



CSIR-National Geophysical Research Institute
Uppal Road, Hyderabad – 500 007



CSIR-NGRI Advertisement No. 2/2016

Date of commencement of online Application: 31.12.2016(Saturday) at 09.30 AM.

Closing date of Application: 23.01.2017 (Monday) at 06.00 PM

CSIR-National Geophysical Research Institute (CSIR-NGRI), Hyderabad, is a premier R&D institute under Council of Scientific and Industrial Research (CSIR) an autonomous body under Department of Scientific and Industrial Research, Ministry of Science and Technology, Government of India.

The Institute invites applications from enthusiastic, young and dynamic Indian Nationals having excellent academic record with requisite experience and a high degree of motivation to fill up the following post, as per the details mentioned below:

Post Code/ Post	Pay Band	Grade Pay	Category						Suitability and Physical requirement for Person with Disability (VH/OH/HH)	
			UR	OBC	SC	ST	PWD (OH/HH/VH)	Total	Physical Requirements	Suitability
JHT / Junior Hindi Translator	PB-2 (₹ 9300–34800/-)	₹ 4200/-	1					1	S, ST,W,MF,SE, H, RW	OA, OL,BL, B,LV, HH
Age limit		30 years as on closing date of the application								
Details of the Post:		To assist the competent authority in implementing the Official language policy of Government of India and any other duties as assigned from time to time								
JSG / Junior Stenographer	PB-1 (₹ 5200–20200/-)	₹ 2400/-	2	1	1			4	S, ST,BN, RW, SE ,H,C	OA, OL, BL, OAL,B,LV
Age Limit		28 years as on closing date of the application								
Details of the Post:		Stenographic work and / or such other duties in the office / laboratory as assigned from time to time.								

Number of posts may vary (Increase or Decrease) at the time of actual selection

Note: The candidates who had already applied under CSIR – NGRI Advt. No. 1/2015 and called for the typing test for the post of Junior Stenographer, need not apply again. They will be considered for the post of Jr. Stenographer under this advertisement.

1. Educational Qualifications (as on closing date of the online application)

For post code – JHT:

Minimum/ Essential Educational Qualifications

(1) Master's degree of a recognized University or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level;

OR

Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level;

OR

Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as the medium of examination and the other as a compulsory or elective subject at degree level;

AND

(2) Recognized Diploma or Certificate course in translation from Hindi to English & vice versa
OR

Two years experience of translation work from Hindi to English and vice-versa in Central or State government offices, including Government of India undertaking.

Desirable Qualifications:

(i) Knowledge at the level of Matriculation of a recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.

(ii) Degree or Diploma in translation from Hindi to English and vice –versa from a recognized University.

For post code – JSG:

Minimum/ Essential Educational Qualifications

(1) 10+ 2/ XII pass or its equivalent examination from a recognized Board or University.

(2) Speed of 80 w.p.m in shorthand and 35/40 w.p.m in typewriting in Hindi /English on Computer

2. 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 also eligible for accommodation of their entitled type as per CSIR Allotment Rules depending on availability in which case HRA will not be admissible.

b) In addition to the emoluments, benefits such as reimbursement of Medical Expenses, Leave Travel Concession, Conveyance Advance and House Building Advance are available, as per rules of CSIR.

- c) All New Entrants will be governed by the “New Pension Scheme “based on defined Contributions for new entrants recruited for Central Government Services on or after 01.01.2004, as adopted by CSIR for its employees. However, persons selected from other Government Departments/Autonomous Bodies/Public Sector Undertakings/Central Universities having Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e. CCS (Pension) Rules, 1972.

3. General conditions / information:

- a) The applicant must be a Citizen of India.
- b) The normal place of posting is CSIR-NGRI, Hyderabad. However, a selected candidate, on the discretion of the Competent Authority, may be posted to work in any Section / Division and at any place in India.
- c) All applicants must fulfil the essential qualifications of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post. **No interim enquiry asking for advice as to eligibility will be entertained.** The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for written test/Skill Test/Interview (as the case may be).
- d) The period of experience in a discipline/area of work, wherever required, shall be counted after the date of acquiring the minimum educational qualifications prescribed for that Post. The period of experience rendered by a candidate on part time basis/ daily wages/visiting/ honorary faculty will not be counted while calculating the valid experience for short listing the candidates for further process.
- e) Persons with disabilities (PWD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- f) The CSIR-NGRI strives to have a work-force which reflects Gender balance and Woman candidates encouraged to apply.
- g) Any discrepancy found at any stage of this recruitment process, between the information given in application and as evident in original documents will make the candidate ineligible for this post.
- h) The decision of the competent authority at CSIR-NGRI in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of examination will be final and binding on the candidates.

4. Age limit and Relaxations:

- a) Upper Age limit: As mentioned in the first page.
- b) The date for determining the upper age limit shall be the closing date (23/01/2017) prescribed for submission of On-line applications.
- c) The upper age limit is relaxable up to 5 years for SC/ST and 03 years for OBC (Non Creamy layer) 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, when asked for, in the prescribed format issued by the competent authority.
- d) i) For Post Code JHT –

Upper age limit is relaxable up to five years for the regular employees working in CSIR / Government Departments / Autonomous Bodies / Public Sector Undertakings in accordance with the instructions and orders issued by the Government of India from time to time and as made applicable to CSIR.

ii) For Post Code JSG -

A) There is no upper age limit for Departmental Employees (CSIR Employees).

B) Upper age limit is relaxable up to five years for the regular employees working in Government Departments / Autonomous Bodies / Public Sector Undertakings in accordance with the instructions and orders issued by the Government of India from time to time and as made applicable to CSIR.

e) **Age relaxation to Persons with Disability (PWD):** 1) Age relaxation of 10 years is allowed in accordance with the relevant rules. Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.

