

**NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND INFORMATION RESOURCES**  
(Council of Scientific & Industrial Research)  
**Dr. K. S. KRISHNAN MARG, PUSA CAMPUS, NEW DELHI -110 012**  
([www.niscair.res.in](http://www.niscair.res.in))

**Advt No: 2/XI/2009**

**Last Date of Submission: 31.12.2009**

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 30<sup>th</sup> 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 on NISCAIR Website <http://www.niscair.res.in> regarding qualifications, subjects, fields of specializations and job requirements etc. prescribed for each position and then fill up the online application form carefully. Applications received electronically followed by hard copy attached with all relevant documents thereof, will be entertained. However, those have already submitted their applications against the previous advertisement number 2/V/2009 issued during the month of September, 09 in various national dailies need not submit again their fresh applications for these post(s).

<b>Name of post</b>	<b>Number of posts</b>	<b>Scale of pay</b>	<b>Age limit</b>
Technical Gr.III (I)	08 posts (UR-4, OBC-2, SC-1 and ST-1)	PB-2: Rs.9300-34800 Grade Pay Rs.4200/- (plus usual allowances as admissible to Council employees)	28 years

Complete details including downloadable application form are available at [www.niscair.res.in](http://www.niscair.res.in)

**The post-wise details are as under:**

<b>Post Code &amp; Category</b>	<b>Name and No. of post(s)</b>	<b>Area/ Field</b>	<b>Essential Qualification</b>	<b>Desirable Qualification</b>	<b>Job Requirement</b>
<b>01.</b> [UR]	Technical Group III(1)-01(One)	Printing Technology	1 <sup>st</sup> Class Diploma in (Printing Technology) of 3years full time duration or its equivalent	1. Knowledge of DTP software 2. Knowledge of Photoshop, Corel draw etc	Application of software such as colour correction; imposition of DTP pages and creating PDF for CtP.  Technical assistance in operation of computerized offset print machine and supervision of multi colour printing jobs; maintaining schedule and quality.
<b>02.</b> [UR]	Technical Group III(1)-01(One)	Electrical	1 <sup>st</sup> Class Diploma in (Electrical Engineering) of 3years full time duration or its equivalent	Knowledge in internal/ external electrification and maintenance of office building / residential housing complex and preparation of estimates, bills and recording of measurements in MBs.	Day -to-day maintenance and preventive maintenance of services such as internal , external , electrification, sub-station, lifts, air-conditioning systems, pumps and fire fighting & alarm system in residential / office building; preparation of estimates, day-to-day supervision of works; recording of measurements and preparation of bills
<b>03.</b> [UR]	Technical Group III(1)-01(One)	Library and Information Science	1 <sup>st</sup> Class B.Lib.Sc. or equivalent.	1. B. Sc (Sci) 2. Knowledge of Computer Applications 3. Knowledge in S&T databases	Library operations; Literature search; Data processing and management
<b>04.</b> [1-UR, 1-ST]	Technical Group III(1)-02(Two)	Sales & Marketing	1 <sup>st</sup> class B.Sc or equivalent	1. Knowledge of handling/marketing scientific publications	Sales and marketing of scientific publications. Management of dispatch/distribution and inventory management of publications.
<b>05.</b> [OBC-1]	Technical Group III(1)-01(One)	Library and Information Science	1 <sup>st</sup> Class B.Lib.Sc. or equivalent	1. B. Sc (Sci) 2. Knowledge of Computer Applications 3. Knowledge in S&T databases	Indexing, abstracting, classification, editing for abstracting publications; literature search; data processing and management.

<b>06.</b> [OBC-1]	Technical Group III(1)-01(One)	Art & Graphics	1 <sup>st</sup> class Diploma in Engg./ Tech. (Fine/Commercial Arts of 3 years full time duration)	1. Knowledge of Computer Applications, Corel Draw, Photoshop, Pagemaker, M.S Word etc. 2. Knowledge of designing publications	Cover designing and specialized layout of various kinds of publications. Drawing technical and creative illustration.
<b>07.</b> [SC-1]	Technical Group III(1)-01(One)	IT/Computer Science	1 <sup>st</sup> Class Diploma in Engg. /Tech. (Computer Science, information Technology, Electronics & communication) of 3years full time duration or its equivalent	1. Knowledge of network hardware technologies (Routers, Switches, Firewall etc) 2. Ability to monitor & trouble shoot LAN/WAN and TCP/IP issues	WAN/LAN installations; monitoring of network resources to provide secure and reliable network access; administer network and server security processes; network trouble-shooting; imparting training etc;

