



सीएसआइआर - खनिज एवं पदार्थ प्रौद्योगिकी संस्थान

(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)

भुवनेश्वर 751013 ओडिशा, भारत

CSIR - INSTITUTE OF MINERALS & MATERIALS TECHNOLOGY

(Council of Scientific & Industrial Research)

Bhubaneswar - 751013, Odisha, INDIA

ADVERTISEMENT NO.REC/01/2018

ONLINE APPLICATION from bonafide Indian nationals is invited for the following position who fulfil the prescribed qualifications, age, experience etc. as mentioned below :

Applicants are requested to take a Print-out of their ONLINE APPLICATION and send it to the following address along with applicable fee in the form of Demand Draft drawn in favour of THE DIRECTOR, CSIR- IMMT, Bhubaneswar payable at Bhubaneswar along with all supporting documents :

THE CONTROLLER OF ADMINISTRATION, CSIR-INSTITUTE OF MINERALS & MATERIALS TECHNOLOGY, BHUBANESWAR – 751013 , ODISHA.

Details (Pay Level in Pay Matrix & Cell, Designation, Essential Minimum Qualifications, Upper Age Limit and approximate indicative monthly Gross Salary including HRA and other allowances) of the Pay Level to which the Postcode has been assigned, together with information on the overall reservation status are given below :

Name of the Post	No. of Post(s), Post Code and Reservation details	Pay Matrix details	*Total Emoluments	Upper Age Limit not exceeding (as on last date of on-line application)
Senior Stenographer	1 (One); Post Code-SS-01; Unreserved	Level – 7; Cell-1	Rs.58,087/-	28 years

* Total Emoluments means approximate total current emoluments on minimum of scale including House Rent Allowance in Class 'Y' City.

I. Essential Qualification, Desirable Qualification and Job Requirement for the post :

Essential Qualification	Desirable Qualification	Job Requirement
University Degree and minimum speed of 100 w.p.m. in shorthand and typing speed of 40 w.p.m. in English on computer and on the basis of competitive test in General English. In addition to educational qualifications, Certificates related to proficiency in typing and stenography and any experience regarding this should also be enclosed.	Knowledge of Office Management, proficiency in computer, preferably MS Office, MS Word, MS Excel, Power Point.	To perform secretarial/ stenographic, typing and any other official/ administrative work as allocated to the Assistants in Administration, Director's Office as and when assigned.

MODE OF SELECTION:

(i) On the basis of proficiency test in Computer typing and shorthand test in English followed by competitive test in General English amongst eligible candidates.

The mode of selection for the post will be in accordance with the applicable recruitment rules as amended from time to time.

- Only those candidates who are eligible and suit the institutional requirements will be called for proficiency test. Mere fulfilment of the minimum prescribed qualifications and experience does not entitle a candidate for being called for proficiency test. Candidates should therefore provide in their applications all qualifications and experience details, over and above what is prescribed as minimum supported with documents, if applicable.

PROCEDURE FOR APPLICATION:

1. Only ONLINE APPLICATIONS will be accepted. The link for ONLINE APPLICATION will be available at CSIR-IMMT website : www.immt.res.in from 04-10-2018 at 10.00 AM to 31-10-2018; 5.00 PM
2. After submission of their ONLINE APPLICATION applicants are requested to take a printout.
3. The printout of ONLINE APPLICATION duly signed along with supporting documents towards educational/professional qualifications, experience, age etc. and crossed Demand Draft of Rs.100/- valid for at least 3 (three months) drawn in favour of the Director, CSIR- IMMT, payable at Bhubaneswar should be sent to The Controller of Administration, CSIR-Institute of Minerals & Materials Technology, Bhubaneswar 751013, so as to reach on or before 15-11-2018. The Advertisement Number and Post Code must be clearly indicated on the top of the envelope containing the application. Candidates belonging to SC/ST/PWD categories, women candidates and departmental candidates (from CSIR Laboratories/Institutes) need not pay any application fee.
4. (i) Candidate's Name (ii) Application number and (iii) Post Code Applied for must be filled up on the back side of Demand Draft:
5. 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 of selection process.

Terms and conditions:

- The post may not be filled if suitable candidate is not found.
- The post carries usual allowances such as Dearness Allowance (DA), Transport Allowance, HRA (House Rent Allowance) in the event of unavailability of council accommodation etc. as per rules.
- The candidates selected will be governed by the provisions of the New Pension Scheme as introduced by the Govt. of India w.e.f. 01.01.2004 to the extent made applicable by CSIR to its employees.
- Applications from candidates working in Government departments, public sectors, autonomous organisations and Government funded organizations will be considered only if forwarded through proper channel and with No Objection Certificate that the applicant will be relieved within one month of receipt of the appointment order. However, advance copy of the application may be submitted before the closing date and no objection certificate may be submitted at the time of interview. Applications routed through proper channel should to required to produce recent certificate valid for appointment to posts under the Central Government.

The decision of CSIR-IMMT in all matters relating to the eligibility, acceptance or rejection of applications, mode of selection, conduct of examinations/interviews 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.

* Relaxation in age limit for Persons with Disability (PWD) candidates Ex-Service men shall be admissible as per Govt. of India/CSIR rules. Relaxation of 5 years will also be admissible to those who had ordinarily been domiciled in the Kashmir division of the State of Jammu and Kashmir during the period from January 1, 1980 to December 31, 1989 subject to production of relevant Certificate from the concerned Authority. For Ex-Serviceman the Upper Age limit shall be relaxed to the extent as admissible under rules. The date for determining the age limit/experiences qualifications shall be the closing date prescribed for submission of on-line application. There is no age limit for department candidates of CSIR.

- Candidates called for test shall not be paid any TA/DA.
- Canvassing in any form and/or bringing in any influence, political or otherwise, will be treated as disqualification for the post.
- Applications received after the due date and applications that are incomplete are liable to be rejected.
- Applications without any of the relevant documents are liable to be rejected.
- CSIR-IMMT strives to have a workforce that reflects gender balance and women candidates are encouraged to apply.
- General information/ instructions for online application is given at our website www.immt.res.in

Controller of Administration