



सीएसआइआर-खनिज एवं पदार्थ प्रौद्योगिकी संस्थान
CSIR-INSTITUTE OF MINERALS AND MATERIALS TECHNOLOGY
भुवनेश्वर /BHUBANESWAR – 751013

विज्ञापन संख्या /Advertisement No.04/2024, दिनांक /Date:00.00.2024

Date of commencement of online application	:	00-00-2024
Last date for closing of online application	:	00-00-2024
Last date for receipt of hard copy application	:	00-00-2024

Opportunities for an Exciting Career in Administrative Support Services in a premier R&D Institute

CSIR-Institute of Minerals & Materials Technology (CSIR-IMMT), Bhubaneswar, is a premier National Institute of the Council of Scientific and Industrial Research (CSIR) engaged in multidisciplinary R&D for sustainable development of mineral and material resources.

This Institute invites **Online** applications from bonafide eligible Indian citizens having excellent academic record, motivation, aptitude, domain knowledge, for the following positions: -

Post Code	Name of the Post	No. of posts and reservation status	Upper AgeLimit	Pay Level & PayMatrix in 7 th CPC
SA	Security Assistant/ Watch & Ward Assistant		28 years	Pay Level-6 (35400-112400)
JSTE	Junior Stenographer		27 years	Pay Level-4 (25500-81100)
xyz	Xyz			

THE ESSENTIAL, DESIRABLE QUALIFICATIONS, EXPERIENCE REQUIRED, JOB REQUIREMENTS AND SELECTION PROCEDURE FOR THE ABOVE POSTS, AS PER POST CODE, ARE AS UNDER:

Post Code	Name & No. of Posts, Reservation status & Upper Age limit not exceeding ##	Pay Level, Pay Matrix & Total Emoluments #	Essential Qualification	Desirable qualification:
SA	Security Assistant/ Watch & Ward Assistant (UR-01) Age-28 years	Pay Level-6 (₹ 35,400 - 1,12,400/-)	Ex-servicemen, JCO in Army or other Paramilitary Forces with five years experience in the work of security.	Good verbal communication in Hindi & English and written communication skill with knowledge of computers and modern fire-fighting and security monitoring systems.
JSTE	Junior Stenographer 03-Posts (UR-03) Age-27 years	Pay Level-4 ₹ 25500-81100	10+2/XII or its equivalence and proficiency in stenography in English at the speed of 80 w.p.m in 10 minutes.	Knowledge of Hindi Stenography, Hindi Typing, working knowledge in computer, preferably Ms-Office, Ms-Word, Ms-Excel, Power Point after fulfilling essential qualification.
xyz	xyz	xyz	Xyz	xyz

Total emoluments means approximate gross pay on minimum of scale including House Rent Allowance as applicable to the city of Bhubaneswar, (Odisha), India as per rules.

Age relaxation as admissible under the rules will be applicable to certain categories of candidates.

JOB REQUIREMENTS:

For the Post of Security Assistant/ Watch & Ward Assistant: To be responsible for day-to-day security of the office premises and campus, Guest House, Scientist Apartments/ Staff Quarters, Establishment, etc. of CSIR-IMMT, Bhubaneswar and handling other related tasks like intelligence, vigilance, fire-fighting and safety standards of estate & building, round the clock vigil, regulation of movement of persons and goods to and from the Institute Campus, etc., liaison with local Police & other authorities, audit, security contract, supervising and controlling the security personnel who will be deployed for security duty, maintenance of records, besides any other work as and when assigned by the Competent Authority.

For the Post of Jr. Stenographer: To perform secretarial / stenographic, typing and any other official/ administrative work as and when assigned by the Competent Authority.

The cut-off date for determining the upper age limit, qualification and / or experience shall be the closing date prescribed for submission of ONLINE application i.e. 00-00-2024.

1. BENEFITS UNDER COUNCIL SERVICE:

- a) The 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 also eligible for accommodation of their entitled type as per CSIR Residence Allotment Rules depending upon availability in which case HRA will not be admissible.
- b) In addition to the emoluments indicated above, benefits such as applicability of New Pension Scheme 2004, reimbursement of Medical Expenses, Leave Travel Concession, Conveyance Advance and House Building Advance are available as applicable to Council employees.

