



CSIR-Indian Institute of Chemical Technology
Uppal Road, Tarnaka, Hyderabad - 500 007
Telangana State, India



Advertisement No. 03/2021 Dated 09-07-2021

Date of commencement of online applications : 09-07-2021
Last date for receipt of online applications : 08-08-2021
Last date for receipt of hard copy applications : 23-08-2021

CSIR-Indian Institute of Chemical Technology, Hyderabad (CSIR-IICT) is a Premier Research Institute under the aegis of Council of Scientific & Industrial Research (CSIR), an autonomous body under Ministry of Science & Technology, Government of India. CSIR-IICT is a multi-disciplinary Institute with proven strengths in Organic Chemistry (drugs, agrochemicals and industrial organics), Inorganic & Physical Chemistry including Catalysis, Lipid Science & Technology, Organic Coatings & Polymers, Chemical Biology, Chemical Engineering and Design Engineering.

Government strives to have a workforce which reflects gender balance and Women candidates are encouraged to apply

CSIR-IICT invites **ONLINE APPLICATIONS** from Indian Nationals only for filling up of the following posts, as per details given below:

Post Code	Name of the post & Category	Total No. of posts & Reservations	Pay Matrix (7th CPC)	Essential Qualification & Age
JSA01	JUNIOR SECRETARIAT ASSISTANT (GEN)	Eight (08) posts [UR-5, OBC-2, ST-1]	Level - 2, Cell-1	10+2/XII or its equivalent and proficiency in computer typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi.* Age limit: 28 years. #
JSA02	JUNIOR SECRETARIAT ASSISTANT (F&A)	Five (05) posts [UR-2, EWS-1, OBC-1, SC-1]	Level - 2, Cell-1	10+2/XII or its equivalent with Accountancy as a subject and proficiency in computer typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi.* Age limit: 28 years. #
JSA03	JUNIOR SECRETARIAT ASSISTANT (S&P)	Five (05) posts [UR-2, EWS-1, OBC-2]	Level - 2, Cell-1	10+2/XII or its equivalent and proficiency in computer typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi.* Age limit: 28 years. #

* 35 w.p.m. in English / 30 w.p.m. in Hindi correspond to 10500 KDPH/ 9000 KDPH on an average of 5 key depressions for each word. Time allowed is 10 minutes, which is qualifying test.

Total Emoluments ₹ 29,000/- (approx.) on minimum pay of the level including House Rent Allowance in Class 'X' City.

#Please see age relaxation under Age Limit & Relaxations (General Information & Conditions).

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

Sd/-
Sr. Controller of Administration

Job Requirement:

Candidates are required to provide assistance in the functions of General Administration/Finance & Accounts/Stores & Purchase any other duties as assigned by the authorities from time to time.

General Information and Conditions:-

1. Benefits under Council service:

- a. 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. Council employees are eligible for accommodation of their entitled type as per CSIR allotment rules. If accommodation is allotted, HRA will not be admissible.
- b. In addition to the emoluments, benefits such as reimbursement of Medical Expenses, Leave Travel Concession and House Building Advance, etc., are applicable to CSIR employees from time to time.
- c. All New Entrants will be governed by the **“National Pension System”** based on defined Contributions for new entrants, as adopted by CSIR for its employees. However, persons selected from other Government Departments/Autonomous Bodies/Public Sector Undertakings/Central Universities joined before 01-01-2004 and having Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e., CCS (Pension) Rules, 1972, as per rules.

2. Other conditions:

- a. The applicant must be a citizen of India.
- b. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on last date of receipt of the hard copy of applications. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post as on last date of receipt of the applications. **Enquiries asking for advice as to eligibility will not be entertained.**
- c. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for written/typing test. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. The candidate should therefore, mention in the application all

qualifications and experience in relevant area over and above the minimum prescribed qualification, supported with documents.

- d. The candidates should indicate their option for the taking the examination / typing test either in Hindi or English medium. Candidates will be allowed to take the examination /typing test only in the medium they have opted for. If any candidate does not indicate the medium, the option will be deemed to be for English medium.
- e. The hard copy of the application should be accompanied by self attested copies of the relevant educational qualification, experience etc. The prescribed qualifications should have been obtained through recognized Universities / Institutions etc. Incomplete applications or applications without enclosures / documents received **are liable to be rejected.**
- f. As the Screening of applications will be done on the basis of information furnished in the Online application form by the applicants, it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong / false information will be a disqualification and CSIR-IICT will **NOT** be responsible for any of the consequences of furnishing such wrong/false information.
- g. 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 decision of the Director, CSIR-IICT with regard to equivalence of qualification(s) and about recognition of Universities/Institutes shall be final and binding.
- h. Persons with Benchmark Disabilities (PwBD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- i. j. 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.
- j. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post.

