

CSIR- NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND INFORMATION RESOURCES

Dr. K. S. Krishnan Marg, Pusa Campus, New Delhi -110 012

14, Satsang Vihar Marg, New Delhi 110 067

www.niscair.res.in

Advt. No:1/VI/2015-R&A

Applications are invited from the citizens of India for filling up the following positions at CSIR-National Institute of Science Communication and Information Resources (NISCAIR), New Delhi as per details given below:

Post Code	Name of post	Number of Posts	Scale of pay	Age Limit
01	Assistant(G) Gr. III	04 (2-UR, 01-OBC, 01-SC)	*PB-1: Rs.5200-20200 Grade Pay Rs.1900/-	**28 Years
02	Assistant(F& A) Gr. III	02 (01-UR, 01-OBC)	*PB-1: Rs.5200-20200 Grade Pay Rs.1900/-	**28 Years
03	Assistant(S& P) Gr. III	02 (01-UR, 01-OBC)	*PB-1: Rs.5200-20200 Grade Pay Rs.1900/-	**28 Years
04	Jr. Stenographer	02 (01-UR, 01-OBC)	*PB-1: Rs.5200-20200 Grade Pay Rs.2400/-	**28 Years

*These posts carry usual allowances as admissible to Council employees.

**Age relaxation as per Government of India Rules

Out of ten posts one post is reserved for PwD (HH).

The date of determining age limit/ experience/ qualifications shall be the closing date of receipt of application i.e. **11th August 2015.**

Complete details including downloadable application form are available at www.niscair.res.in

-sd-

Administrative officer

**NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND INFORMATION RESOURCES
(Council of Scientific & Industrial Research)**

Dr. K. S. Krishnan Marg, Pusa Campus, New Delhi -110 012
14, Satsang Vihar Marg, New Delhi 110 067

www.niscair.res.in

Advt. No: 1/VI/2015-R&A

Last Date of receiving of Application:

5:30 PM, 11th August, 2015

National Institute of Science Communication and Information Resources (NISCAIR) was formed by the merger of erstwhile National Institute of Science Communication (NISCOM) and Indian National Scientific Documentation Centre (INSDOC) on 30th September 2002. The emphasis of the institute, since its inception, has been to preserve, synergize, and build upon the rich expertise and resources of the erstwhile NISCOM and INSDOC, which had served the S&T community through their excellent S&T information products and services for over five decades. NISCAIR is devoted to science communication and dissemination of S&T information. Broadly, the core activity of NISCAIR is to collect, collate, store, publish and disseminate S&T information, which benefits different segments of the society. The institute offers wide range of information products and services ranging from production of S&T publications, translation & interpretation from foreign languages to English (scientific documents), human resource development in the area of science communication, library & information science, IPR, herbarium techniques, etc. NISCAIR also undertakes projects in its area of activities.

Applications are invited from the citizens of India for filling up the following positions at NISCAIR, New Delhi. Applicants are requested to carefully go through the full text of the advertisement regarding qualifications, subjects, fields of specializations and job requirements etc. prescribed for each position and then fill up the application form carefully.

Name of post	Number of Posts	Scale of pay	Age Limit
PC-01 Assistant(General) Gr. III	04 (2-UR, 01- OBC, 01-SC)	*PB-1: Rs.5200-20200 Grade Pay Rs.1900/-	**28 Years
PC-02 Assistant(Finance & Accounts) Gr. III	02 (01-UR, 01- OBC)	*PB-1: Rs.5200-20200 Grade Pay Rs.1900/-	**28 Years
PC-03 Assistant(Stores & Purchase) Gr. III	02 (01-UR, 01- OBC)	*PB-1: Rs.5200-20200 Grade Pay Rs.1900/-	**28 Years
PC-04 Jr. Stenographer	02 (01-UR, 01- OBC)	*PB-1: Rs.5200-20200 Grade Pay Rs.2400/-	**28 Years

*These posts carry usual allowances as admissible to Council employees.

**Age relaxation as per Government of India Rules

Out of ten posts one post is reserved for PwD (HH).

The date of determining age limit/ experience/ qualifications shall be the closing date of receipt of application i.e. **11th August, 2015**

Post wise details are given as under: -

Post Code, Number & Category	Name of the Post	Essential Qualifications
PC-01 04 (2-UR, 01-OBC, 01- SC)	Assistant(G) Gr. III	10+2/XII or its equivalent and typing speed on computer of 35 w.p.m. in English or 30 w.p.m. in Hindi *
PC-02 02 (01-UR, 01-OBC)	Assistant(F&A) Gr. III	10+2/XII or its equivalent 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 *
PC-03 02 (01-UR, 01-OBC)	Assistant(S&P) Gr. III	10+2/XII or its equivalent and typing speed on computer of 35 w.p.m. in English or 30 w.p.m. in Hindi *
PC-04 02 (01-UR, 01-OBC)	Jr. Stenographer	10+2/XII or its equivalent and speed of 80 w.p.m. in shorthand and 40/35 w.p.m. in typewriting in English/Hindi.