**UR–Unreserved, OBC–Other Backward Class, SC–Scheduled Caste, ST–Scheduled Tribe**

**GENERAL INFORMATION AND CONDITIONS**

**1 Benefits under Council Service:**

- a) The posts will carry usual allowances as admissible to CSIR employees at New Delhi. Council accommodation will be allotted as per priority which is to be reckoned from the date of joining / availability; in that case HRA will not be admissible.
- b) Candidates on appointment will be governed by new pension scheme of Central Government effective from 01-01-2004. However, candidates working prior to 01-01-2004 in other Government departments / autonomous bodies / PSUs / Central Universities having pension scheme of GOI pattern and apply through proper channel, if selected, will continue to be governed by CCS (Pension) rules, 1972.
- c) Benefits such as reimbursement of Medical Expenses, Leave Travel Concession, Conveyance Advance and House Building Advance are available as per Rules of CSIR.

**2. Relaxations :**

- a) Upper age limit is relaxable up to 5 years for SC/ST and 03 years for OBC as per Government of India orders issued from time to time in this regard. Relaxation in upper age limit for Ex-serviceman will be applicable as per GOI rules.
- b) SC/ST/OBC candidates are required to produce attested copy of community certificate in the prescribed format along with the Application. For the purpose of age **relaxation belonging to OBC category, the candidate should not belong to the creamy layer.**
- c) Relaxation in the upper age limit up to 5 years will also be permissible for the persons who had ordinarily been domiciled in the Kashmir Division of the State of J&K during the period of 01.01.1980 to 31.12.1989 subject to production of a certificate from the District Magistrate in the Kashmir Division within whose jurisdiction he/she had ordinarily resided OR from any other authority designated in this behalf by the Government of J&K State to the effect that he/she had ordinarily been domiciled in the Kashmir Division of State of J&K during the period from 01.01.1980 to 31.12.1989.

- d) Relaxation in the upper age limit up to a maximum of 10 years is permissible in case of candidates belonging to Persons With Disability (PWD). For candidates belonging to SC/ST/OBC who are Persons With Disability (PWD), the maximum age relaxation of 10 years permissible for Persons With Disability (PWD) shall be in addition to the age relaxation provided to SC/ST/OBC.

### 3 **General Conditions / Information:**

- a) The qualifications prescribed should have been obtained through recognized Universities/Institutions.
- b) The numbers of vacancies indicated are provisional and may vary.
- c) The date for determining upper age limit and qualifications shall be the closing date prescribed for receipt of the applications.
- d) Applications from employees of Council/ Government Departments/Autonomous Bodies/Public Sector shall be considered only if forwarded through proper channel and certified by the employer that the applicant will be relieved within one month of the receipt of the appointment orders, if selected.
- e) Persons With Disability (PWD): only such persons would be eligible for reservation that suffered from not less than 40 per cent of relevant disability and submit the Permanent Disability Certificate from the Competent authority.
- f) Candidate belonging to SC/ST / Persons With Disability (PWD) category and regular employees of CSIR are exempted from payment of application fee.
- g) 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 NISCAIR. Any enclosure received separately subsequent to the receipt of the application cannot be linked therewith. No representation in this regard will be entertained.
- h) Incomplete application (i.e. without photograph, without attested copies of educational certificates/experience certificate, unsigned, blank columns, etc) will not be entertained.

### 4. **How to Apply**

**To apply, the applicants must fill in the online application form available at NISCAIR website [www.niscair.res.in](http://www.niscair.res.in). Applications received electronically followed by hard copy attached with all relevant documents thereof, will be entertained. However, in case of non-availability of online submission, application received in hardcopy will also be accepted.**

Print out of duly filled online application form complete in all respects and supported by attested copies of certificates in proof of educational qualifications, date of birth, caste, experience, passport size photograph, etc. along with an application fee (except SC, ST, PWD and regular employees of CSIR) of **Rs.100/-** (Rupees One hundred only) in the form of crossed Demand Draft valid for at least 6 months in favour of **Director, NISCAIR, payable at New Delhi** should be sent in a sealed cover superscribed with "*Application for the post of Technical Group III(1)* (Post Code and Category) to: The Controller of Administration, National Institute of Science Communication and Information Resources (NISCAIR), Pusa Campus, Dr. K S Krishnan Marg, New Delhi – 110012, so as to reach on or before: **31.12.2009**.

