

**Advertisement No. 1/2014-REC**

Last date of receipt of application: **09/02/2015**

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

**A unique opportunity for careers in Science & Technology**

CSIR-North East Institute of Science and Technology, Jorhat, a premier institute under the Council of Scientific and Industrial Research (CSIR), engaged in multidisciplinary R&D programmes of both basic and applied nature across scientific disciplines for economic, environmental and societal benefits for the people of India. 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. The Director, CSIR-North East Institute of Science and Technology invites applications from Indian Nationals who are dynamic, energetic, innovative and possess leadership qualities, for the below mentioned categories of posts to fill up vacancies as per the particulars given below.

**I. Scientist: No. of Posts: 7+ 4, Pay Band 3, ₹ 15600-39100 & Grade Pay: ₹ 6600**  
**Upper Age Limit: 32 Years as on the last date of receipt of applications.**

Post code No./ No. of post/ Reservation Category	Division	Essential Qualifications	Desirable
114-BT 1(One) UR	Biotechnology	M.Tech./Ph.D. (awarded / thesis submitted) in Bioinformatics/ Biotechnology (Bioinformatics)	First Class in M.Tech./M.Sc. with Ph.D. in Bioinformatics with preferably 2 years Post Doctoral Research/ Industry experience in the relevant area.
214-CE 1(One) UR	Chemical Engineering	M.E./M.Tech. in Chemical or Allied Engineering Subject with B.E./B.Tech. in Chemical Engineering	First Class M.E./M.Tech. with preferably 2 years post qualification research/industry experience or Ph.D. in Chemical/Allied Engineering subject.
314-MS 1(One) UR	Materials Science	Ph.D. (awarded / thesis submitted) in Chemistry/ Chemical Sciences (Inorganic Chemistry)	First Class M.Sc. (Inorganic Chemistry) with preferably 2 years Post Doctoral Research/Industry experience in synthesis and applications (catalytic/biological) of homogeneous and heterogeneous catalysts, coordination compounds and nano-materials etc.
414-BLI 1(One) OBC	Branch Laboratory, Itanagar, Arunachal Pradesh	Ph.D. (Awarded/ Thesis submitted) in Agriculture/ Botany/Life Sciences/ Biotechnology (Agronomy/ Plant Breeding and Genetics / Taxonomy/ Tissue Culture/Plant Pathology/Plant Physiology)	First Class M.Sc. (Agriculture/Botany/Life Sciences/ Biotechnology) with preferably 2 years Post Doctoral Research/Industry experience in the area of Medicinal, Aromatic and Economic plants.
514-PNG 1(One) UR	Petroleum and Natural Gas	M. Tech. in Petroleum Technology or Ph.D. (awarded/thesis submitted) in Chemistry (Polymer Science/Petroleum Technology)	First Class M.Tech. (Petroleum Technology) with preferably 2 years post qualification research/industry experience or First Class M.Sc (Physical/Organic Chemistry) with 2 years Post Doctoral Research/Industry experience in synthesis and application of polymers (bio fuels, additives for petroleum and petroleum products).
614-GE 1(One) SC	General Engineering	M.E./M.Tech. in Mechanical Engineering with B.E./ B.Tech. in Mechanical Engineering.	First Class M.E./M.Tech. with preferably 2 years post qualification research/industry experience or Ph.D. in Mechanical or Allied Engineering subject (Engineering design and Computational software).
714-CPP 1(One) SC	Cellulose, Pulp and Paper	M.E./M.Tech. in Pulp and Paper Technology/ Chemical Technology/ Chemical Engineering Or PhD (awarded/ thesis submitted) in Chemistry/ Chemical Sciences/ Pulp and Paper technology/ Chemical technology/ Chemical Engineering (Paper and Pulp, Cellulose and Cellulosic Products)	First Class M.E./M.Tech. with preferably 2 years post qualification research/industry experience or First Class M.Sc. with 2 years Post Doctoral Research/Industry experience in Paper and Pulp, Cellulose and Cellulosic Products etc.
1314-MS (Backlog) 1(One) HH (Hearing Handicapped)	Materials Science	Ph.D. (awarded / thesis submitted) in Chemistry/ Chemical Sciences (Inorganic or Physical Chemistry)	First Class M.Sc. (Inorganic or Physical Chemistry) with preferably 2 years Post Doctoral Research/Industry experience in synthesis and catalytic/biological application of nano-sized oxide/carbon based materials/membranes, ores and minerals, surface chemistry, modelling/simulation.
1414-BLI (Backlog) 1(One) SC	Branch Laboratory, Imphal, Manipur	Ph.D. (awarded / thesis submitted) in Chemistry/ Chemical Sciences (Natural Product Chemistry/ Organic Synthesis)	First Class M.Sc. (Organic Chemistry) with preferably 2 years Post Doctoral Research/Industry experience in the area of Natural Product Chemistry/Organic Synthesis etc.
1514-SOC (Backlog) 1(One) OBC	Synthetic Organic Chemistry	Ph.D. (awarded / thesis submitted) in Chemistry/ Chemical Sciences (Organic Chemistry)	First Class M.Sc. (Organic Chemistry) with preferably 2 years Post Doctoral Research/Industry experience in Organic Synthesis and Molecular Modelling or Drug Designing.
1614- MC (Backlog) 1(One) OBC	Medicinal Chemistry	Ph.D. (awarded / thesis submitted) in Chemistry/ Chemical Sciences (Organic Synthesis/ Medicinal Chemistry)	First Class M.Sc. (Organic Chemistry) with preferably 2 years Post Doctoral Research/ Industry experience in heterocyclic chemistry, bioactive molecules, drug development.

