



विज्ञापन सं/ADVERTISEMENT NO.01/2019

Applications are invited from Indian Nationals for the under mentioned posts in the CSIR - Central Electrochemical Research Institute, Karaikudi, Tamilnadu on direct recruitment basis.

Post Code	Designation	Pay Matrix & Gross emoluments	No. of Posts & Reservation	Essential Qualification	Upper Age Limit not exceeding (as on 06.05.2019)
JSA01	JUNIOR SECRETARIAT ASSISTANT (GEN)	Level-2, Cell-1 (Initial Basic Pay ₹.19,900/-) Gross ₹.24,264/-	01 Post [OBC]	10+2/XII or its equivalent and proficiency in computer typing speed and in using computer @ 35 w.p.m in English corresponding to 10500 KDPH on an average of 5 key depressions for each word.	31 years
JSA02	JUNIOR SECRETARIAT ASSISTANT (F&A)	Level-2, Cell-1 (Initial Basic Pay ₹.19,900/-) Gross ₹.24,264/-	01 Post [UR]	10+2/XII or its equivalent with Accountancy as one of the subjects and proficiency in computer typing speed and in using computer @ 35 w.p.m in English corresponding to 10500 KDPH on an average of 5 key depressions for each word.	28 years

Gross Emoluments mean approximate total emoluments on minimum of Pay Matrix as applicable to particular Level including House Rent Allowance and other allowances payable to Council employees at CSIR-CECRI, Karaikudi, as per rules.

1. Mode of Selection:

- Only the candidates fulfilling essential qualification, age limit etc will be allowed to attend the typing test on computer.
- The proficiency in computer typing speed and in using computer will only be qualifying in nature to appear for the competitive written examination.
- The written test will consist of two papers (Paper-I & Paper-II). Paper-II will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in Paper-I.
- Final merit list will be prepared on the basis of marks (performance) in the competitive written examination in Paper I & II.
- The syllabus for the written test (Paper-I & Paper-II) for the post of JUNIOR SECRETARIAT ASSISTANT (GEN/F&A) is given at ANNEXURE-I.**

2. Benefits under Council Service:

- a. These posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA), etc., as admissible to the Central Government employees and as made applicable to CSIR-CECRI at Karaikudi.
- b. The Council employees are also eligible for accommodation of their entitled type as per CSIR Residence Allotment Rules depending on availability in which case HRA will not be admissible.
- c. In addition to the emoluments indicated against each category of posts, benefits such as applicability of New Pension Scheme (w.e.f. 2004 as adopted by Govt. of India), Medical Reimbursement, Leave Travel Concession, House Building Advance, Computer Advance and CEA provisions are applicable, as per rules.

3. AGE Relaxation:

- a. The upper age limit is however, relaxable as per Government orders in force only in those cases where the post is reserved for respective categories, on production of relevant certificate in the prescribed format signed by the specified authority at the time of test/examination. The SC/ST/OBC candidates who apply against unreserved (UR) post will not be eligible for age relaxation.
- b. Relaxation in upper age limit 10 years for Persons with Disabilities (total 13 years for OBCs in respect of the posts reserved for them) and 03 years after deduction of actual military service from their actual age in case of Ex-Servicemen.
- c. Relaxation in age for widows, divorced women and women judicially separated from their husbands and who are not re-married will be up to the age of 35 years (upto 38 years for OBC in respect of the posts reserved for them). The persons claiming age relaxation under this category would be required to produce the following documentary evidence:
 - i. In case of widow, Death certificate of her husband together with the affidavit that she has not remarried since.
 - ii. In case of divorced women and women judicially separated from their husbands, a certified copy of the judgment / decree of the appropriate court to prove the fact of divorce or the judicial separation, as the case may be, with an affidavit in respect of divorced women that they have not remarried since.
- d. Age relaxation of 5 years will also be permissible to those who had ordinarily been domiciled in the Kashmir division of the State of Jammu and Kashmir during the period from 1.1.1980 to 31.12.1989 subject to production of relevant certificate from concerned authority.
- e. There is no age limit for Departmental candidates (CSIR employees).
- f. The date for determining the age limit, qualifications and /or experience shall be the last date for submission of Online Applications i.e. **06.05.2019**

4. Fee:

- a. Candidates are required to remit/pay application fee (non-refundable) of **₹.500/-** [Rupees five hundred only] (if applicable) through online mode viz. RTGS/NEFT/IMPS/Debit Card/Credit Card, etc to the following account and fill up the transaction details in the prescribed columns of online application. No other mode of payment will be accepted.

Name of Account Holder	:	Director, CSIR-CECRI, Karaikudi
Account Number	:	737253625
Bank Name	:	Indian Bank, A C Campus Branch, Karaikudi
IFSC Code	:	IDIB000A008
MICR No.	:	630019203

- b. The candidates belonging to SC/ST/PWD/Women/CSIR Employees are exempted from payment of application fee.

