



CSIR MADRAS COMPLEX
(Council of Scientific and Industrial Research)
CSIR Road, Taramani, Chennai 600 113

ADVERTISEMENT NO.MC-1/2021

Applications are invited from Indian Nationals for the undermentioned posts in the CSIR Madras Complex, Chennai:-

ADMINISTRATIVE POSTS

Post Code	Post	Number of Posts & Reservation	Essential Educational Qualification and Age	Pay Matrix Level (as per 7 th CPC)
JSA- AD	Junior Secretariat Assistant (General)	02 Posts (UR)	10 + 2 / XII Standard or its equivalent and proficiency in computer type speed in using computer speed of 35 wpm in English OR 30 wpm in Hindi (on computer correspond to 10500 KDPH/9000KDPH on an average of 5 key depression for each word). {Time allowed 10 mts} Age: Not more than 28 years	Pay matrix Level 2 (Rs.19900-63200)
JSA- FA	Junior Secretariat Assistant (F&A)	01 post (OBC)	10 + 2 / XII Standard or its equivalent with Accountancy as a subject and proficiency in computer type speed in using computer speed of 35 wpm in English OR 30 wpm in Hindi (on computer correspond to 10500 KDPH/9000KDPH on an average of 5 key depression for each word). {Time allowed 10 mts} Age: Not more than 31 years	Pay matrix Level 2 (Rs.19900-63200)
JSA- SP	Junior Secretariat Assistant (S&P)	01 post UR	10 + 2 / XII Standard or its equivalent and proficiency in computer type speed in using computer speed of 35 wpm in English OR 30 wpm in Hindi (on computer correspond to 10500 KDPH/9000KDPH on an average of 5 key depression for each word). {Time allowed 10 mts} Age: Not more than 28 years.	Pay matrix Level 2 (Rs.19900-63200)

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General information and conditions:-

[A] Benefits under Council service:

1. 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 employees stationed in Chennai. 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.
2. Besides pay, these posts carry usual allowances as admissible under the CCS rules made applicable to Council employees. The total emoluments at the minimum of the scale for the posts at present is as follows (including House Rent Allowance) as applicable for the city of Chennai.
JSA (G/F&A/S&P) - Level 2 in Pay Matrix Rs.19900 + allows. = Rs. 30263/-
In addition to the emoluments indicated against each category of posts, benefits such as reimbursement of Medical expenses, Leave Travel Concession, PC Advance and House Building Advance are available as applicable to Council employees.
3. The selected candidate under CSIR Madras Complex will be governed by the New Defined Contribution Pension Scheme of Government of India as made applicable with effect from 1st January 2004 amended from time to time.

[B] Relaxations:

1. The date for determining the age limit/experience/qualifications shall be the closing date prescribed for receipt of online applications i.e. **19.03.2021 upto 5.30 PM**. The upper age limit is however, relaxable as per Government 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/examination.
2. There will be no age restriction in the case of Departmental Candidates.
3. Relaxation in case of Ex-servicemen will also be applicable as per provisions.
4. Relaxation in the upper age limit of 5 years applicable for the persons who had 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.
5. Special Age Relaxation: Upto the age of 35 years in the case of Widows, Divorced Women Judicially separated from their husbands, who are not re-married.
6. Age relaxation to the Persons with Disabilities (PWD) Upto 10 years is allowed for Unreserved Post & 13 years for OBC Post.
7. Relaxation in age, qualification and/or experience may be permitted if sufficient number of candidate possessing the requisite qualification and/or experience is not likely to be available to fill up the posts.

[C] General conditions/Information:

1. These positions are open only to Indian Nationals / Overseas citizens of India.
2. 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 online electronics application.
3. The number of vacancies indicated against each category is provisional and may vary at the time of selection.
4. The period of experience in a discipline/area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualification prescribed for that post.
5. The qualifications prescribed should have been obtained through recognized Universities/Institutions.
6. Application form should be complete in all respects. Complete application means (i) all information sought duly filled in or provided (ii) application form duly signed with date wherever required /asked (iii) all relevant documents sought duly self attested by the individual to be enclosed. Incomplete applications/applications received not accompanied by the required certificates/documents are liable to be rejected.
7. 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.

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8. **Candidates have to apply separately for each post.**
9. Outstation SC/ST candidates called for Written test/Skill test will be paid to and fro single second class rail fare / ordinary bus fare from the normal place of their residence or that declared in the application or from the actual place of undertaking the journey, in India, whichever is nearer to the place of the Written test/Skill test, as per rules.
10. Canvassing in any form and/or bringing in any influence, political or otherwise, will be treated as a disqualification for the post. Interim enquiries will not be attended to.
11. The decision of the Coordinating Director, CMC in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of skill/written test as per **CSIR Administrative Service (Recruitment & Promotion) Rules, 2020 as amended from time to time** and not to fill up all or any of the posts will be final and binding on the candidates and no interim enquiry or correspondence will be entertained in this connection from any individual or his/her agency.
12. Candidates may visit CMC website <http://www.csircmc.res.in> from time to time for any additional inputs/ updates.

[D] Mode of Selection:

Selection for the post of JSA (GL/F&A/S&P) : 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 written competitive examination consists of the papers (Paper-1 [Mental Ability Test] and Paper-2 {General Awareness & General Language}). The second paper will be evaluated only for those candidates who secures the minimum threshold marks (to be determined by the Selection Committee) in the first paper. 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 written examination and proficiency in computer type speed in using computer speed will be notified in the CSIR Madras Complex website).

Hindi typing test will be conducted with only in-script typing in Mangal font.

[E] How to apply:

1. Applications from employees working in Government Departments, Public Sector Organizations and Government funded research agencies will be considered only if forwarded through proper channel with a clear certificate that the applicant will be relieved within one month of receipt of the appointment orders. However advance copy of the application may be submitted before the closing date.
2. (a) Eligible candidates are required to apply on-line through CSIR Madras Complex website <http://www.csircmc.res.in>. No other mode of application will be accepted.
(b) Online application will be available on CSIR-CMC website upto **19.03.2021 5.30 PM**
(c) The candidate has to remit application fee Rs.500/- (wherever applicable) through Net Banking to the following account and fill up the transaction details in the prescribed columns of online application:

Name of Account Holder	:	Coordinating Director, Chennai
Account Number	:	30267725339
Bank Name	:	State Bank of India, Taramani
IFSC Code	:	SBIN0010673
MICR No.	:	600002130

(d) Scheduled Caste/Scheduled Tribe/Persons with Disabilities/Women/CSIR Employees are exempted from submission of application fee.
3. 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.
4. Candidates should specifically note that the applications received after the closing date for any reason whatsoever will not be entertained by CSIR Madras Complex.

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5. Candidates should apply through [Online on or before 19.03.2021 upto 5.30 PM.](#) Hard copy of the online application duly signed along with recent passport size photograph, self attested copy of matriculation/SSLC as proof of age/degree/provisional degree certificate, copies of mark sheets for all the semesters/years, SC/ST/OBC certificate(s), work experience certificates, testimonials etc. should reach us in a sealed cover superscribed "Application for the post of **JSA (G/F&A/S&P)** to "THE CONTROLLER OF ADMINISTRATION, CSIR Madras Complex, CSIR CAMPUS, CSIR Campus, CSIR Road, TARAMANI, CHENNAI 600 113 [on or before 31.03.2021 upto 5.00 p.m .](#)


CONTROLLER OF ADMINISTRATION

This advertisement may also be seen in CSIR-CMC website: "www.csircmc.res.in" by clicking "CAREERS" from the Home Page