



सी.एस.आइ.आर - खनिज एवं पदार्थ प्रौद्योगिकी संस्थान
CSIR - INSTITUTE OF MINERALS & MATERIALS TECHNOLOGY

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
Council of Scientific & Industrial Research

भुवनेश्वर-751013, ओडिशा, भारत, Bhubaneswar-751013, Odisha, INDIA

Advertisement No.02/2019, Dt.03.10.2019

Date of commencement of online application:	10.10.2019
Last date for closing of online application:	11.11.2019, 05:00 P.M.
Last date for receipt of hard copy application:	29.11.2019

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.

Online Applications are invited from bonafide eligible Indian citizens having excellent academic record, motivation, aptitude, domain knowledge, specified experience for the following position:-

Post Code/Name of Post/ Reservation status / No of Posts /Upper Age Limit**	Pay Matrix Level & Pay Scale/Total Emoluments*	EQ : Essential Qualification & Experience	Job Requirement
EEE-01 [Gr.III(5)] Executive Engineer (Electrical) UR-01 40 years	11 ₹.67700-208700 ₹.90,668/-	B.E./ B.Tech. in Electrical Engg. with 55% marks with five years experience in the area of job requirement. DQ : M.E./ M.Tech. in Electrical Engg. after 1 st Class B.E./B.Tech. in Electrical Engg. with required experience.	The incumbent will be in-charge of Electrical Engineering Services Unit. He will be required to ensure Day-to-day maintenance and preventive maintenance of services such as internal & external electrification, sub-station, lifts, air-conditioning systems, pumps and firefighting & alarm systems in residential/office buildings. Preparation of estimates, day-to-day supervision of works, recording of works, recording of measurements, preparation of bills and any other job in the relevant area..

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

** As on the last date of online application. Age relaxation as admissible under the rules will be applicable to certain categories of candidates. Relaxation of age, over and above the stipulated limit, may be considered if sufficient number of applicants possessing the requisite qualification and experience are not available.

Abbreviations used: DQ-Desirable Qualification, EQ-Essential Qualification & Experience, OBC-Other Backward Classes, PWD-Persons with Benchmark Disabilities, SC-Scheduled Castes, ST-Scheduled Tribes, UR-Unreserved, EWS-Economically Weaker Sections.

1. The date for determining the upper age limit, qualification and / or experience shall be the closing date prescribed for submission of ONLINE application.
2. **Candidates are advised to apply well in advance and not wait till the last date.**
3. Apart from the qualifications indicated above, any other recognized qualification in the relevant subject, which is equivalent to the prescribed qualification, shall be treated at par with that qualification.

4. Wherever experience is required, applicants must clearly mention the period of experience in years, months and days supported by experience certificates without which application shall be rejected against which no representation shall be entertained. Experience shall count from the date after the date of acquiring of the essential qualification.
5. **Benefits under Council Service:**
 - a. The post carries 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 on availability in which case HRA will not be admissible.
 - b. In addition to the emoluments 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 per CSIR rules.
 - c. CSIR provides excellent opportunities to deserving candidates for career advancement under Assessment Promotion Scheme for Technical & support staff as admissible as per rules.
3. **General Information and Conditions:**
 - a. The applicant must be a citizen of India.
 - b. All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement as on the last date for receipt of ONLINE applications. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post as on the last date for receipt of ONLINE application. **No enquiry asking for advice as to eligibility will be entertained.**
 - c. The application should be accompanied by self attested copies of certificates in support of the relevant educational qualification, experience, etc. The prescribed qualifications should have been obtained through recognized Universities/Institutions etc. Incomplete applications, applications received but not accompanied with the required certificates / documents are liable to be rejected.
 - d. 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 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.
 - e. Applicant must ensure that he/she possesses the essential educational 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.
 - f. 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 & attach certificate/authority from the Institute/university in this regard.
 - g. Candidates who have acquired higher qualifications after possessing the essential qualifications would be preferred.
 - h. 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.
 - i. The period of experience in a discipline / area of work, wherever prescribed, shall be counted after the date of acquiring the minimum educational qualifications prescribed for that Post/Grade.
 - j. 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.