**II. Sr. Scientist: No. of Posts: 4, Pay Band 3, ₹ 15600-39100 & Grade Pay: ₹ 7600**

**Reservation: UR, Upper Age Limit: 37 years as on the last date of receipt of applications**

Post code No./ No. of post	Division	Essential Qualifications	Desirable
814-CE (L) 1(One)	Chemical Engineering	M.E./M.Tech. with minimum 3 years of experience or PhD in Chemical or Allied Engineering Subject with B.E./B.Tech. in Chemical Engineering	First Class M.E./M.Tech. and Ph.D. in Chemical or Allied Engineering Subject with minimum 4 years Post Doctoral Research/ Industry experience in Chemical Process Design and Engineering, Simulation and modelling of processes, Separation and purification science, Product development and pilot plant studies, Preparation of TEFR and Process know-how packages.
914-PNG (L) 1(One)	Petroleum and Natural Gas	Ph.D. in Chemistry (Physical Chemistry/ Polymer Science) with 2 years Post Doctoral Research/ Industry experience in polymer science and technology	First Class M.Sc. (Physical Chemistry/ Organic Chemistry/Polymer Science) with minimum 4 years Post Doctoral Research/Industry experience in synthesis of biodegradable polymers, living polymerization techniques, structure property relationship in polymers.

1014-NPC (L) 1(One)	Natural Products Chemistry	Ph.D. in Chemistry (Organic Chemistry/Synthesis of natural products/Synthesis of nucleic acid and other biomolecules) with 2 years Post Doctoral Research/ Industry Experience	First Class M.Sc. (Organic Chemistry) and Ph.D. with minimum 4 years Post Doctoral Research/Industry Experience in natural products chemistry, viz., clinically applicable science, nucleic acid therapeutics and biomedical science, stereo selective synthesis of biologically active molecules, value addition to natural products etc.
1114-BT (L) 1(One)	Biotechnology	Ph.D. in Biotechnology/ Agriculture/ Biochemistry/ Life Sciences with 2 years Post Doctoral Research/ Industry Experience in relevant area	First Class M.Sc./M.Tech. (Agriculture/ Biotechnology/Life Sciences) with minimum 4 years Post Doctoral Research/ Industry experience in the area of Microbial Biotechnology, Microbial Bio-profiling and Bio-prospecting, Microbial enzymology, Biotransformation, Microbial taxonomy, Environmental biotechnology, Bacterial Genomics, Plant-microbe interactions etc.

Experience and R&D aptitude should be reflected through publications in high impact factor journals, patents, technology transfer.

**III. Pr. Scientist: No. of Posts: 1, Pay Band 4 of Pay of ₹ 37400-67000 & Grade Pay: ₹ 8700**

**Reservation: UR, Upper Age Limit: 45 years as on the last date of receipt of applications**

Post code No./ No. of post	Division/ Deptt.	Essential Qualifications	Desirable
1214-BLIT (L) 1 (One)	Branch Laboratory, Itanagar, Arunachal Pradesh	Ph.D. in Agriculture/ Botany/Life Sciences/ Biotechnology/ Chemistry (Agronomy/ Plant Breeding and Genetics / Taxonomy/ Tissue Culture/ Biodiversity/ Plant Pathology/Plant Physiology/ Organic Chemistry) with 3 years Post Doctoral Research/ Industry Experience in relevant field	First Class M.Sc./M.Tech. (Agriculture/ Botany/Life Sciences/ Biotechnology/ Organic Chemistry) with minimum 5 years Post Doctoral Research/Industry experience in the area of Plant Breeding, Tissue Culture, Taxonomy, Biodiversity, Organic Chemistry related to Medicinal, Aromatic and Economic plants

Experience and R&D aptitude should be reflected through publications in high impact factor journals, patents, technology transfer for the above positions.