5. General Conditions/Information:

- a. The applicant must be a citizen of India.
- b. The qualifications prescribed should have been obtained through recognized Universities/Institutions.
- c. 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.
- d. As per rules, outstation SC/ST candidates called for tests will be paid to and fro single second class rail fare / ordinary bus fare from the normal place of his / her residence or that declared in the application or from the actual place of undertaking the journey in India, whichever is nearer to the place of the tests.
- e. Application from employees of Government Departments, Public Sector Organisations and Govt. funded research agencies will be considered only if forwarded through proper channel along with Vigilance clearance duly certified by the employer that the applicant, if selected, will be relieved within one month of the receipt of the appointment order. However, advance copy of the application may be submitted before the closing date. Applications routed through proper channel should reach **The Administrative Officer, CSIR-CECRI, Karaikudi-630003** at the earliest.
- f. The application should be accompanied by self attested copies of the relevant educational qualifications, technical qualification, experience, SC/ST/OBC certificates (if applicable) etc. Applications incomplete in any respect or received after the due date or unsigned or without photograph or without application fee (if applicable) or applicable testimonials etc. are liable to be rejected.
- g. In respect of equivalent clause in Essential Qualification, 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.
- h. Canvassing in any form and/or bringing in any influence, political or otherwise will be treated as disqualification for the post.
- i. The decision of the Director, CSIR-CECRI in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of test as per "CSIR Administrative Services (Recruitment & Promotion) Rules, 1982" as amended from time to time and not to fill up all or any of the posts will be final and binding on the candidates. No interim enquiry or correspondence will be entertained in this connection from any individual or his/her agency.

6. How to apply:

- a. Eligible candidates are required to apply ONLINE through CECRI website <http://www.cecri.res.in>.
- b. If the candidate does not have a valid email id, he/she should create a new valid email id before applying online.
- c. Online Application will be available on CECRI website <http://www.cecri.res.in> from **09.00 a.m on 28.03.2019 (Thursday) to 05.30 p.m on 06.05.2019 (Monday)**.
- d. The **last date for submitting online application** and remittance of Application Fee is **06.05.2019**. This date will be the same for the candidates belonging to far-flung areas.

- e. i) To apply online, the candidate has to register with his/her name and email-id.
ii) The candidate has to login using the credentials and apply through the electronic application form.
- f. After filling-up the electronic application form, the candidate can verify/edit the application to ensure that the application is complete and correct in all aspects before finalizing the application. After finalizing, candidate can print the application.
- g. The hard copy (Print-out of online application) duly accompanied by self attested copies of the certificates, mark sheets, testimonials in support of age, educational qualifications, experience, community certificate (if applicable) and a recent passport size self-signed photograph together with E-receipt/Transaction reference for remittance of application fee (if applicable) should be sent in an envelope superscribed “**Application for the post of _____ (Post Code _____)**” so as to reach **The Administrative Officer, CSIR-Central Electrochemical Research Institute, Karaikudi-630003, Tamil Nadu on or before 20.05.2019 (05.00p.m)**. Candidates applying for more than one post must submit separate form and make separate online payment towards application fee for each post indicating the Code No. of the post.
- h. Online application will be treated as complete only if the hard copy (print out of online application) along with relevant documents & print out of E-receipt/Transaction details for remittance of application fee (if applicable) are received at CSIR-CECRI, Karaikudi, on or before **20.05.2019 (05.00 p.m)**.
- i. Application once made will not be allowed to be withdrawn and fees once paid will not be refunded on any account nor can it be held in reserve for any other recruitment or selection process.
- j. Candidates should specifically note that hard copy (print out of online application) received (i) incomplete / unsigned / without application fee / without proper enclosures (if any), attested copies of relevant certificates, etc. and (ii) after the closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will be summarily rejected and will not be entertained.

7. Following documents must be attached along with the printout of the application form:

- a. Proof for remittance of application fee through net banking (e-receipt / transaction reference), where applicable.
- b. Color photograph pasted on the form and signed across in full.
- c. Self Attested photocopy of certificate proving Date of Birth.
- d. Self Attested photocopies of educational qualification (Certificates & Marks Sheets).
- e. Self Attested photocopy of caste certificate, if applicable.
- f. Self Attested photocopies of experience certificates, wherever required.
- g. No objection Certificate (NOC), wherever applicable.
- h. Certificate related to Physically Handicap (wherever applicable) in the prescribed format.

प्रशासनिक अधिकारी / Administrative Officer

Junior Secretariat Assistant [GEN/F&A]

For these posts, there will be two papers (Paper-I and Paper-II). The Paper-II will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in Paper-I.

Mode of Examination	OMR based or Computer based objective Type Multiple choice examination.
Standard of exam	Class XII
Total No. of Questions	200
Total time Allotted	2 hours 30 minutes

PAPER – I (Time Allotted – 90 Minutes)

Subject	No. of questions	Maximum Marks	Negative Marks
Mental Ability Tests*	100	200 (two marks for every correct answer)	There will be no negative marks in this paper.

**Mental Ability Test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgment, etc.*

PAPER – II (Time Allotted – 1 hour)

Subject	No. of questions	Maximum Marks	Negative Marks
General Awareness	50	150 (three marks for every correct answer)	One negative mark for every wrong answer
English Language	50	150 (three marks for every correct answer)	One negative mark for every wrong answer