2) PWD candidates are required to produce a copy of the certificate in the prescribed format issued by the specified authority as and when sought.

- f) **Age relaxation to Women candidates:** The upper age limit is relaxable up to the age of 35 years 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 the judicial separation, as the case may be, with an Affidavit in respect of divorced Women and they have not remarried since.
 - g) Relaxation of five (5) years will also be permissible to those who had ordinarily been domiciled in 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) Age Relaxation to Ex-Servicemen: As per GOI Rules made applicable to the CSIR.

5. Mode of Selection:

For the Post of JHT:

- a) Mere fulfilment of educational qualifications and experience does not entitle a candidate to be called for written test. The selection of the candidate for the above post will be made on the basis of the aggregate marks secured in the written competitive examination. A duly constituted Screening Committee will adopt its own criteria for short-listing the candidates to be called for the written test.
- b) **In the event of number of applications being large, the CSIR -NGRI will adopt short listing criteria to restrict the number of candidates to be called for 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
 - ii. On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement
 - iii. By holding a preliminary written Test.

iv. Any other methodology as deemed fit by Screening Committee.

Hence, the candidates are therefore advised to mention, in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification / experience, supported with documents.

Scheme of written Examination:

The subjects of the examination, the maximum marks and time allowed for each subject will be as given below:

Paper No.	Subject	Maximum Marks	Qualifying Marks	Duration
I	Translation	150	75	2 hours
II	General Hindi and General English (75 marks each)	150	75	2 hours

Syllabus of Examination:

Paper-I: The paper will contain a total of four passages for doing translation. Two passages will be for translation from Hindi to English while two passages will be translation from English to Hindi.

Paper-II (a) General Hindi and (b) General English: The questions in these papers will be designed to test candidate's ability and understanding of the language including correct use of words, phrases and idioms, ability to write the language correctly, precisely and effectively.

For the Post of JSG:

- a) The selection will be made based on the performance in the Stenography test (Shorthand and Transcription) and Typing test (qualifying in nature) on computer.
- b) Mere fulfilment of educational qualifications and experience does not entitle a candidate to be called for Skill test and / or Typing test.
- c) **In the event of number of applications being large, the CSIR -NGRI will adopt short listing criteria to restrict the number of candidates to be called for 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
 - II. On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement
 - III. By holding a preliminary written Test.
 - IV. Any other methodology as deemed fit by Screening Committee.

Hence, the candidates are therefore advised to mention, in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification / experience, supported with documents.

Scheme of Typing Test and Stenography (Shorthand + Transcription) Test:

Typing Test on Computer (English / Hindi) (Qualifying in nature)	Shorthand Test (English / Hindi)
English Typing @ 40w.p.m. OR Hindi Typing @ 35 w.p.m. 40w.p.m. / 35w.p.m. correspond to 12000 KDPH / 10500 KDPH (Key Depressions per Hour) on an average of 5 key depressions for each word.	Dictation: 10 Minutes @ 80 words per minute Transcription: 50 minutes (English) 65 minutes (Hindi)

NOTE: 1. If the candidates do not indicate the medium of STENOGRAPHY TEST in the Application Form, ENGLISH will be considered as the medium of STENOGRAPHY TEST for such candidates.

2. There is no exemption from skill test for any category of candidates.

3. Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment.

6. How to Apply:

- Eligible candidates are required to apply ONLINE through the website <http://www.ngri.org.in>. No other mode of application will be considered.
- If the candidates do not have a valid e-mail ID, he/she should create a new valid e-mail ID before applying online.
- Online Application will be available on CSIR-NGRI website www.ngri.org.in **(Opens on 31.12.2016 (Saturday) from 09.30 a.m. and Closes on 23.01.2017 (Monday) at 06.00 p.m.)**
- The candidates must go through the instructions page in the www.ngri.org.in before applying online for the above mentioned post.
- Candidates are required to pay an amount of ₹100/- (Rupees one Hundred only) towards the application fee (Separately for each postcode) through the link available in the online application. **SC/ST/PWD/Women/CSIR Employees are exempted from submission of application fee.** No other mode of payment is allowed like DD, Challan, Postal Orders etc.
- The payment details (Receipt Number / Challan Number) are required to be mentioned at the designated place.
- Candidate is also required to upload his /her photo (not exceeding 40kb) and signature (not exceeding 20kb) at the respective places.
- If any document/ certificate is furnished in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is also required to be submitted.

- i) 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.
- j) In case of Universities/Institute awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their university/institute.
- k) Applications from employees of Government Departments/ Autonomous Bodies / Public Sector Undertakings will be considered only if submitted along with NOC from the Employer.

**Documents to be uploaded (as a single pdf) in the order not exceeding the size 10 MB)
(Whichever is applicable)**

- a) 10th Class Mark list / Passing certificate
- b) 12 / XII Class Mark list / Passing Certificate
- c) Degree Mark list / Pass Certificate
- d) PG Degree Mark List
- e) PG Certificate
- f) PG Diploma Certificate
- g) Work Experience Certificate
- h) NOC from the present Employer
- i) Caste Certificate
- j) Others (If any)

Candidates are strongly advised to apply online well in time without waiting for the last date for submission of Online Applications.

Any further information regarding this Advertisement like date, time and written test or otherwise, any addendum / corrigendum or any variation in number of posts / cancellation of post(s) etc. will be made available through CSIR-NGRI website www.ngri.org.in only. Therefore, the candidates are advised to keep a regular watch accordingly.

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

NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.

Sd/-
(Bijay Kumar Kar)
Controller of Administration