**Job Requirement: The incumbents are expected to participate in the ongoing research activities and bring value addition besides conceiving and initiating own research projects in his area. They are expected to be up to date and conversant with various standards prevalent and applicable to his relevant area. The incumbents are also expected to have the capability to establish networks with other stake holders involved and participate in the societal projects in relevant areas and to adhere to the mandate of the institute and work towards the overall R&D goals of their respective divisions or work areas as assigned from time to time.**

**IV. Technical Assistant, Gr-III (1), No. of Posts: 11, Pay Band 3, ₹ 9300-34800 & Grade Pay: ₹ 4200, Upper Age Limit: 28 Years as on last date of receipt of application.**

Post code No./ Reservation / No of Post	Division	Essential Qualifications	Desirable Qualifications and Experience	Job Requirement
TA 01-EI-14(Backlog) ST 1 (one)	Electronics & Instrumentation	10+2 with Science subjects followed by 3 years full time 1 <sup>st</sup> Class Diploma in Electronics/ Electronics and Telecommunication/ Electronics and Communication / Instrumentation.	Minimum 1 year's experience in Embedded System, LAN, equipments and instruments in Industry / R&D Laboratory.	The incumbent will be responsible for maintenance of internal telephone exchange, LAN, Audio Visual equipments and assisting in R & D projects.
02-SOC-14 (Backlog) OBC 1 (one)	Synthetic Organic Chemistry	1 <sup>st</sup> Class BSc with Chemistry with one year full time professional qualification or one year experience in the relevant discipline from a recognised Institute/ Organisation.	1 <sup>st</sup> Class MSc in Chemistry / Chemical Sciences with Organic Chemistry specialization. Minimum 1 year experience in R&D in the relevant field. Experience in computer applications and handling of chemicals and scientific equipments.	The incumbent will assist scientists in R&D works.
03-NPC-14(Backlog) ST 1 (one)	Natural Product Chemistry	1 <sup>st</sup> Class BSc with Chemistry with one year full time professional qualification or one year experience in the relevant discipline from a recognised Institute/ Organisation.	1 <sup>st</sup> Class MSc in Chemistry / Chemical Sciences with Organic Chemistry specialization. Minimum 1 year experience in R&D in the relevant field. Experience in computer applications and handling of chemicals and scientific equipments.	The incumbent will assist scientists in R&D works involving Natural Products Chemistry including equipment/ instrument operation in laboratory and pilot plant.
04-BT-14 UR 1 (one)	Biotechnology	1 <sup>st</sup> Class BSc in Biological Sciences/ Biotechnology/ Agricultural Sciences with Chemistry as one of the subjects and one year full time professional qualification or one year experience in the relevant discipline from a recognised Institute/ Organisation.	1 <sup>st</sup> Class Post Graduate qualification in Biological Sciences. Minimum 1 year experience in analysis of biological/ microbial/ biochemical/ molecular biology samples. Experience in computer applications and handling of chemicals and scientific equipments.	The incumbent will assist scientists in R&D works involving biological /microbial/ biochemical/ molecular biology /environmental investigations including field study.
05-CPP-14 UR 1 (one)	Cellulose, Pulp and Paper	10+2 with Science subjects and 3 years full time 1 <sup>st</sup> Class Diploma in Chemical Engineering/ Plastic Technology.	Minimum 1 year experience/training in R & D/ industry in the area of cellulose, pulp, paper making, board, composite etc. Experience in computer applications and handling of chemicals and scientific equipments.	The incumbent will assist scientists in R&D works in the area of Cellulose, Pulp and Paper, Board, Composites, Formulation technology etc. including Pilot Plant Operation.
06-MS-14 ST 1 (one)	Materials Science	1 <sup>st</sup> Class BSc with Chemistry with one year full time professional qualification or one year experience in the relevant discipline from a recognised Institute/ Organisation.	1 <sup>st</sup> Class MSc in Chemistry / Chemical Sciences with Inorganic/ Physical Chemistry specialization. Minimum 1 year experience in R & D/ industry. Experience in computer applications and handling of chemicals and scientific equipments.	The incumbent will assist scientists in R&D works in the area of inorganic materials, ores and minerals etc. including laboratory and pilot plant work involving chemical analysis, reaction, instrument and equipment operation.