- k. CSIR-IICT reserves the right not to fill-up the post(s), if it so desires. The number of vacancies indicated above is provisional and may increase or decrease at the time of actual selection.
- l. The decision of the **Director, CSIR-IICT/CSIR** in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination will be final and binding on the candidates.
- m. The selected incumbents will be posted in CSIR-IICT. But they can be transferred to any of the Labs/Institutes anywhere in India.
- n. Canvassing in any form and / or bringing any influence political or otherwise will be treated as disqualification for the post.
- o. Date of written test/typing test or any other updates as the case may be will be displayed on CSIR-IICT website. Candidates are requested **to have an active email ID till completion of this recruitment process** for receiving updates in connection with the present advertisement, including call letter(s).
- p. The selected candidates will be on probation for a period of two years from the date of taking over charge of the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of probationary period, they will be considered for confirmation in accordance with the extant rules.
- r. The selected candidates will not be permitted to apply for appointment elsewhere during the probationary period and if they have applied for any posts in any other organization before joining, they have to intimate the details of such applications, immediately on joining the Institute.
- s. The recruitment for the above posts is governed by the **“CSIR Administrative Services Recruitment & Promotion (ASRP) Rules, 2020”** as amended from time to time. Hence all other terms and conditions not stipulated herein will be applicable as per the said Recruitment Rules.
- t. Ex-Servicemen should enclose an attested copy of Discharge Certificate along with the hard copy of the application while submission.
- u. **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**

3. Age Limit and Relaxations :

- a. The upper age limit is 28 years as on the last date for receipt of online application i.e., **08-08-2021**.
- b. There is no age limit for Departmental candidates (CSIR employees).
- c. The upper age limit is relaxable upto 05 years for SC/ST and 03 years for OBC as per Government orders in force, **and only applicable to those cases where the posts are reserved for respective categories.** The candidates should produce **relevant caste/category certificate** in the prescribed **Government of India (GoI) format** signed by the specified authority at the time of test. The OBC candidate should produce the latest non creamy layer (NCL) certificate in the prescribed format valid for appointment of posts under the Central Government, issued within last one year.
- d. As per GOI provisions, age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands, who are not remarried, the upper age limit is relaxable up to the age of 35 years. The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence:
 - i) In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
 - ii) In case of divorced Women and Women judicially separated from their husbands, 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 that they have not remarried since.
- e. Persons claiming reservation under Economically Weaker Sections (EWS) are required to produce Latest Certificate on Income and Asset Certificate in the prescribed format as per **Annexure – I** issued by a Competent Authority. The crucial date for submitting income & asset certificate by the candidate shall be the closing date for receipt of online application(s), i.e., **08.08.2021**.

f. **Age relaxation to Persons with Benchmark Disability (PwBD):**

Age relaxation of 10 [Ten] years for Unreserved [15 years for SC/ST and 13 years for OBC candidates as per rules] in upper age limit shall be allowed to Persons suffering from the following benchmark disabilities as per GOI instructions:

- (i) blindness and low vision;
- (ii) deaf and hard of hearing;
- (iii) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- (iv) autism, intellectual disability, specific learning disability and mental illness;
- (v) multiple disabilities from amongst persons under clauses (i) to (iv) including deaf-blindness

The persons claiming age relaxation under this category 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 possessing latest Disability Certificate issued by Medical Board duly constituted by Central or State Government as prescribed by Govt. of India.

- g. 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.
- h. It may be noted that the appointments to these posts shall be provisional and subject to the verification of caste certificates & educational certificates through proper channels. If the verification reveals that the claim of the candidate is false OR it reveals that the claim of the candidate belong to creamy layer is false, his / her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provision of the Indian Penal Code for production of false certificate.

4. Mode of Selection :

The candidates fulfilling all necessary eligibility criteria as recommended by the Screening Committee will be invited for open competitive written examination and typewriting test on Computer.

The proficiency in computer typing speed and in using computer will only be qualifying in nature, the final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing.

For these posts, there will be two papers (Paper – I and Paper -II). The Second paper will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper. The Final merit list will be prepared on the basis of marks obtained by the candidates in Paper-II.

The syllabus for the written test is given below.

Syllabus for the post of Junior Secretariat Assistant [Gen./F&A/S&P] :

Mode of Examination	OMR Based or Computer Based Objective Type Multiple Choice Examination.
Medium of Questions	The questions will be set both in English and Hindi except the questions on English Language.
Standard of exam	Class XII
Total No. of Questions	200
Total Time Allotted	2 hours 30 minutes

Paper –I (Time Allotted – 90 minutes)

Subject	No. of questions	Maximum Marks	Negative Marks
Mental Ability Test*	100	200 (two marks for every correct answer)	<u>There will be no negative marks in this paper.</u>

* Mental Ability Test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning Problem Solving, Situational Judgement, etc.