Out of 10 posts one post will be reserved for PwD-(HH)

UR- Unreserved, OBC- Other Backward Class, SC- Schedule Caste, ST- Schedule Tribe,
PwD – People with Disability

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

GENERAL CONDITIONS:

- The above post shall carry usual allowances as admissible to CSIR/GOI employees, as have been made applicable to CSIR employees of the same status stationed at Delhi.
- 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 & qualifications shall be the last date of receipt of applications i.e. **11th August, 2015**.
- The number of vacancies indicated against each post / category is provisional and may vary at the time of selection.
- Relaxation in age limit for SC/ST/OBC/PwD and women etc. candidates will be as per Govt. of India rules.
- 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.
- 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:
 - 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 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.

7. The claim of the candidates for their belonging to SC/ST/PwD/OBC etc. categories will be considered subject to submission of self attested photocopies of their certificates in the prescribed format issued by the competent authority concerned in support of their claim for the relaxation in age etc. The closing date, i.e., **11th August, 2015** for receipt of applications 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, NISCAIR, payable at New Delhi**. 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. Candidates applying for Assistant Grade III and Junior Stenographer should send separate applications.
13. The posts will be governed by the New Pension Scheme applicable w.e.f. 01.01.2004.
14. Mere fulfilling the minimum eligibility criteria will not entitle a candidate to be called for written/typewriting test/interview etc.

15. Mode of Selection:

For PC-01,02 & 03

Selection process to the post 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 schedule of the written test / typing test will be notified on the website in due course.

Syllabus for the written examination is given below:

1.	सामान्य हिन्दी पर्यायवाची, विलोम, अनेक शब्दों के बदले एक शब्द, संधि एवं संधि विच्छेद, शब्द शुद्धिवाक्य/ उपयुक्त शब्द चयन, लिंग, वचन, काल, प्रशासनिक शब्दावली, मुहावरे और लोकोक्तियाँ, हिन्दी कॉम्प्रिहेन्शन
2.	General English Spotting error, fill in the blanks, synonyms/antonyms, spelling/detecting, mis-spelt words, idioms and phrases, one word substitution, active/passive voice, conversion of direct/indirect sentences, comprehension of passage
3.	General Knowledge Current Events, General Science, Indian History, Culture, Geography, Economics, Constitution of India and General awareness about the international world.

For PC-04

Selection will be made on the basis of competitive proficiency test in English shorthand and typewriting in English/Hindi.

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. Selected candidates shall be liable to serve in CSIR Labs./Instts anywhere in India.
18. Canvassing in any form and/or bringing of any influence political or otherwise will be treated a disqualification for the post.
19. The decision of the Competent Authority of CSIR-NISCAIR in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, 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. The application on the format given below duly filled in and completed in all respects along with recent Photograph affixed on the application form together with self attested copies of educational certificates, mark-sheets, caste certificate, experience certificate, application fee etc. should reach the office of *The Administrative Officer, National Institute of Science Communication and Information Resources (NISCAIR), Pusa Campus, Dr. K S Krishnan Marg, New Delhi – 110012* on or before 11th August, 2015. The envelope should be superscribed with the name of the post & post code.

"INTERIM ENQUIRY SHALL NOT BE ATTENDED TO"

-sd-
Administrative Officer

12.	Permanent Address	<div style="text-align: right;">PIN: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></div>				
13.	Nearest Railway Station					
14.	Date of Birth (DD/MM/YYYY)					
15.	Age as on closing date of application	<input type="text"/> <input type="text"/> Years <input type="text"/> <input type="text"/> Months <input type="text"/> <input type="text"/> Days				
16.	Are you a citizen of India by birth and/or by domicile	Yes <input type="checkbox"/> No <input type="checkbox"/>				
17.	Community (Tick and enclose attested copy of certificate)	SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> GEN. <input type="checkbox"/> PWD <input type="checkbox"/> Ex Service Man <input type="checkbox"/>				
18.	Are you related to any NISCAIR/CSIR employee, if so please state:					
	Name	Designation	Name of the Lab Where working	Relationship		
19.	Education Qualifications (commencing with the Matriculation or equivalent examination) :					
	Sl. No.	Examination/ Degree / Diploma	Name of College/ Institution/University	Year of Enrolment and Passing	Subjects/ Specialisation	Percentage of Marks*
* In case of CGPA/SGPA/OGPA etc. system, convert the same into percentage, based on the formula adopted by the University/ Institute.						
20.	Proficiency Speed in Computer typing (For Post Code - PC01, PC02 & PC03) English_____ w.p.m. /Hindi_____ w.p.m.					
21.	(a) Short-hand Speed (For Post Code PC 04) – English _____ w.p.m./Hindi _____ w.p.m. (b) Typewriting Speed (For Post Code 04) - English_____ w.p.m./ Hindi _____ w.p.m.					

22.	Medium of written examination (Hindi or English) and typewriting test (Hindi or English)					
23.	Experience, starting from the present employment: <i>(Furnish a resume of work done with supporting documents, if any, separately)</i>					
	Name and address of the employer	Post held	Period from	Period to	Permanent/ Temporary	Salary & Grade
24.	Any other relevant information (Attach additional sheets)					
25.	List of enclosures: Please enclose all passing certificates and mark sheets from class 10 th and onwards.					

UR–Unreserved, OBC–Other Backward Class, SC–Scheduled Caste, ST–Scheduled Tribe, PWD–Person with Disability

DECLARATION

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. I am aware that, if at any time I am found to have concealed/distorted any material information, my appointment is liable to be summarily terminated without notice.

PLACE:

DATE:

(SIGNATURE OF CANDIDATE)

Name _____

Address _____

Tel No. _____

E- Mail _____