



सी.एस.आइ.आर - खनिज एवं पदार्थ प्रौद्योगिकी संस्थान
CSIR - INSTITUTE OF MINERALS & MATERIALS TECHNOLOGY

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
Council of Scientific & Industrial Research

भुवनेश्वर-751013, ओडिशा, भारत, Bhubaneswar-751013, Odisha, INDIA

विज्ञापन संख्या /Advertisement No.02/2021, दिनांक /Date:21.04.2021

Date of commencement of online application:	20-05-2021
Last date for closing of online application:	21-06-2021
Last date for receipt of hard copy application:	30-06-2021

Opportunities for an Exciting Career in Administrative Support Services in a premier R&D Institute

CSIR-Institute of Minerals & Materials Technology (CSIR-IMMT), Bhubaneswar, is a premier national institute of the Council of Scientific and Industrial Research (CSIR) engaged in multidisciplinary R&D for sustainable development of mineral and material resources.

Online applications are invited from bonafide eligible Indian citizens having excellent academic record, motivation, aptitude, domain knowledge, for the following positions:-

Post Code	Name & No. of Posts, Reservation status & Upper Age limit ##.	Pay Level, Pay Matrix & Total Emoluments #	आवश्यक योग्यता Essential Qualification	नौकरी की आवश्यकता Job Requirement
JSAG	कनिष्ठ सचिवालय सहायक (सा)/ Junior Secretariat Assistant (G) 07*-Posts (UR-04, SC-01, ST-01, EWS-01) Age-28 years	Level 2 ₹19900-63200 ₹27,936/-	10+2/XII or its equivalent and proficiency in computer typing speed (English-35 w.p.m.) and in using computer as per the prescribed norms fixed by DOPT from time to time.	To perform Administrative / any other official work as and when assigned by Competent Authority.
JSAF	कनिष्ठ सचिवालय सहायक (वीत एवं लेखा)/ Junior Secretariat Assistant(F&A) 02-Posts (UR) Age-28 years	Level 2 ₹19900-63200 ₹27,936/-	10+2/XII or its equivalent with Accountancy as one of the subjects and proficiency in computer typing speed (English-35 w.p.m.) and in using computer as per the prescribed norms fixed by DOPT from time to time.	
JSPAP	कनिष्ठ सचिवालय सहायक (भंडार एवं क्रय)/ Junior Secretariat Assistant (S&P) 03-Posts (UR-02, ST-01) Age-28 years	Level 2 ₹19900-63200 ₹27,936/-	10+2/XII or its equivalent and proficiency in computer typing speed (English-35 w.p.m.) and in using computer as per the prescribed norms fixed by DOPT from time to time.	
JSTE	कनिष्ठ आशुलिपिक/ Junior Stenographer 02-Posts (UR-02) Age-27 years	Level-4 ₹. 25500-81100 ₹. 36,021/-	10+2/XII or its equivalent and proficiency in computer typing speed (English-35 w.p.m.) and in using computer as per the prescribed norms fixed by DOPT from time to time.	To perform secretarial / stenographic, typing and any other official/ administrative work as and when assigned by Competent Authority.

* Vacancies may likely to change i.e. increase or decrease at the time of selection.

DESIRABLE QUALIFICATION: For all the posts - Knowledge of computer, preferably MS Office, MS Word, MS Excel, Power Point after fulfilling essential qualification.

Total emoluments means approximate gross pay on minimum of scale including House Rent Allowance as applicable to the city of Bhubaneswar, (Odisha), India as per rules.

Age relaxation as admissible under the rules will be applicable to certain categories of candidates.

The date for determining the upper age limit, qualification and / or experience shall be the closing date prescribed for submission of ONLINE application.

1. 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. 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.
- b) In addition to the emoluments indicated against each category of posts, benefits such as applicability of New Pension Scheme 2004, reimbursement of Medical Expenses, Leave Travel Concession, Conveyance Advance and House Building Advance are available as per CSIR rules.

