



CSIR-NORTH EAST INSTITUTE OF SCIENCE AND TECHNOLOGY
JORHAT – 785006, Assam
(Council of Scientific & Industrial Research)
Advertisement No. 1/2015-REC.



“Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply”

CSIR-North East Institute of Science and Technology, Jorhat, a constituent establishment of CSIR, an Autonomous organization under the Government of India, is an advanced multidisciplinary laboratory having research areas in Chemistry, Physical, Geo-science and Engineering science etc. The Institute is equipped with sophisticated state-of-art analytical and other equipments, lab and pilot facilities to carry out research activities in frontier areas of science.

Applications are invited from eligible citizens of India for the following administrative posts:-

Post code	Name of the post & Category	Total number of posts with reservation	Pay Scale	Essential qualifications
01-GA	Assistant(G) Gr.III. Group ‘C’	01 post (UR)	PB-1, Rs.5200-20200 plus Grade Pay of Rs. 1900/-	10+2/XII Std. or its equivalent and minimum typing speed on computer of 35 w.p.m. in English or 30 w.p.m. in Hindi*.
02-SP	Assistant(S&P) Gr.III. Group ‘C’	01 post (UR)	PB-1, Rs.5200-20200 plus Grade Pay of Rs. 1900/-	10+2/XII Std. or its equivalent and minimum typing speed on computer of 35 w.p.m. in English or 30 w.p.m. in Hindi*.
03-FA(UR)	Assistant(F&A) Gr.III. Group ‘C’	02 posts (UR)	PB-1, Rs.5200-20200 plus Grade Pay of Rs. 1900/-	10+2/XII Std. or its equivalent in “Commerce” and minimum typing speed on computer of 35 w.p.m. in English or 30 w.p.m. in Hindi*.
03-FA(OBC)	Assistant(F&A) Gr.III. Group ‘C’	01-post (OBC)		
04-JS	Jr. Stenographer	03 posts (UR)	PB-1, Rs.5200-20200 plus Grade Pay of Rs. 2400/-	10+2/XII Std. or its equivalent and speed of 80 w.p.m. in shorthand and 40 w.p.m. typing in English or 35 w.p.m. in Hindi*.

Abbreviations: UR-Unreserved, OBC-Other Backward Classes.

*35 words per minute/30 words per minute correspond to 10500 KDPH/9000KDPH on an average of 5 key depression for each word. Time allowed is 10 minutes.

Contd...2

GENERAL CONDITIONS:

1. The above posts shall carry usual allowances as admissible to CSIR/GOI employees, as have been made applicable to CSIR employees of the same status stationed at CSIR-NEIST Jorhat.
2. **Age limit and relaxation** : 28 years as on the closing date of receipt of application. Age relaxable 5 years more for SC/ST, 3 years for OBC candidates for the respective reserved posts, 10 years for Physically Handicapped candidates (PH). There is no age limit for departmental candidates (CSIR-employees) provided they possess the prescribed qualifications.
3. The number of vacancies indicated against each post / category is provisional and may vary at the time of selection.
4. Relaxation in age limit for SC/ST/OBC/PwD candidates will be as per Govt. of India rules.
5. Relaxation of 05 years will also be permissible to those who had ordinarily been domiciled in Kashmir division of the State of Jammu & Kashmir during the period from 1.1.1980 to 31.12.1989 subject to production of relevant certificate from concerned authority.
6. Relaxation in age for widows, divorced women and women judicially separated from their husbands and who have not re-married will be up to the age of 35 years and 40 years for members of SC /ST. The persons claiming age relaxation under this category would be required to produce the following documentary evidences:
 - (a) In case of widow, Death certificate of her husband together with the affidavit that she has not remarried since.
 - (b) In case of divorced women and women judicially separated from the husbands, a certified copy of the judgement / 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.
7. The claim of the candidates for their belonging to SC/ST/OBC etc. categories will be considered subject to submission of self attested photocopies of their certificate in the prescribed format issued by the competent authority concerned in support of their claim for the relaxation in age etc. The closing date, for receipt of application i.e. 23rd June 2015 will be treated as the date of reckoning for OBC status.
8. 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. Any enclosure received separately subsequent to the receipt of the application cannot be connected therewith. No representation in this regard will be entertained.
9. An application fee of Rs. 100/- (Rupees One hundred only) non-refundable is payable in the form of crossed Demand Draft with minimum validity of 03 months in favour of "Director, CSIR-NEIST Jorhat" payable at Jorhat. The last date for submitting online application and making of Demand Draft is 23rd June 2015. 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) Candidate's Category, (iii) Post Code Applied.** The candidates belonging to SC/ST/Women/PwD category and regular employees of CSIR as well as Identified Casual Workers in CSIR are exempted from payment of application fee. Fee once paid will not be refunded under any circumstances.
10. Applications from Employees of Govt. Departments will be considered only if forwarded through proper channel along with vigilance clearance certificate certified by their employer that the applicant will be relieved within one month of the receipt of the appointment orders, if selected. However, advance copy of the application may be submitted before the closing date.
11. Candidate must ensure that he/she possesses educational qualification/experience in the relevant area as required in the category/post, for which he/she is applying, on the last date of receipt of application.
12. The posts will be governed by the New Pension Scheme applicable w.e.f. 01.01.2004.
13. Mere fulfilling the minimum eligibility criteria will not entitle a candidate to be called for written/typing tests/interview etc.