2. GENERAL INFORMATION AND CONDITIONS:

- a. The applicant must be a citizen of India.
- b. All applicants must fulfill the essential requirements i.e. age, essential qualification and experience of the post and other conditions stipulated in the advertisement as on the last date of submission of **ONLINE** application. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the posts as on the last date of submission of online application. **No enquiry asking for advice as to eligibility will be entertained.**
- c. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for **physical test/proficiency test in Stenography/Type test/Written test or appointment**. 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.
- d. **Application should be accompanied by self-attested copies of all certificates, mark-sheets, experience certificates and testimonials in support of relevant educational qualification and relevant experience, etc., issued by the degree awarding institutions and organizations. The prescribed qualifications should have been obtained through recognized Universities/Institutions etc.**
- e. In respect of 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 attach copy of order/letter in this regard and upload the same while applying for the post, indicating the Authority (with number and date) under which it has been so treated, otherwise application is liable to be rejected.
- f. 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 uploaded.
- g. Candidate must ensure that he/she possesses the essential educational qualification/technical qualification/experience in the relevant areas as required for the post, for which he/she is applying, on the last date of submission of ONLINE application.
- h. All the candidates should possess the minimum essential educational qualifications and experience as per advertisement should invariably mention those higher qualifications in the application.

- i. Persons with **Benchmark** disabilities (PWD), (Divyang) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- j. The posts will be governed by the New Pension Scheme applicable w.e.f. 01.01.2004 as notified by the Government of India and adopted by CSIR vide their letter No.17/68/2001-E. II dated 23.12.2003/ No. 5-1(49)/2008-PD dated 18.08.2022 or as amended from time to time and other instructions issued on the subject.
- k. Any discrepancy found between the information given in application and as evident in original documents at the time of verification of documents, will make the candidate ineligible for the post.
- l. The number of vacancies indicated against the Post Code is provisional and may increase or decrease at the time of selection.
- m. The selected incumbents will be posted in CSIR-IMMT. But they can be transferred to any of the Labs/Institutes/centers/field stations of CSIR-IMMT/CSIR anywhere in India. The decision of the Director, CSIR-IMMT in all matters relating to eligibility, acceptance or rejection of application, mode of selection, conduct of examination/ physical test/proficiency test/type test/written test, as applicable, venue for test and not to fill up all or any of the posts will be final and binding on the candidates and no interim inquiry or correspondence will be entertained in this connection from any individual or his/her agency.
- n. Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post.
- o. NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.

3. AGE LIMITS (AS ON LAST DATE OF ONLINE APPLICATION i.e. 00-00-2024):

For Security Assistant/Watch & Ward Assistant: 18-28 years i.e. Candidates born not before **00-00-0000** and not later than **00-00-0000** are eligible to apply. Relaxation in age limit for Ex-servicemen/SC/ST/OBC candidates, as prescribed by the Govt. of India (GOI) from time to time will continue to be operative. The date of determining the upper age limit shall be the closing date prescribed for receipt of Online Application i.e. **00-00-0000**.

For Junior Stenographer: 18-27 years i.e. Candidates born not before **00-00-0000** and not later than **00-00-0000** are eligible to apply.

For Junior Secretariat Assistant (Gen):18-28 years i.e. Candidates born not before **00-00-0000** and not later than **00-00-0000** are eligible to apply.

RELAXATIONS:

- a. The upper age limit is relaxable up to 05 years for SC/ST and 03 years for OBC as per Government of India orders in force only in those cases where the posts are reserved for respective categories, on production of relevant certificate in the prescribed format signed by the specified authority at the time of test/verification.
- b. There is no age limit for CSIR employees provided that they possess the prescribed essential educational qualification and experience.
- c. As per Govt. of India 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 up to 38 years for members belonging to 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:
 - 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/decree of the appropriate Court to prove the fact of divorce or judicial separation, as the case may be, with an Affidavit in respect of divorced Women and they have not remarried since.
- d. Age relaxation to Persons with Benchmark Disabilities (PWD): Age relaxation of 10 years (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

Persons claiming age relaxation under this sub-para would be required to produce a certificate in the 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.