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<b>07-AC-14 OBC</b> <b>1 (one)</b>	Analytical Chemistry	1 <sup>st</sup> Class BSc with Chemistry with one year full time professional qualification or one year experience in the relevant discipline from a recognised Institute/Organisation.	Minimum 1 (one) year experience in R & D institute / industry. Experience in wet chemical analysis, computer applications and handling of chemicals and scientific equipments.	The incumbent will assist in Chemical Analysis of water, soil, rocks, fertilizers and trace elements and Instrumental Analysis like AAS, UV-VIS and Flame Photometer. The incumbent will also provide support services in R&D works.
<b>08-IBD-14 UR</b> <b>1 (one)</b>	I&BD	1 <sup>st</sup> Class BSc in Science with one year full time professional qualification or one year experience in the disciplines like IP Law, Business Administration, Marketing etc. from a recognised Institute/Organisation.	Bachelor's degree/ PG Diploma/Master's degree in Law/IP Law/ Business Administration (Marketing/Business Management). Minimum 1 year work experience in relevant field.	The incumbent will assist in drafting and processing of MoU/Agreements, Clients/Public Relations, R&D product and technology transfer/ marketing/licensing, S&T and R&D collaboration and management of IP related works.
<b>09-IBD-14 OH (Orthopaedic Handicap)</b> <b>1 (one)</b>	I&BD	1 <sup>st</sup> Class BSc in Science with one year full time professional qualification or one year experience in the relevant discipline like Computer Graphics Design, Mass Communication from a recognised Institute/Organisation.	Bachelor degree/PG Diploma /Master degree in computer application / mass communication. Minimum 1 year experience in relevant field.	The incumbent will assist in compilation, editing, proof reading and publishing work of the institutional publications and publicity materials, press and media liaison and data base management.
<b>10-KRC-14 UR 1 (one)</b>	KRC	1 <sup>st</sup> class B.Sc. with B.Lib.Sc.	M. Lib. Sc with experience in computer application, database management. Minimum 1 year experience in recognised institute library.	The incumbent will be responsible for serial control, acquisition of books, maintenance of database, CAS and handling of e-resources.
<b>11-ES-14 UR 1 (one)</b>	Electrical Section	10+2 with Science subjects followed by 3 years full time 1 <sup>st</sup> Class Diploma in Electrical Engineering.	Minimum 1 year experience in electrical maintenance and repairing, power house maintenance, DG set maintenance. Experience in computer applications and AutoCAD.	Preparation of designs/drawings and estimates, supervision and execution of electrical maintenance and repairing, power house maintenance, DG set maintenance including record keeping.

V. **Lateral Entry level of Gr-III (4), No. of Post:1 ( LADY MEDICAL OFFICER), Pay Band 3, ₹ 15600-39100 & Grade Pay: ₹ 5400/- plus NPA as admissible under rules Reservation: UR, Upper Age Limit: 35 years as on last date of receipt of application.**

Post code No. Reservation / No of Post	Division	Essential Qualifications	Desirable Qualifications and Experience	Job Requirement
<b>12-CC-14 (Lady Medical Officer) SC</b> <b>1 (one)</b>	Clinical Centre	MBBS with 55 % marks from a recognized university/institute registered under Medical Council of India.	MD (General Medicine) degree from a recognized university/institute registered under Medical Council of India. Minimum 2 years' experience including one year Housemanship in Medicine/Surgery/ Emergency Medicine from reputed institute, organization, hospitals.	The selected incumbent shall attend general duty of Medical Officer in the Clinical Centre equipped with pathological, biochemical, minor surgery, lung function test and ECG facilities for all out-door patients during routine hours particularly female patients. The incumbent will also attend emergency duties outside routine hours for staff and their family members residing at CSIR-NEIST campus as well as outside the colony as and when necessary.

**General information and conditions:-**

**1. Benefits under Council service:**

- 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.
- Scientists in Pay Band-3 and Pay Band-4 are eligible for Professional update allowance of Rs.10000/- and Rs.20,000/- per annum respectively.
- In addition to the emoluments indicated against each category of posts, 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.
- Scientists in CSIR are also permitted to undertake consultancy and sponsored R&D project activity. These activities give them scope to earn consultancy fee and honorarium as per CSIR guidelines governing these activities. Opportunities also arise for foreign deputations for training/presentation of papers/specific assignments etc.
- CSIR provides excellent opportunities to deserving candidates for career advancement under Assessment Promotion scheme for Scientists and Technical staff.
- Deserving candidates may be considered for advance increment as per CSIR Rules.