14. Selection Procedure:

(i) **For Assistant(G) Gr.III :-** Selection process to the posts will comprise a written test, typing test (qualifying in nature) and interview. The candidates who obtain minimum qualifying marks in the written test and also qualify the typing test shall be called for interview. Weightage of interview marks would not exceed 25% of the total prescribed marks. The details about the written test/scheme of exam will be notified on the CSIR-NEIST Jorhat website <http://www.neist.res.in> in due course.

(ii) **For Jr. Stenographer :-** Selection will be made on the basis of Competitive Proficiency Test on shorthand and typewriting test in English/Hindi.

15. The last date for receipt of offline application and online submission of application is **17.00 Hrs/5PM of 23rd June 2015.**

16. Candidate must indicate as to whether any of their blood/close relatives is working in CSIR or in any other National Labs./Instts. of the CSIR.

17. How to apply:

- a. Eligible candidates are required to apply ONLINE through our website <http://www.neist.res.in> Or through a hard copy in the prescribed format available on the website.
- 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 our website <http://www.neist.res.in> upto **17.00 Hrs of 23rd June 2015.**
- d. In case of universities/Institute awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same in to percentage based on the formula as per their university/institute.
- e. Successful online application is indicated by the page displayed after clicking **Submit Button** indicating the generated **“APPLICATION NUMBER”**. Please note down the same carefully and preserve it, you will not be able to Re-print the Application.
- f. In case candidate wants to modify/withdraw the application there is a ‘CANCEL’ option to cancel the online application. Please note that application once cancelled will not be retrieved at any stage. If you have cancelled the application, please reapply before the closure of Application Date as per advertisement. Please remember to take fresh print out after modifying any details.
- g. This computer generated application (print-out) duly accompanied by attested copies of the certificates, mark sheets, testimonials in support of age, education 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 _____)”** by post to the address: **Administrative Officer, CSIR- North East Institute of Science and Technology, Jorhat .** Candidates applying for more than one post must submit separate application form for each post indicating the Code No. of the post. The hard copy(s) of each application must be accompanied by separate Demand Draft(s) .
- h. 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.
- i. 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 CSIR-NEIST, Jorhat at the earliest.
- j. 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-NEIST, Jorhat.
- k. Incomplete applications (i.e. without photograph, unsigned and application fee, applicable testimonials etc.) will not be entertained and will be summarily rejected.
- l. In case of large number of applications received, CSIR-NEIST Jorhat shall be at liberty to devise such screening criteria as required for shortlisting of the candidates. The same shall be notified for all concerned on the CSIR-NEIST website.

- m. Only outstation candidates called and found eligible for interview will be paid to and fro single second class rail fare from the actual place of undertaking the journey or from the nominal place of their residence whichever is nearer to Jorhat Railway Station on production of Rail Tickets/Rail Ticket Number or any other proof of journey.
- n. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in interview. Such candidate will not be paid any fare.
- o. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.
- p. Candidates should clearly mention the medium of written examination either in English or Hindi.

18. **Following Documents must be attached along with application form sent by post:**

- a. Demand Draft of Rs.100./-(Rupees One hundred only) as application fee, where applicable.
- b. Coloured photograph pasted on the form and signed across in full.
- c. Self Attested photocopy of Date of Birth Certificate.
- d. Self Attested photocopies of education qualifications certificates.
- e. Self Attested photocopy of Caste Certificate, if applicable.
- f. Self Attested photocopies of experience certificates, if any.
- g. Self attested Typing Diploma/certificate for Assistant Grade posts.
- h. Self attested Shorthand Diploma/certificate for Jr. Stenographer post.

The application reached on the closing date will be received upto 5.00 PM only. Application received after the closing date will not be entertained in any case.

NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED

ADMINISTRATIVE OFFICER