Paper –II (Time Allotted – 1 hour)

Subject	No. of questions	Maximum Marks	Negative Marks
General Intelligence	50	150 (three marks for every correct answer)	One negative mark for every wrong answer
English Language	50	150 (three marks for every correct answer)	One negative mark for every wrong answer

5. How to apply :

Candidates are advised to go through carefully the instructions placed on website for online filling of the application.

- a. Eligible candidates are required to apply **ONLINE** through our website <http://www.iict.res.in> and send the **HARD COPY** of the application as stated below:

- Candidates need to note down Application No., for future communication.
- Take a print out of online application, sign and send the same along with self attested copies of mark sheets, certificates, other testimonials, etc., so as to reach CSIR-IICT, Hyderabad on or before the prescribed deadline.
- Online application of the candidates whose hard copies are received after the due date will be summarily rejected.

- b. Online application will be available on our website <http://www.iict.res.in> (Opens on 09.07.2021 (Friday) from 09.30 A.M., and Closes on 08.08.2021 (Sunday) at 06.00 P.M.

- c. Candidates are required to remit the application fee of **Rs.100/- (Rupees One Hundred only) separately for each post** in favour of "Director, CSIR-IICT" through online payment system only viz., **SB Collect by using the following link:** <https://www.onlinesbi.com/sbicollect/icollecthome.htm>

(Telangana → Govt. Department → Indian Institute of Chemical Technology → Application Fee for Recruitment)

The candidates are required to generate acknowledgement of remitted application fee from the online payment system, containing UTR Number/Transaction Number, Transaction Date and the same is required to be attached along with the hard copy of online application.

The following details must be filled up on back side of printed copy of generated acknowledgement of remitted application fee (i) **Candidate's Name,** (ii) **Application No** (iii) **Candidate's Category** (iv) **Post Code Applied For.**

The candidates belonging to SC/ST/PwBD/Women/CSIR Employees are exempted from payment of application fee.

- d. Candidates who want to apply for more than one post may submit separate application form for the same indicating the Post Code of the post along with all requisite documents and application fee subject to fulfilling all eligibility criterion attached to each individual post code. Candidates should clearly

- e. **Candidates should keep a copy of the application print-out and payment details, if any, for their record. Print-out of application and payment details will not be available after the last date of Online Application.**
- f. Any change/edit in the application form after the finally submission of online application will not be considered by this Institute.
- g. Only a single application will be entertained from each candidate for each postcode. In case a candidate submits multiple online applications for a single postcode with different email IDs, only the latest completed application will be considered.
- h. **HARD COPY SUBMISSION:** The computer generated application (Print-out) duly signed by the candidate and accompanied with self-attested copies of attachments as given in Point No. 6 should be sent in an envelope superscribed “**APPLICATION FOR THE POST OF _____**”, **POST CODE _____**” so as to reach the **Section Officer, Recruitment Section, CSIR-Indian Institute of Chemical Technology, Uppal Road, Tarnaka, Hyderabad – 500 007, Telangana on or before 23.08.2021.**
- i. 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.
- j. Applications from employees of Government Departments will be considered only if forwarded through proper channel with a vigilance clearance certificate and a certificate from the employer that the applicant, if selected will be relieved within one month of the receipt of the appointment orders on immediate absorption basis. However, advance copy of the application may be submitted before the closing date. Applications routed through proper channel should reach the **Section Officer, Recruitment Section, CSIR-Indian Institute of Chemical Technology, Uppal Road, Tarnaka, Hyderabad-500 007** at the earliest.
- k. 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-IICT, Hyderabad.
- l. **Incomplete applications (i.e. unsigned, without photograph/ application fee/ applicable certificates/marks sheets/testimonials etc.) will be summarily rejected.**

6. Following documents must be attached to the hard copy of the application:

- a. Signed copy of printed Online Application Form.
- b. Copy of acknowledgement of remitted application fee, where applicable.
- c. One recent Passport Size Coloured photograph (same as uploaded on online application) pasted on the form and signed across in full.
- d. Self Attested photocopy of Date of Birth Certificate.
- e. Self Attested photocopies of educational qualifications certificates/marks sheets.
- f. Self Attested photocopies of experience certificates, if any.
- g. Latest PwD certificate, in the prescribed **Government of India (GoI)** format signed by the specified authority, if applicable.
- h. Latest EWS certificate, in the prescribed format signed by the specified authority, if applicable.
- h. No Objection Certificate from the present employer, if applicable.
- i. Any other relevant certificate.

Date of commencement of online applications	: 09.07.2021
Last date for receipt of online applications	: 08.08.2021
Last date for receipt of hard copy of applications	: 23.08.2021

Note: Any further information regarding the Advertisement like date, time and venue of tests, addendum / corrigendum or any variation in number of post /cancellation of post etc. will be made available through CSIR-ICT website <http://iict.res.in> only. Therefore, the candidates are advised to keep a regular watch accordingly.

**Sd/-
Sr. Controller of Administration**