- e. SC/ST/OBC/EWS/PWD candidates are required to produce a copy of the certificate in the prescribed format issued recently by the specified authority at the time of **document verification**. candidates should ensure to produce valid certificates for appointment to posts under the Central Government.
- f. Persons claiming reservation under Economically Weaker Sections (EWS) are required to produce valid certificate on Income and Asset in the prescribed format 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).

4. **Mode of Selection:**

- a. Mode & Scheme of examination for the post of Security Assistant/Watch & Ward Assistant is attached at **Annexure-A**.
- b. Mode & Scheme of examination for the post of Junior Stenographer is attached at **Annexure-B**.
- c. Mode & Scheme of examination for the post of Junior Stenographer is attached at **Annexure-C**.
- d. The prescribed essential qualifications are the minimum and mere fulfillment of educational qualifications and advertised criteria does not entitle a candidate to be called for physical test/Proficiency test in stenography/type test/written test, as applicable. CSIR-IMMT may adopt its own criteria for short-listing the candidates and only those candidates who, in the opinion of the Institute, suit the Institutional requirement, will be called for **Physical Test/proficiency test in Stenography/ type test/written test/ Personality Assessment Test**, as applicable. The candidate should, therefore, mention in the application all the qualifications, **division, full marks, marks secured, %age marks without extra-optional beginning from 10th / SSC onwards** and experience, in the relevant area over and above the minimum prescribed qualifications, supported with documents.
- e. In the event of number of applications being large, CSIR-IMMT may adopt short listing criteria to restrict the number of candidates to be called for Proficiency test in Stenography /written test to a reasonable number by any or more of the following methods: -
- I. On the basis of higher educational qualifications than the minimum prescribed in the advertisement after satisfying essential qualification.
 - II. On the basis of marks obtained in the academic qualification.
 - III. Any other methodology as deemed fit by IMMT.
- f. Screening of applications will be done prima facie on the basis of documents and information furnished by the candidates. If at any subsequent date it is found that the candidates do not fulfill the eligibility criteria, their candidature shall be cancelled without assigning any reason whatsoever.

- g. The candidates as recommended after screening will be invited for a physical test/Proficiency test in Stenography/type test/written test, as the case may be. The sequence/order of conducting Tests will be notified separately.
- h. All the tests will be conducted in Bhubaneswar. However, it can be conducted in any city or cities in India as may be decided by CSIR-IMMT.

6. Resolution of tie:

If there will be a tie in the merit list between/amongst the candidates, then tie will be resolved in the following order of precedence (ascending order), till tie is resolved:

For the post of Security Assistant/ Watch & Ward Assistant:

- a) Candidate with higher marks in the papers of concerned subject/trade placed higher.
- b) Candidate with lesser negative marks, if applicable, in the papers of concerned subject/trade of Written Test placed higher,
- c) Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of written test placed higher,
- d) Date of Birth, with older candidate placed higher,
- e) Candidate acquiring Essential Degree earlier placed higher,
- f) Alphabetical order in which first names of the candidates appear.

For the posts of Jr. Stenographer/Jr. Secretariat Assistant (Gen):

- a) Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of written test placed higher,
- b) Date of Birth, with older candidate placed higher,
- c) Candidate acquiring Essential Degree earlier placed higher,
- d) Alphabetical order in which first names of the candidates appear.