2. General Information and Conditions:

- a. The applicant must be a citizen of India.
- b. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of submission of **ONLINE** application. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts as on the last date of submission of online application. **No enquiry asking for advice as to eligibility will be entertained.**
- c. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for typing/written test. The candidate should, therefore, mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with documents.
- d. Application should be accompanied by self attested copies of all certificates, mark-sheets, experience certificates and testimonials in support of relevant educational qualification/ technical qualification and relevant experience, etc., issued by the degree awarding institutions and organisations. The prescribed qualifications should have been obtained through recognized Universities/Institutions etc.
- e. In respect of Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to attach copy of order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated, otherwise application is liable to be rejected.
- f. Candidates who possess any higher qualifications than the essential qualification as per advertisement should invariably mention those higher qualifications in the application.
- g. 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.
- h. Candidate must ensure that he/she possesses the essential educational qualification/technical qualification/experience in the relevant areas as required for the post, for which he/she is applying, on the last date of submission of ONLINE application.
- i. Persons with **Benchmark** disabilities (PWD), (Divyang) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- j. The posts will be governed by the New Pension Scheme applicable w.e.f. 01.01.2004 as notified by the Government of India and adopted by CSIR vide their letter No.17/68/2001-E.II dated 23.12.2003 and other instructions issued on the subject.

- k. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post.
- l. **The number of vacancy indicated against the Post Code is provisional and may increase or decrease at the time of selection.**
- m. The selected incumbents will be posted in CSIR-IMMT. But they can be transferred to any of the Labs/Institutes/centers/field stations of CSIR-IMMT/CSIR anywhere in India. The decision of the Director, CSIR-IMMT in all matters relating to eligibility, acceptance or rejection of application, mode of selection, conduct of examination/ skill test/written test, as applicable, venue for skill test /typing test/written test/shorthand proficiency test and not to fill up all or any of the posts will be final and binding on the candidates and no interim inquiry or correspondence will be entertained in this connection from any individual or his/her agency.
- n. Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post.
- o. **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**

3. Relaxations:

- a. The upper age limit is relaxable up to 05 years for SC/ST and 03 years for OBC as per Government of India orders in force only in those cases where the posts are reserved for respective categories, on production of relevant certificate in the prescribed format signed by the specified authority at the time of interview.
- b. There is no age limit for CSIR employees provided that they possess the prescribed qualification.
- c. As per Govt. of India provisions, age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands, the upper age limit is relaxable up to the age of 35 years (upto 40 years for members of Scheduled Castes/Scheduled Tribes and up to 38 years for members belonging to Other Backward Classes in respect of the posts reserved for them) for Widows, divorced Women and Women Judicially separated from their Husbands who are not remarried. The persons claiming age relaxation under this sub-para would be required to produce 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/decreed of the appropriate Court to prove the fact of divorce or judicial separation, as the case may be, with an Affidavit in respect of divorced Women and they have not remarried since.
- d. Age relaxation to Persons with Benchmark Disabilities (PWD): Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates as per rules) in upper age limit shall be allowed to persons suffering from the following benchmark disabilities as per GOI instructions:
 - (i) blindness and low vision;
 - (ii) deaf and hard of hearing;
 - (iii) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
 - (iv) autism, intellectual disability, specific learning disability and mental illness;
 - (v) multiple disabilities from amongst persons under clauses (i) to (iv) including deaf-blindness

Persons claiming age relaxation under this sub-para would be required to produce a certificate in the prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government.

- e. SC/ST/OBC/EWS/PWD candidates are required to produce a copy of the certificate in the prescribed format issued recently by the specified authority at the time of typing test/written test/shorthand proficiency test. OBC candidates should produce certificate valid for appointment to posts under the Central Government.
- f. Persons claiming reservation under Economically Weaker Sections (EWS) are required to produce latest certificate on Income and Asset Certificate in the prescribed format issued by a Competent Authority. The crucial date for submitting income & asset certificate by the candidate shall be the closing date for receipt of online application(s).
- g. Relaxation in the upper age limit of five 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 the concerned authority.