- k. **The date for determining the upper age limit, qualifications and /or experience shall be the closing date prescribed for submission of ONLINE application.**
- l. Persons with **Benchmark** disabilities (PWD), (Divyang) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- m. The post 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 and other instructions issued on the subject.
- n. 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 Bhubaneswar Railway Station or venue on production of Rail Tickets/Rail Ticket Numbers or any other proof of journey.
- o. 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.
- p. The number of vacancies indicated above is provisional and may vary at the time of selection.
- q. The decision of the Director, CSIR-IMMT/CSIR in all matters relating to eligibility, acceptance or rejection of application, mode of selection, conduct of examination/ interview/trade test/skill test/written test, as applicable, venue for skill test /trade test/written test/interview 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.
- r. 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.
- s. Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post.
- t. **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.**

4. 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 interview.
- b. 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.
- 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/decreed 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 (a) to (d) 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 interview. The OBC candidate should produce the certificate valid for appointment to posts under the Central Government.

f. Persons claiming reservation under Economically Weaker Sections (EWS) are required to produce latest certificate on Income and Asset Certificate 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).

g. Relaxation in age limit, educational qualification and / or experience in case of exceptionally meritorious candidates may be considered by the competent authority for Technical posts.

h. Relaxation in the upper age limit 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 the concerned authority.

5. Mode of Selection:

(a) The prescribed essential qualifications are the minimum and mere fulfilment of educational qualifications and experience does not entitle a candidate to be called for skill test/written test/interview, as applicable. A duly constituted Screening Committee will 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 written test/technical demonstration/interview. The candidate should, therefore, mention in the application all the qualifications and experience, in the relevant area over and above the minimum prescribed qualifications, supported with documents.

(b) In the event of number of applications being large, CSIR-IMMT will adopt short listing criteria to restrict the number of candidates to be called for test/interview 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.
- II. On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.
- III. On the basis of marks obtained in the academic qualification or national level test conducted by CSIR/UGC/IIT.
- IV. By holding a written test by CSIR-IMMT.

V. Any other methodology as deemed fit by the Screening Committee.

- (c) The screening of the candidates 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.

6. How to Apply:

- a. 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.
- b. Only a single application will be entertained from one candidate for one post code. Application without fee shall be rejected outrightly without any notice.
- c. Eligible candidates are required to apply **ONLINE through the website of (www.immt.res.in)**. **No other mode of application** will be considered.
- d. 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.
- e. 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.
- f. 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-IMMT at the earliest. In case the 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 interview/test.
- g. 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.
- h. 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 **05.00 p.m. on the last date given for submission of ONLINE Application**.
- i. **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, CSIR employees & abroad candidates need not pay any application fee.
- j. **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

- k. Candidates are to furnish the E-receipt SB Collect Reference No. _____, date _____ amount _____ while filling the online application form after successful e-payment through SB Collect.
- l. 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.
- m. 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) Post Code Applied for.**

The printout of ONLINE APPLICATION duly signed, along with self-attested copies of certificates of educational qualifications, mark sheets, experience certificates, print-out of publications, documentary proof in support of date of birth, community/category certificate (SC/ST/OBC/EWS/PWD etc.), if applicable and e-receipt of the application fee paid through SB Collect in an envelope superscribed, as, **"Application for the Post of _____, Post Code No. _____ & Advt. No. _____ may be sent to 'The Controller of Administration, CSIR-Institute of Minerals & Materials Technology, Bhubaneswar-751013, (Odisha), India so as to reach on or before the last date indicated above for receipt of HARD COPY application . The last date given above will be the same for the candidates belonging to the far-flung areas.**

- n. Applicants should specifically note that hard copy of applications received after the stipulated closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay, received after the specified last date, not supported by copies of certificates, authority letter from the University concerned regarding formula for conversion from CGPA to percentage, without photograph, unsigned, without application fee, testimonials, caste certificate etc.) will not be entertained and summarily rejected. Any enclosure received separately subsequent to the receipt of the application cannot be connected therewith. No representation in this regard will be entertained. Furnishing of false, incorrect, wrong information will be a disqualification.
- o. The details of **screened/scrutinised**/short-listed candidates to be called for **Trade Test/Skill Test, Written Test, interview**, as applicable, date of interview, venue, change of date, venue selection result, cancellation of one or all posts, 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.
7. **The following documents must be attached along with the hard copy application form sent by post:**

Signed copy of printed online application form.

SB Collect Receipt of ₹.100/- as application fee, **non-refundable**, where applicable.

One recent passport size colour photograph pasted on the hard copy application form and signed across in full.

Self attested photocopy of Date of Birth Certificate.

Self attested photocopies of educational qualification certificates & authority for conversion of CGPA.

Self attested photocopy of latest caste/tribe/community/PWD/EWS certificate, in the prescribed Govt. of India format signed by the specified authority, if applicable.

Self attested photocopies of experience certificates, as applicable.

No objection certificate, if applicable.

Valid document for Identification (viz, Aadhar Card, Voter ID Card, etc.)

Any other relevant certificate/documents.

Controller of Administration