



CSIR-NORTH EAST INSTITUTE OF SCIENCE AND TECHNOLOGY

A constituent laboratory of Council of Scientific & Industrial Research(CSIR)
(Under Ministry of Science & Technology)
JORHAT - 785006, Assam

Advertisement No. 3/2015-REC.

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

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES (PWD)

Last Date of receipt of application: 18.04.2016

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 Chemical Sciences & Technology, Biological Sciences & Technology, Geo-science and Engineering sciences & Technology 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 Technical posts as a special recruitment drive:-

- (A) Technical Assistant/Technical Gr.III (1), Pay scale: PB-2, Rs. 9300-34800 plus Grade Pay of Rs. 4200/-
Maximum age limit: 28 years +5 years as on the date of closing the receipt of application.

| Post Code/ Division | No. of Post | Category | Qualifications & Experience | Job Requirements |
|--|-------------|----------|---|--|
| 01-CC-14 (Backlog) Coal Chemistry Division | 01 | HH | Essential Qualification : 1st Class B.Sc. with Chemistry with one year full time professional qualification or one year experience in the relevant discipline from recognized Institute/ Organization. Desirable: 1st Class M.Sc. in Chemistry/Chemical Sciences with Inorganic/Organic Chemistry/Analytical Chemistry specialization, with specialization in Chemistry / Chemical Sciences with Inorganic Chemistry. Experience in computer applications and handling of chemicals and scientific equipments. | The incumbent will assist scientist in collection and analysis of coal, gas and environmental samples. Shall operate and maintain pilot plant, instruments for coal, gas and metal analysis and shall carry out data analysis. |

- Technician (1)/Technical Gr.II: Pay scale: PB-1, Rs.5200-20200, Grade Pay of Rs. 1900/-
Maximum age limit: 28 years + 10 Years (additional 5 years for SC) as on the date of closing the receipt of application.

| Post Code/ Division | No. of Post | Category | Qualifications & Experience | Job Requirements |
|---------------------------------------|-------------|----------|--|---|
| 01-KRC Library Assistant (Backlog) | 01 | HH(SC) | Essential Qualification: SSC/10th standard with science subjects with 55% marks plus ITI certificate or national/ State trade certificate or 2 years full time experience as an apprentice trainee in Computer Operator of Programming Assistant (COPA) from a recognized Institution. Desirable: B. Lib. Sc. with proficiency in computer application, database management. Minimum 2 years experience in S&T library. | Data entry, Charging/discharging of books, journals, reports in the shelves, preparation for binding of books, cleaning of reading room and shelves etc. |
| 02-GE Carpenter (Backlog) | 01 | 1-OH | Essential Qualification: SSC/10th standard with science subjects with 55% marks plus ITI certificate or national/State trade certificate or 2 years full time experience as an apprentice trainee from a recognized Institute in the carpentry trade. | The incumbent has to carry out fabrication, repairing and maintenance of wooden and metallic furniture for laboratory use. Operation of fabrication related sophisticated tools and equipments. |

- Lab Attendant (1)/Tech. Gr.I: PB-1, Rs.5200-20200, Grade Pay of Rs. 1800/-
Maximum age limit: 28 years +10 Years as on the date of closing the receipt of application.

| Post Code/ Division | No. of Post | Category | Qualifications & Experience | Job Requirements |
|----------------------------|-------------|----------|--|--|
| Lab Attendant(1) (Backlog) | 01 | 01-OH | 10th standard/SSC with 50% Marks in aggregate. | Cleaning of R&D working benches, cleaning and washing of scientific glass apparatus, cleaning and maintenance of R&D instruments/machines tools and to help divisional R&D staff in their works as required. |

Abbreviations: OH-Orthopaedic Handicapped, HH-Hearing Handicapped, SC- Scheduled Caste.

Only PWD (HH) Category Candidates belonging to SC category are eligible to apply for the Post Code: 01-KRC Library Assistant (Backlog). Candidates are requested to read the advertisement carefully and should satisfy themselves about meeting the eligibility criteria before applying for the position.

GENERAL CONDITIONS:

- 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.
- Age limit and relaxation:** The advertised posts being reserved for Persons With Disability, age limit of 28 years is relaxable for (a) 10 years for Technician (1) posts and Lab. Attendant post and (b) 5 years for the Technical Assistant post. Age relaxation for other categories shall also be applicable as per the Government of India Rules. There is no age limit for departmental candidates (CSIR-employees) provided they possess the prescribed qualifications.
- 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. The closing date, for receipt of application i.e 18/04/2016 will be treated as the date of reckoning for OBC status.
- 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.
- 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.
- 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.
- The posts will be governed by the New Pension Scheme applicable w.e.f. 01.01.2004.
- Mere fulfilling the minimum eligibility criteria will not entitle a candidate to be called for written/typing tests/interview etc.
- The last date for receipt of offline application and online submission of application is **17.00 Hrs/5PM of 18/04/2016.**
- Candidate must indicate as to whether any of their blood/close relatives is working in CSIR or in any other National Labs. / Institutes of CSIR.
- How to apply:**

- 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.
- If the candidate does not have a valid email Id, he/she should create a new valid email id before applying online.
- Online Application will be available on our website <http://www.neist.res.in> upto **17.00 Hrs of 18/04/2016.**
- 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.
- 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.
- 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.
- 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 and PWD Certificate should be sent in an envelope superscribed **"APPLICATION FOR THE POST OF _____(Post Code _____) under special recruitment drive"** by post to the address: **Administrative Officer, CSIR- North East Institute of Science and Technology, Jorhat, PIN-785006.** Candidates applying for more than one post must submit separate application form for each post indicating the Code No. of the post.
- Application once made will not be allowed to be withdrawn and on any count, nor can it be held in reserve for any other recruitment or selection process.
- 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.
- 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.
- Incomplete applications (i.e. without photograph, unsigned and applicable testimonials etc.) will not be entertained and will be summarily rejected.
- 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.
- Only outstation candidates called and found eligible for interview will be paid to and from single second class rail fare from the actual place of undertaking the journey or from the normal 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.
- 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.
- Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.

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

- Recent Coloured photograph pasted on the form and signed across in full.
- Self Attested photocopy of Date of Birth Certificate.
- Self Attested photocopies of educational qualifications certificates.
- Self Attested photocopy of Updated Caste Certificate, if applicable.
- Self Attested photocopies of experience certificates, if any.
- Self Attested copy of Updated Disability Certificate issued by competent Authority

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

Sd-
ADMINISTRATIVE OFFICER