



सीएसआईआर-केंद्रीय विद्युतरसायन अनुसंधान संस्थान
CSIR-CENTRAL ELECTROCHEMICAL RESEARCH INSTITUTE
कारैकुडी/KARAIKUDI - 630 003

ADVERTISEMENT NO. 05/2016 Dated 03.08.2016

Last Date for submission of online application: 02.09.2016 up to 5.00pm
Last Date for Receipt of the hard copy of online application: 09.9.2016 up to 5.30pm

Applications are invited from Indian Nationals for the under mentioned post in the CSIR - Central Electrochemical Research Institute, Karaikudi, Tamilnadu.

Post Code	Designation	Pay Band & Grade Pay	No. of Posts	Essential Qualification	*Upper Age Limit not exceeding (as on 02.09.2016)
JS	Junior Stenographer	PB-1 ₹.5200-20200/- plus Grade Pay of ₹.2400/-	01 Post [UR]	10+2/XII or its equivalent and speed of 80 w.p.m in shorthand and 40/35 w.p.m in typewriting in English/Hindi.	28 years

*Please see age relaxation under Relaxation column.

Selection procedure: Selection will be made on the basis of competitive proficiency test on shorthand and typewriting in English/Hindi.

I. Benefits under Council service:

1. This post 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. Council employees are also eligible for accommodation of their entitled type as per CSIR allotment rules depending on availability in which case HRA will not be admissible.
2. In addition to the emoluments, benefits such as applicability of New Pension Scheme 2004, reimbursements of Medical Expenses, Leave Travel Concession, Conveyance advance and House Building Advance are available as per CSIR rules.

II. Age Relaxations:

1. Age limit: The age should not exceed the limit prescribed for the post as on 02.09.2016 i.e. the closing date of receipt of the applications. The SC/ST/OBC candidates who apply against unreserved (UR) post will not be eligible for age relaxation.
2. Relaxation of upper age limit for Persons with Disabilities and Ex-Servicemen will be as per GOI rules.
3. 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. 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.

4. 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.
5. There is no age limit for Departmental candidates (CSIR employees).

III. General Conditions/Information:

1. The applicant must be a citizen of India.
2. The date for determining the age limit, qualifications and /or experience shall be the closing date prescribed for submission of on-line applications i.e. 02.09.2016.
3. The qualifications prescribed should have been obtained through recognized Universities/Institutions.
4. The application should be accompanied by self attested copies of the relevant educational qualifications, technical qualification, experience, SC/ST certificates etc. Applications incomplete in any respect or received after the due date or unsigned or without photograph or without application fee are liable to be rejected.
5. 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.
6. Canvassing in any form and/or bringing in any influence, political or otherwise will be treated as disqualification for the post.
7. The decision of the Director, CSIR-CECRI in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview and not to fill up the post will be final and binding on the candidates. No enquiry or correspondence will be entertained in this connection.

IV. How to apply:

1. Eligible candidates are required to apply ONLINE through our website <http://www.cecri.res.in>.
2. If the candidate does not have a valid email id, he/she should create a new valid email id before applying online.
3. Online Application will be available on our website <http://www.cecri.res.in> upto **02.09.2016 (05.00 PM)**
4. Candidates are required to arrange for a crossed Demand Draft for ₹.100/= drawn on any nationalized bank and valid for at least 3 months in favour of "**The Director, CSIR-CECRI**" payable at Karaikudi. The last date for submitting online application and making of Demand Draft is **02.09.2016**. This date will be the same for the candidates belonging to far-flung areas. The following details must be filled up on back side of Demand Draft (i) Candidate's Name, (ii) Application No.. The candidates belonging to SC/ST/PWD/Women/CSIR Employees are exempted from payment of application fee.
5. i) To apply online, the candidate has to register with his/her name, email-id and password.
ii) After successful registration, the candidate has to login using the credentials and apply through the electronic application form.
6. 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. After finalizing, candidate can print the application.
7. This computer generated application (Print-out) duly accompanied by self attested copies of the certificates, mark sheets, testimonials in support of age, educational qualifications, experience and caste certificate (if applicable) along with one recent passport size self-signed photograph affixed together with Demand Draft (if applicable) should be sent in an envelope superscribed "APPLICATION FOR THE POST OF _____ (Post Code _____)" so as to reach **the Controller of Administration, CSIR-Central Electrochemical Research Institute, Karaikudi-630 003, Tamil Nadu on or before 09.09.2016 (05.30p.m)**.

8. Online application will be treated as complete if the hard copy along with relevant documents & Demand Draft (if applicable) are received at CSIR-CECRI.
9. Application once made will not be allowed to be withdrawn and fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
10. Applications from employees of Government Departments will be considered only if forwarded through proper channel, certified by the employer that the applicant, if selected will be relieved within one month of the receipt of the appointment orders. Also, vigilance clearance should also be recorded. However, advance copy of the application may be submitted before the closing date. Applications routed through proper channel should reach The Controller of Administration, CSIR-CECRI, Karaikudi-630 003 at the earliest.
11. Candidates should specifically note that the applications received after the closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by CSIR-CECRI.

V. Following documents must be attached along with application form sent by post:

1. Demand Draft of ₹.100/- as application fee, where applicable.
2. Coloured photograph pasted on the form and signed across in full.
3. Self Attested photocopy of Date of Birth Certificate.
4. Self Attested photocopies of educational qualifications certificates.
5. Self Attested photocopy of caste certificate, if applicable.
6. Self Attested photocopies of experience certificates, if any.

प्रशासन नियंत्रक /Controller of Administration