**2. Other Conditions**

- The applicant must be a citizen of India.
- All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of the applications. 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 receipt of the applications. No enquiry asking for advice as to eligibility will be entertained. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. 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. Completion of PhD degree will be reckoned from the date of issue of provisional certificate/notification.
- The application should be accompanied by self attested copies of the relevant educational qualifications, experience. The prescribed qualifications should have been obtained through recognized universities / Institutions etc. Incomplete applications/applications not accompanied with the required certificates/documents are liable to be rejected.

- In respect of equivalent clause in 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 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.
- The period of experience rendered by a candidate on part time basis, daily wages, visiting/guest faculty will not be counted while calculating the valid experience for short listing the candidates for interview.
- 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.
- The date for determining the upper age limit, qualifications and / or experience shall be the closing date prescribed for receipt of applications.
- The period of experience in a discipline / area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualifications prescribed for that post.
- Persons with disabilities (PWD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- In case a candidate is staying abroad, his/her candidature may be considered in absentia by the selection committee on his/her written request.
- The Selection Committee may choose to offer a post in a different Grade Pay within the Pay Band depending upon the performance of the candidate and subject to the candidate meeting the minimum eligibility criterion specified for the posts in that Grade Pay.
- 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 normal place of their residence whichever is nearer to Jorhat Railway Station on production of Rail Tickets/Rail Ticket Numbers 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.
- The decision of the CSIR-NEIST, Jorhat in all matters relating to eligibility, acceptance or rejection of application, mode of selection, and conduct of examination/interview will be final and binding on the candidates.
- Canvassing in any form and/ or bringing any influence political or otherwise will be treated as a disqualification for the post.

- 3. Relaxation:**
- The upper age limit is relaxable upto 05 years for SC/ST and 03 years for OBC as per Government orders in force only in those cases where the post are reserved for respective categories, on production of relevant certificate in the prescribed format signed by the specified authority at the time of interview.
  - Upper age limit is also relaxable upto five years for the regular employees working in CSIR Laboratories / institutes, Government Departments, autonomous bodies and public sector undertakings.
  - As per GOI 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 upto 38 years for members belonging to the 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:

- In case of Widow, Death Certificate of her Husband together with the Affidavit that she has not remarried since.
  - In case of Divorced Women and Women judicially separated from their husband, a certified copy of the judgment/decreed 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 and they have not remarried since.
- Age relaxation to physically Handicapped (PH) persons: Age relaxation of 5 years is allowed (total 10 years for SCs/STs and 8 years for OBCs in respect of the posts reserved for them) to blind, deaf-mute and orthopedically handicapped persons for appointment to Group 'A' posts/services. The persons claiming age relaxation under this sub-para would be required to produce a certificate in 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 for each individual Group 'A' posts to be filled by Direct Recruitment by Selection.

- Relaxation in age, over and above the stipulated limit, educational qualification and / or experience may be considered in case of exceptionally meritorious candidates or if sufficient number of candidates possessing the requisite qualification and/ or experience is not available to fill up the posts.
- Relaxation 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 concerned authority.

**4. 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 5 P.M of 09.02.2015
- Candidates are required to arrange for a crossed Demand Draft for Rs.100/ drawn on any nationalized bank and valid for at least 3 months in favour of "Director, CSIR-NEIST, Jorhat" payable at Jorhat. The last date for submitting online application and making of Demand Draft is 09.02.2015. 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 For. The Candidates belonging to SC/ST/ PH/Women/CSIR Employees/Abroad Candidates category are exempted from submission of application fee.
- 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, re-prints of publications 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-785006, Assam** . 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).
- 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.
- 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 application fee, applicable testimonials etc.) will not be entertained and will be summarily rejected.

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

- Demand Draft of ₹ 100./-(Rupees One hundred only) as application fee, where applicable.
- Coloured photograph pasted on the form and signed across in full.
- Self Attested photocopy of Date of Birth Certificate.
- Self Attested photocopies of education qualifications certificates.
- Self Attested photocopy of Caste Certificate, if applicable.
- Self Attested photocopies of experience certificates, if any.

Administrative Officer