7. How to Apply:

- a. Eligible candidates are required to apply **ONLINE through the website of (www.immt.res.in)**. **No other mode of application** will be considered. The link for ONLINE APPLICATION will be available on the website of CSIR-IMMT (www.immt.res.in) as per schedule mentioned.
- b. Candidates are advised to read the advertisement carefully and also go through the instructions before filling up of the online application. 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.
- c. Candidates are required to upload his/her recent passport size **scanned photograph and signature (maximum size 50 KB)** at the specified place in the online application.
- d. **A non-refundable application fee of ₹100/- (Rupees One hundred only) as applicable is required to be paid by the candidates through SB Collect.** Candidates belonging to SC/ST/PWD categories, women candidates and CSIR employees need not pay any application fee.
- e. **Procedure for ONLINE payment of Application Fees :Candidates are to log on to the State Bank Collect web page (www.onlinesbi.com/sbicollect) then click-**

State of Corporate / Institution = Odisha
Type of Corporate / Institution = Govt. Department
Govt. Department Name = IMMT
Purpose of Payment = Application fee
Related Department = Administration
Budget head = <R06713>
Remarks = Mention Post Code

- f. Candidates are to furnish the E-receipt of SB Collect Reference No. _____, date _____ amount _____ while filling the online application form after successful e-payment through SB Collect.
- g. The following details must be filled up on back side of the SB Collect e-receipt generated after online payment of fee **(i) Candidate's Name, (ii) Candidate's Category, (iii) Online Application No., (iv) Post Code Applied for.**
- h. After submission of ONLINE application, applicants are requested to take a printout on or before the last date as printout will not be available after the last date. Candidates should keep a copy of the print-out of the application and payment details, if any, for their record and they should produce it as and when asked for submission at this Office.
- k. Applicants should indicate their marks in percentage. However, in case of universities/institutes awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their university/institute & upload the conversion formula certificate from the appropriate authority from the Institute/university in this regard.
- l. 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.
- m. Applicants must provide detailed information at the appropriate place in the online application regarding his/her relative, if any, working in CSIR, like name, designation, name of the CSIR-Lab, where posted, relationship with the candidate.
- n. 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. 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-IMMT at the earliest. In case application has not been forwarded through the present employer, then the candidate must produce 'No Objection Certificate' from the employer failing which they will not be allowed to appear in proficiency test in stenography/written test.
- o. Call letters for test will be sent through speed post/ registered post/ courier/ e-mail or may be downloaded from IMMT website (www.immt.res.in), as and when notified.
- p. The details of **screened/scrutinized** candidates to be called for test, date of test, change of date, venue, selection, result, cancellation post, corrigendum /addendum to advertisement, extension of the last date for receipt of applications etc. will be notified on CSIR-IMMT website. Therefore, candidates are advised to visit the website www.immt.res.in for latest updates.

8. The following original documents are required to be uploaded while filling up of online application form:

- a) SB Collect Receipt of ₹100/- as application fee, non-refundable, where applicable.
- b) Date of Birth Certificate/10th /SSC Certificate as DoB proof.
- c) SSC/10th certificate
- d) SSC/10th Mark sheet
- e) Intermediate / 10+2 certificate
- f) Intermediate/10+2 Mark Sheet
- g) Graduation Certificate & Mark Sheet, if applicable
- h) Post-Graduation Certificate & Mark Sheet, if applicable
- i) Caste/Category certificate (wherever applicable) in the formats prescribed by the Govt. of India
- j) Experience Certificate (s)
- k) Certificate related to PwBD (wherever applicable) in the prescribed format
- l) Photocopy of latest caste/tribe/community/PWD/EWS certificate, in the prescribed Govt. of India format signed by the specified authority, if applicable.
- m) No objection certificate, if applicable.
- n) Valid document for Identification (viz, Aadhar Card, Voter ID Card, etc.)

- o) Any other relevant certificate/documents.

NO HARD COPY OF APPLICATION OR ANY DOCUMENT IS REQUIRED TO BE SENT

Any further information regarding this Advertisement like date, time and venue of Physical Test/Proficiency Test/Type Test/Written Test, any addendum /corrigendum or any variation in number of posts/cancellation of post(s) etc. will be made available through CSIR-IMMT website www.immt.res.in only. Therefore, the candidates are advised to keep a regular watch of CSIR-IMMT website accordingly.

Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post(s)

प्रशासनिक अधिकारी/Administrative Officer