5 **Mode of Selection:**

- a) The prescribed essential qualifications are bare minimum and mere possession of same does not entitle a candidate to be called for test/interview. The duly constituted Screening Committee will adopt its own criteria like test, etc., if required, for short-listing the candidates to be called for interview. Only those candidates, who are in the opinion of the Institute, suit the Institutional requirements will be called for test/interview. The candidate should, therefore, mention in the application all the possessed qualifications and experience in the relevant area over and above the minimum prescribed qualification supported with documents.
  - b) Candidate should 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.
  - c) The period of experience in the requisite discipline/area of work wherever prescribed shall be counted after the date of acquiring the prescribed minimum educational qualifications required for that post.
  - d) Only outstation candidates who will found eligible and called for test/interview will be paid to and fro single second class rail / ordinary bus fare from the actual place of undertaking the journey or from the normal place of his/her residence whichever is nearer to the place of the test/interview, as per rules, subject to production of original tickets / receipts.
- 6 Canvassing in any form or bringing of any influence, political or otherwise, will be treated as a disqualification.
- 7 The decision of the NISCAIR/CSIR in all matters relating to eligibility, acceptance or rejection of applications, mode of screening/selection shall be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual.
- 8 **No. Interim inquiry or correspondence will be entertained.**

**Controller of Administration**

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**APPLICATION FORMAT FOR ADVT No. 2/XI/2009**

Affix your recent  
 passport size  
 photograph duly  
 attested by a  
 Gazetted Officer

All the columns are to be filled neatly either in capital letters or should be typewritten.

[Use only A4 size paper for the format and enclosures] [Please (✓) in the appropriate box]

1.	Advertisement No.	:			
2.	Name of the post applied for	:			Code <input type="text"/> <input type="text"/>
3.	DD Details	:	<u>Number</u>	<u>Date</u>	<u>Amount (Rs.)</u>
4.	Name of the Applicant <i>(in block letters)</i>	:			
5.	Sex	:	Male <input type="checkbox"/> Female <input type="checkbox"/>		
6.	Postal Address	:			
			PIN: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
7.	Contact Details	:	Ph. No.		
			e-mail :		
8.	Permanent Address	:			
			PIN: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
9.	Nearest Railway Station	:			

10.	Date of Birth		DD	M	Y				
11.	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
12.	Are you a citizen of India by birth and/or by domicile	:	Yes <input type="checkbox"/>	No <input type="checkbox"/>					
13.	Religion	:							
14.	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"/>		
15.	Father's /Husband's name	:							
16.	Are you related to any NISCAIR/CSIR employee, if so please state:								
	Name	Designation	Name of the Lab Where working			Relationship			
17.	Particulars of all examinations passed and degrees and technical qualifications obtained at the university or other places of higher technical education (commencing with the Matriculation or equivalent examination) :								
	Sl. No.	Examination/Degree/Diploma	Name of College/Institution/University	Year of passing	Subjects Specialization	/	Percentage of Marks		
18.	Professional training, if any :								
19.	Have you been outside India? If so, give the following details:								
	Country visited	Date of visit	Duration of visit	Purpose of visit					
20.	Experience, starting from the present employment: (Furnish a resume of work done with supporting documents, if any, separately)								
	Name and address of the employer	Post held	Period from	Period to	Permanent/Temporary	Salary & Grade			

21.	Are you under any bond/contractual obligation to serve central/State Government/PSU/Autonomous or any other body? If yes, give details:					
22.	Joining time required from date of offer of appointment, if selected	:	Minimum :			
			Maximum :			
23.	References:					
	<i>The referees should be residents of India and holders of responsible positions. They should be intimately acquainted with the applicant's character and work but must not be the relative of the applicant. If the candidate is in employment he should either give his present / most recent employer / immediate superior as a referee or produce a testimonial from him in regard to the candidates fitness for the post for which he is an applicant :</i>					
		Name	Occupation/position	Address		
	(1)					
	(2)					
(3)						
24.	Any other relevant information (Attach additional sheets)					
25.	List of enclosures:					
	(1)		(4)			
	(2)		(5)			
	(3)		(6)			

**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.

I have informed my employer in writing that I am applying for the above post (in case of candidate who are already employed) and shall produce the no objection certificate at the time of attending the interview/test, if called, and relieving order at the time of joining NISCAIR, if selected.

PLACE:

DATE:

(SIGNATURE OF CANDIDATE)