4. Mode of Selection:

- a. The prescribed essential qualifications are the minimum and mere fulfillment of educational qualifications and experience does not entitle a candidate to be called for typing test/skill test/written test, as applicable. CSIR-IMMT will adopt its own criteria for short-listing the candidates and only those candidates who, in the opinion of the Institute, suit the Institutional requirement, will be called for Typing/skill test/written test. The candidate should, therefore, mention in the application all the qualifications, **division, full marks, marks secured, %age marks without extra-optional beginning from 10th / SSC onwards** and experience, in the relevant area over and above the minimum prescribed qualifications, supported with documents.
- b. In the event of number of applications being large, CSIR-IMMT will adopt short listing criteria to restrict the number of candidates to be called for type test/written test to a reasonable number by any or more of the following methods:-
 - I. On the basis of higher educational qualifications than the minimum prescribed in the advertisement after satisfying essential qualification.
 - II. On the basis of marks obtained in the academic qualification
 - III. Any other methodology as deemed fit by IMMT.
- c. Screening of applications will be done prima facie on the basis of documents and information furnished by the candidates. If at any subsequent date it is found that the candidates do not fulfill the eligibility criteria, their candidature shall be cancelled without assigning any reason whatsoever.
- d. The candidates as recommended after screening will be invited for a typing test. Those who will qualify in the Typing Test will be invited for a competitive written examination. The final merit list will be made on the basis of performance of the candidates in written examination.
- e. Typing test and written examinations will be conducted in Bhubaneswar. However, it can be conducted in any city or cities in India as may be decided by CSIR-IMMT.
- f. Mode & Scheme of examination for Jr. Secretariat Assistant [(G/F&A/S&P)] is attached at **Annexure-A** and for Jr. Stenographer, the mode & scheme of examination will be issued separately on the Institute website.

5. How to Apply:

- a. Eligible candidates are required to apply **ONLINE through the website of (www.immt.res.in)**. No **other mode of application** will be considered. The link for ONLINE APPLICATION will be available on the website of CSIR-IMMT, (www.immt.res.in) **as per schedule mentioned.**

- b. Candidates are advised to read the advertisement carefully and also go through the instructions before filling up of the online application. 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.
- c. Candidates are required to upload his/her recent passport size **scanned photograph and signature (maximum size 50 KB)** at the specified place in the online application.
- d. Candidates should keep a copy of the application print-out and payment details, if any, for their record. Print-out of Application and payment details will not be available after **the last date for submission of application.**
- e. **A non-refundable application fee of ₹.100/- (Rupees One hundred only) as applicable is required to be paid by the candidates through SB Collect.** Candidates belonging to SC/ST/PWD categories, women candidates and CSIR employees need not pay any application fee.
- f. **Procedure for ONLINE payment of Application Fees :Candidates are to log on to the State Bank Collect web page (www.onlinesbi.com/sbicollect) then click-**

State of Corporate / Institution = Odisha
 Type of Corporate / Institution = Govt. Department
 Govt. Department Name = IMMT
 Purpose of Payment = Application fee
 Related Department = Administration
 Budget head = <R06713>
 Remarks = Mention Post Code

- g. Candidates are to furnish the E-receipt of SB Collect Reference No. _____, date _____ amount _____ while filling the online application form after successful e-payment through SB Collect.
- h. The following details must be filled up on back side of the SB Collect e-receipt generated after online payment of fee **(i) Candidate's Name, (ii) Candidate's Category, (iii) Online Application No., (iv) Post Code Applied for.**
- i. After submission of ONLINE application, applicants are requested to take a printout on or before the last date as printout will not be available after the last date.
- j. The printout of ONLINE APPLICATION duly signed, along with self-attested copies of certificates of educational qualifications, mark sheets, experience certificates, documentary proof in support of date of birth, community/category certificate (SC/ST/OBC/EWS/PWD etc.), if applicable and e-receipt of the **application fee paid through SB Collect** in an **envelope superscribed, as, "Application for the Post of _____, Post Code No. _____ & Advt. No. _____ may be sent at the following address by post** so as to reach on or before the **last date** indicated above for receipt of HARD COPY of application. **The last date given above will be the same for the candidates belonging to the far-flung areas.**

