Secretariat Assistant (Finance & Accounts) [OBC]	Click here for Online Payment	Click Here	---

Candidates are required to pay the application fee through SBI Collect ONLINE, Note down the application number

Step7: Other Details

Other Details for JSP241

Medium of **Typing Test**

English

Challan/ Receipt Number:

XXXXXX

***Enter Challan / Receipt Number

Challan Date

20-08-2024

***Enter Challan / Receipt payment Date

Submit

Main

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	Submitted			
Upload Certificate details	Submitted			
Application No	Post Code	Online Payment	Other Details	Print/View
8240035JSF241	Junior Secretariat Assistant (Finance & Accounts) [UR]	Click here for Online Payment	Click Here	---
8240035JSF242	Junior Secretariat Assistant (Finance & Accounts) [OBC]	Click here for Online Payment	Submitted	Print/View



To take the application print out click on 'Print/View' button to view and take the application print out.

Step8: Print/View

Printed online Application (s) Form duly signed by the candidate along with all necessary enclosures must be sent to CSIR- NIO address mentioned in the advertisement

Info: For any Queries, Please Contact: recruitment@nio.org

Step9: Dispatch through Speed/Registered Post

Application for the post of _____ (Post Code) _____

To:
 The Controller of Administration,
 CSIR - National Institute of Oceanography,
 Dona Paula,
 Goa - 403 004, India

From: