

ADVT.NO.NCL/03-2015/ADMIN.

Applications are invited **ONLINE ONLY** from eligible citizens of India for the following posts at CSIR-National Chemical Laboratory, Pune:

Post Code	Name of the post and category	Total number of posts with reservation	Pay Scale	Total Emoluments per month**
01	Assistant (General) Gr.III Group - 'C'	06* (UR-04, OBC-02)	PB-1 - Rs.5200-20200 plus Grade Pay of Rs.1900/- p.m.	Rs.18,789/-
02	Assistant (Stores & Purchase) Gr.III Group - 'C'	04 (UR-02, OBC-01, SC-01)		
03	Assistant (Finance & Accounts) Gr.III Group - 'C'	03 (UR-02, OBC-01)		
04	Jr. Stenographer Group - 'C'	02 (UR-01, OBC-01)	PB-1 - Rs.5200-20200 plus Grade Pay of Rs.2400/- p.m.	Rs.25,808/-

UR: Unreserved; OBC: Other Backward Class; SC: Scheduled Caste

***Out of 06 posts of Assistant (General) Gr.III, One post is reserved for Orthopedically Handicapped (Person with Disabilities)**

** Total Emoluments means approximate total emoluments on minimum of PB including HRA in Class 'Y' City.

For further details please visit our website <http://recruit.ncl.res.in> and apply through the online application form available there. The detailed advertisement, terms and conditions and instructions to the candidates are available on the website.

For any technical query while applying online, please send e-mail to recruitment@ncl.res.in.

Date of commencement of online applications : 22.05.2015
Last date for receipt of online applications : 22.06.2015
Last date for receipt of hard copy applications : 07.07.2015

Sd/-
CONTROLLER OF ADMINISTRATION



Council of Scientific and Industrial Research
National Chemical Laboratory

ADVT.NO.NCL/03-2015/ADMIN.

The Council of Scientific and Industrial Research (CSIR) is an autonomous organization under the Ministry of Science & Technology, Government of India. It is amongst the foremost scientific and industrial research set-ups in the world, having state-of-the-art infrastructure and scientific and technical manpower second to none, CSIR covers practically the entire spectrum of scientific and industrial R&D of national and international importance. This ranges from aerospace to ocean exploration, micro-electronics to structural and environmental engineering, smart materials to mechatronics, petrochemicals to synthetic biology and from robotics and micro-machines to drugs & pharmaceuticals and agrochemicals.

National Chemical Laboratory, a unit of Council of Scientific and Industrial Research (CSIR), is a premier scientific organization involved in conducting high quality research in area of chemical and allied sciences. Applications are invited from eligible citizens of India for filling up the following Administrative Positions as per details given below:

Post Code	Name of the post and category	Total number of posts with reservation	Pay Scale	Total Emoluments per month**	Essential Qualification
01	Assistant (General) Gr.III Group - 'C'	06* (UR-04, OBC-02)	PB-1- Rs.5200-20200	Rs.18,789/-	10+2/XII or its equivalent from recognized Board and typing speed on computer of 35 w.p.m. in English or 30 w.p.m. in Hindi***.
02	Assistant (Stores & Purchase) Gr.III Group - 'C'	04 (UR-02, OBC-01, SC-01)	plus Grade Pay of Rs.1900/- p.m.		
03	Assistant (Finance & Accounts) Gr.III Group - 'C'	03 (UR-02, OBC-01)	PB-1- Rs.5200-20200 plus Grade Pay of Rs.1900/- p.m.	Rs.18,789/-	10+2/XII or its equivalent from recognized Board with Commerce as one of the subjects and typing speed on computer of 35 w.p.m. in English or 30 w.p.m. in Hindi***.
04	Jr. Stenographer Group - 'C'	02 (UR-01, OBC-01)	PB-1 - Rs.5200-20200 plus Grade Pay of Rs.2400/- p.m.	Rs.25,808/-	10+2/XII or its equivalent from recognized Board and speed of 80 w.p.m. in shorthand and typing speed on computer of 40 w.p.m. in English or 35 w.p.m. in Hindi ****.

UR: Unreserved; OBC: Other Backward Class; SC: Scheduled Caste

***Out of 06 posts of Assistant (General) Gr.III, One post is reserved for Orthopedically Handicapped (Person with Disabilities)**

** Total Emoluments means approximate total emoluments on minimum of PB including HRA in Class 'Y' City.

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

****40 words per minute/35 words per minute correspond to 12000 KDPH/10500KDPH on an average of 5 key depressions for each word. Time allowed is 10 minutes.

❖ **Desirable Qualification:**

A Degree in Arts/Science/Commerce with proven working knowledge of computers preferably in MS Office, MS Word, MS Excel, Power Point.

❖ **Job Requirement:**

Post Code 01, 02 and 03: Candidates are required to provide assistance in General Administration/ Stores & Purchase/Finance & Accounts functions beside any other official work as and when assigned.

Post Code 04: Candidates are required to provide Secretarial/Stenographic assistance/typing or other official work as and when assigned.

❖ **Selection Procedure:**

Post Code 01, 02 and 03: The selection will be made based on the written test, type writing test on computer and interview. The written test will be conducted for those who are shortlisted based on the criteria fixed by the duly constituted Screening Committee of the Laboratory and number of posts to be filled. The written exam will be consisting of General Awareness, General Knowledge and General English. Written Exam will carry 75 marks, out of that 45 is the Qualifying marks. However, based on the performance, the merit list will be drawn and cut off marks will be fixed to be called for typing test. Those who secure marks above the cut off in the written examination will be called for qualifying typing test on computer as mentioned above. Merit list will be drawn again based on the performance in written test and those who qualify in typing tests to be called for personal interview, keeping in view the number of posts to be filled, cut off marks would be fixed. The weightage for interview would be 25 marks. Final Selection will be based on the combined performance in written test and interview.

Post Code 04: The selection will be made based on the performance in the shorthand test (Shorthand & Transcription) and qualifying typing test on computer. The Shorthand Test will be conducted for those who are shortlisted based on the criteria fixed by the duly constituted Screening Committee of the Laboratory and number of posts to be filled. Merit list of selection will be drawn based on the performance in Shorthand test (Shorthand & Transcription) and qualifying typing test on computer.

❖ **Age Limit and Relaxation:**

1. The prescribed age is **28 years**. There is no age limit for departmental candidates (CSIR employees) provided they possess the prescribed qualifications. The last date for determining the age limit and qualifications shall be the last date of receipt of online applications **i.e 22.06.2015**.
2. The number of vacancies and reservation indicated against each post and category is provisional and may vary at the time of stages of selection.
3. Relaxation in age limit for SC/ST/OBC (Non Creamy Layer) and women etc. candidates will be as per Govt. of India rules. Upper age limit is relaxable by **five years in the case of SC/ST** and by **three years in the case of OBC (Non Creamy Layer) candidates** for the posts, which are reserved, for the respective categories. The claim of the candidates for their belonging to SC/ST/OBC (Non Creamy Layer) etc. categories will be considered subject to submission of self attested photocopies of their certificates. *Certificate must be in the format prescribed by Govt. of India (GOI) issued by Competent authority.* The SC/ST/OBC (Non Creamy Layer) candidates who apply against unreserved vacancies will not be eligible for age relaxation.

4. Relaxation in upper age limit for Persons with Disabilities (PWD) will be applicable as per Govt. of India rules. i.e. 15 years for PWD (SC/ST), 13 years for PWD (OBC-Non creamy layer) and 10 years for PWD (Unreserved) candidate.
5. Relaxation in upper age limit for Ex-servicemen will be applicable as per Govt. of India rules.
6. 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.
7. 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 and 40 years for members of SC/ST. The persons claiming age relaxation under this category would be required to produce the following documentary evidence:
 - (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 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.

❖ **Benefits under Council Service:**

- a. These positions carry Pay and Allowances at Central Government rates as applicable to the employees of Council stationed at Pune. In addition, other benefits such as Leave Travel Concession (LTC) and Reimbursement of medical expenses are also available as per CSIR Rules.
- b. All new entrants will be governed by the "New Pension Scheme" based on defined contributions for new entrants recruited in Central Government Services on or after 01.01.2004, as adopted by CSIR for its employees. However, persons selected from other Government Departments/ Autonomous Bodies/Public Sector Undertakings/ Central Universities having pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e. CCS (Pension) Rules, 1972. Provided they were in Govt. Service prior to 01.01.2004 and are covered by CCS (Pension) Rules, 1972.

❖ **General Conditions:**

1. The appointment is in the National Chemical Laboratory, Pune, under the Council of Scientific & Industrial Research (CSIR), which is an Autonomous Body.
2. Candidates applying for more than one post should submit separate application form for each post along with prescribed application fees and copies of certificates and testimonials.
3. 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.
4. The application should be accompanied by self attested copies of the relevant educational qualification, experience. The prescribed essential qualification should have been obtained through recognized Universities/Institutions/Board etc.

5. Applications not accompanied with the prescribed application fee, incomplete, unsigned applications, applications without photograph or not accompanied with attested copies of testimonials and applications received after the prescribed closing date will be summarily rejected. No correspondence will be entertained.
6. 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. Application routed through proper channel should reach CSIR-NCL, Pune within 15 days from the last date prescribed for receipt of applications. NOC must be submitted at the time of interview.
7. Physically Handicapped/Disability certificate (PWD) in prescribed proforma issued by the competent authority by Person with disabilities is eligible for appointment to the post on the basis of prescribed standards of Medical Fitness. The Competent Authority to issue Physically Handicapped/Disability certificate (PWD), shall be a Medical Board duly constituted by the Central or a State Government.
8. The appointees are liable to be posted in any of the Laboratories/Institute of CSIR situated in other parts of India as and when need arises.
9. The selected candidates will be on probation for a period of ONE YEAR from the date of taking over charge of the post in the Laboratory. The probationary period may be extended or curtailed at the discretion of the Competent Authority.
10. The selected candidate will not be permitted to apply for appointment elsewhere or in this Laboratory during the probationary period and if they have already applied for any posts in other organisation, they may have to intimate the details of such applications, immediately after joining the Laboratory.
11. Candidate must ensure that he/she possesses essential educational qualification and prescribed proficiency speed in Computer typing/Typing & shorthand for the post, for which he/she is applying, on the last date of receipt of application.
12. Candidate should have certificates of Typing & Shorthand, from the government recognized board/university.
13. 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.
14. If any document/certificate furnished 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.
15. 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.

16. Mere fulfilling the minimum eligibility criteria will not entitle a candidate to be called for written/typewriting test/interview etc. The prescribed Essential Qualifications are a bare minimum and mere possession of the same will not entitle the candidates to be called for interview. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the Laboratory to interview all the candidates.
17. Candidate must indicate as to whether any of their blood/close relatives is working in CSIR-NCL or in any other National Laboratory/Institutes of the CSIR.
18. **Canvassing in any form and/or bringing of any influence political or otherwise will be treated as disqualification for the post.**
19. The decision of the Competent Authority of CSIR-NCL in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination/interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his /her agency.
20. Applications 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.
21. Candidates applying for the above posts are advised to visit the website www.ncl-india.org / <http://recruit.ncl.res.in> for latest updates.

❖ **Notes for PWD Orthopedically Handicapped (OH) candidates:**

1. OH Candidates who suffer from not less than 40% of relevant disability should possess disability certificate issued by Medical Board duly constituted by Central or State Government, issued on or before last date of online submission of application.
2. Only those OH candidates who have locomotor disability or cerebral palsy with locomotor impairment of minimum 40% and only those who fall in the following categories are eligible to apply:
 - OA - One arm affected (R or L)
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
 - OL - One leg affected (R or L)
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
 - BL - Both legs affected but not arms
 - OAL - One arm and one leg affected
3. The OH candidate would be required to perform and discharge duties attached to the post and shall be required to meet one or more of the physical requirements/abilities, which are necessary for performing the following duties:
 - a. Work to be performed by Sitting
 - b. Work to be performed by Standing
 - c. Work to be performed by Walking
 - d. Work to be performed by Manipulation by Fingers
 - e. Work to be performed by Seeing
 - f. Work to be performed by Reading and Writing
 - g. Work to be performed by Communication

❖ **How to Apply:**

1. Eligible candidates are required to apply **ONLINE only** through our website <http://recruit.ncl.res.in> , followed by sending hard copy of online application along with the DD, mark sheets, certificates etc.
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 CSIR-NCL website upto 22.06.2015.**
4. Candidates are required to arrange **an application fee of Rs.100/- (Rupees One hundred only) (non-refundable) in the form of crossed Demand Draft drawn from any Nationalized Bank with minimum validity of 03 months in favor of the "Director, CSIR-National Chemical Laboratory" and Payable at Pune.** The last date for applying online application and making demand draft is **22.06.2015.** The details of "1. Candidate's Name 2. Candidate's category 3. Post applied for" must be written on the back side of demand draft.

 Candidates belonging to "SC/ST/Women/PWD/regular employees of CSIR/identified Casual Workers in CSIR" are exempted from payment of application fee.


5. First time users need to register themselves by clicking on 'Register'. Candidate needs to supply his/her email id which will be used as a login id into the system. Please note that candidate can apply for more than one post using a single login id.
6. Candidate is required to click 'Apply' against the advertisement you wish to apply for. Select the desirable Post and click on Fill Application button. In case candidate has already logged in on a previous occasion and began the process of application, the top of the page will display the post/s for which he/she has already applied. Candidate may please click the View button to proceed.
7. Filling the online application form which is divided into 8 parts, namely Personal Information, Academic details, Typing Details, Other Qualification, Experience, Relatives in CSIR, Enclosures and Application Fee/DD Details.
8. In case candidate feels that he/she has acquired some additional academic qualification that is relevant to the post advertised, he/she may enter that under 'Other qualification' category. Please note that X Standard and XII Standard details needs to be entered under 'Academic details' category and not to be entered under this category.
9. If candidates do not have any relatives who are in service in CSIR, he/she does not need to fill up the part under 'CSIR Relatives'.
10. After completely filling and submitting the online application form, candidates need to take printout of the filled application in PDF format by clicking 'Save' and 'pdf' button/icon. "**APPLICATION ID NUMBER**" is generated on the printed online application form. Candidates need to note down the same carefully and preserve it.
11. Print out of this computer generated online application i.e. Hard copy of online application, with recent passport size photograph affixed on this application form , together with self attested copies of certificates of prescribed essential qualification from the recognized board/university, educational certificates, mark-sheets, caste certificate, disability certificate, ex-serviceman certificate (if applicable), experience certificate, Demand Draft (if applicable) etc. should reach the office of the "**Controller of Administration, CSIR-National Chemical Laboratory, Dr. Homi Bhabha Road, Pune - 411 008**" on or before **07.07.2015.** The envelope should be superscribed with the *name of the post & post code.*

12. Candidates applying for more than one post must apply online separately for each post and submit/send hard copy application form for each post indicating the Post Code Number. Each hard copy application must be accompanied by separate Demand Draft, copies of certificates, marksheets and testimonials.

13. Following documents must be attached along with application form to be sent by post :-

- i. Demand Draft of Rs. 100/- as application fee, where applicable.
- ii. Three colored passport size photographs out of which one pasted on the form and signed across in full.
- iii. Self Attested copies of certificates of Date of Birth, educational qualification and mark sheet, typing speed and /or shorthand speed etc.
- iv. Self Attested copy of Caste Certificate in Govt. of India (GOI) format, if applicable.
- v. Self attested copy of Disability certificate (PWD) issued by competent authority, if applicable.
- vi. Self Attested copies of higher qualification acquired, experience, if any

"INTERIM ENQUIRIES WILL NOT BE ENTERTAINED"



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