प्रशासन नियंत्रक सीएसआईआर- खनिज और सामग्री संस्थान प्रौद्योगिकी पठानी सामंत तारामंडल के पास, आचार्य विहार, भुवनेश्वर-751013, (ओडिशा), भारत ।	The Controller of Administration CSIR-Institute of Minerals & Materials Technology Near Pathani Samanta Planetarium, Acharya Vihar, Bhubaneswar-751013, (Odisha), India
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- k. Applicants should indicate their marks in percentage. However, in case of universities/institutes awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their university/institute & attach certificate/authority from the Institute/university in this regard.

- l. 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.
 - m. Applicants must provide detailed information at the appropriate place in the online application regarding his/her relative, if any, working in CSIR, like name, designation, name of the CSIR-Lab, where posted, relationship with the candidate.
 - n. 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. 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-IMMT at the earliest. In case application has not been forwarded through the present employer, then the candidate must produce 'No Objection Certificate' from the employer failing which they will not be allowed to appear in typing test/written test/shorthand proficiency test.
 - o. Candidates should specifically note that hard copy of applications received after the stipulated closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay, received after the specified last date, not supported by copies of certificates, incomplete applications, applications received but not accompanied with the required certificates / documents without photograph, unsigned, without application fee, caste certificate etc.) will not be entertained and summarily rejected. Any enclosure received separately subsequent to the receipt of the application cannot be connected therewith. No representation in his regard will be entertained. Furnishing of false, incorrect, wrong information will be a disqualification.
 - p. Call letters for type test/proficiency test/written test will be sent through speed post/ registered post/ courier/ e-mail or may be downloaded from IMMT website (www.immt.res.in), as and when notified.
 - q. The details of **screened/scrutinised** candidates to be called for **typing test/written test/shorthand proficiency test**, date of test, change of date, venue, selection result, cancellation post, corrigendum /addendum to advertisement, extension of the last date for receipt of applications etc. will be notified on CSIR-IMMT website. Therefore, candidates are advised to visit the website www.immt.res.in for latest updates.
6. **The following self attested documents must be attached along with the hard copy application form to be sent by post:**
- a. Signed copy of printed online application form.
 - b. **SB Collect Receipt** of ₹.100/- as application fee, **non-refundable**, where applicable.
 - c. Three recent passport size colored photograph out of which one will be pasted on the hard copy application form and signed across in full and another two securely attached.
 - d. Photocopy of Date of Birth Certificate.
 - e. Educational qualification certificates & authority for conversion of CGPA.
 - f. Photocopy of latest caste/tribe/community/PWD/EWS certificate, in the prescribed Govt. of India format signed by the specified authority, if applicable.
 - g. No objection certificate, if applicable.
 - h. Valid document for Identification (viz, Aadhar Card, Voter ID Card, etc.)
 - i. News paper cutting of advertisement indicating name of paper, date & page No.
 - j. Any other relevant certificate/documents.

Sd/-

प्रशासन नियंत्रक/Controller of Administration



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CSIR-INSTITUTE OF MINERALS AND MATERIALS TECHNOLOGY
भुवनेश्वर / Bhubaneswar- 751013

**Mode of Examination and Syllabus of Written Test for Junior Secretariat Assistant
[G/F&A/S&P] in CSIR**

For these posts, there will be two papers (Paper-I & 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. The final merit list will be prepared only on the basis of the marks obtained by the candidates in Paper-II.

Mode of Examination	OMR Based or Computer Based Objective Type Multiple Choice Examination
Medium of Questions	The questions will be set both in English and Hindi except the questions on English Language.
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 Test*	100	200 (two marks for every correct answer)	<u>There will be no negative marks in this paper.</u>

*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

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