



CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION
(Council of Scientific & Industrial Research)
Sector 30-C, Chandigarh-160 030 (India) www.csio.res.in

Commencement of Online Applications : 03.10.2017
Last date for Submission of Online Applications : 03.11.2017 (upto 5:00 pm)
Last date for Receipt of hard copies of Applications submitted Online : 13.11.2017

Advertisement No. 04/2017

A unique opportunity to be a part of Development of Science & Technology

CSIR-Central Scientific Instruments Organisation (CSIR-CSIO), Chandigarh, a premier Institute under the Council of Scientific & Industrial Research (CSIR), is involved in multidisciplinary R&D programmes of both basic and applied nature across scientific disciplines with emphasis on measurement science and instrumentation technologies and Human Resource Development. The organisation is devoted to R&D activities in the areas of Agri Instrumentation, Biomedical Instrumentation, Optical Devices & Systems, Geoscientific Instrumentation, Precision Mechanical Systems, Analytical Techniques, Computational Instrumentation and R&D Support Facilities, etc. CSIR-CSIO is in the process of recruitment of 31 nos. of Technician (1) for technical and other related support services at CSIR-CSIO Chandigarh, CSIR-CSIO Centres at New Delhi and Chennai.

Applications are invited from enthusiastic Indian Nationals having excellent academic record and proven technical skills along with the requisite experience and a high degree of motivation for the jobs assigned, to fill up the vacancies of following posts at Chandigarh as well as its Centres at New Delhi and Chennai as per the details given below.

The emoluments and age limits for various posts as per norms are summarized hereunder:

Sr. No.	Designation	No. of Posts & category	Pay Matrix	*Total Emoluments (Approx.)	**Upper Age Limit not exceeding (as on last date of submission of Online Applications)
1.	Technician (1)	24-UR 05-OBC 01-SC 01-UR (PwD-HH)	Level-2, Cell-1 (Initial Basic Pay-Rs.19,900/-) (pre-revised PB-1 Rs. 5200-20200 plus Grade Pay of Rs. 1900/-)	Rs. 27,114/- (Chandigarh) Rs. 29, 651/- (New Delhi & Chennai)	28 years

*Total Emoluments mean approximate total emoluments on minimum of scale as on 01.07.2017 including House Rent Allowance in Chandigarh/New Delhi/Chennai. CSIR-CSIO may provide residential accommodation, if available, as per rules.

**Please see age relaxation under the heading "General information and conditions" of the Advertisement.

Post Code / Area/ No. of Posts (Reservation)	Name of the Post(s)	Essential Educational Qualifications and Experience ⁺	Job Requirement/ Experience
PLUM Civil 02 Posts (UR)	Technician (1)	<p>Secondary School Certificate / 10th Standard with Science subjects with minimum 55% marks plus ITI certificate in Plumbing/Drainage Cleaning Trade</p> <p>Desirable: One year relevant experience in drainage, plumbing works</p>	<ol style="list-style-type: none"> 1. The incumbent is required to carry out all normal and emergent plumbing and related work even in odd hours in Office and Colony area of CSIO. 2. The incumbent is required to undertake the repair and maintenance works for all Job Cards, complaints of Plumbing/CI/Drainage and sewerage lines of Institute/Colony. 3. Knowledge of all Plumbing Inventory/Stocks of material for these jobs is required.
CARP Civil 03 Posts (UR-02 OBC-01)	Technician (1)	<p>Secondary School Certificate / 10th Standard with Science subjects with minimum 55% marks plus ITI certificate in Carpenter/Fitter Trade</p> <p>Desirable (For 02 posts): One year relevant experience in Carpentry, Aluminium joinery fitting works</p> <p>Desirable (For 01 post): One year relevant experience in glass cutting, fixing works</p>	<ol style="list-style-type: none"> 1. The incumbent is required to carry out fabrication, repairing and maintenance of wooden/Aluminium/glazing work for wooden joinery, fittings and furniture. 2. The incumbent is required to carry out glass cutting, fixing of glass on frames, etc. 3. The incumbent is required to undertake the work based upon Job Cards/Complaints in normal as well as odd hours (emergent services).
ELEC Electrical 04 Posts (UR-02 OBC-02)	Technician (1)	<p>Essential Qualification: Secondary School Certificate / 10th Standard with Science subjects with minimum 55% marks plus ITI certificate in Electrician trade.</p> <p>Desirable: 1 year apprenticeship in electrician trade OR 1 year experience in the relevant field</p>	<ol style="list-style-type: none"> 1. Repair and maintenance of electrical installation and its accessories of office buildings and staff quarters. 2. Repair and maintenance of electrical control of workshop machines and water booster pumps. 3. Operation of switch gears, lifts and DG sets. 4. The incumbent is required to carry out electrical instruments and electrical experiments in electrical lab. 5. Repair and maintenance of electrical control of workshop machines and electrical installation.
REFR AC & Refrigeration 02 Posts (UR)	Technician (1)	<p>Secondary School Certificate / 10th Standard with Science subjects with minimum 55% marks plus ITI Certificate in the trade of Air Conditioning and Refrigeration</p> <p>OR</p> <p>National / State Trade Certificate in the aforesaid relevant trade</p> <p>OR</p> <p>2 years full time experience as an apprentice training from a recognized institution in the aforesaid relevant trade.</p> <p>Desirable:</p>	<ol style="list-style-type: none"> 1. Repair and maintenance work of Refrigeration and Air-Conditioning equipment such as split AC, window AC, water cooler, fridge, etc. and operation of AC plant and package units. 2. Any other official duties as assigned by the CA from time to time.

		Preference will be given to those candidates who are having some working experience	
COMP Computer Operation & Programming 03 Posts [02-UR, 01-UR (PwD- HH)]	Technician (1)	Secondary School Certificate / 10 th Standard with Science subjects with minimum 55% marks plus ITI Certificate in the trade of Computer Operator & Programming Assistant (COPA) OR Network Technician	<ol style="list-style-type: none"> 1. The incumbent is to assist in maintaining repository of photographs and updating digital signage. 2. Assist in operation of video conferencing, network maintenance and maintaining backup of various servers. 3. Assist in operation of e-attendance and biometric attendance. 4. The incumbent is required to carry out maintenance work of computer & its peripherals & Local Area Network. 5. Knowledge of Computer Simulation software's like Orcad/Multisim/Labview etc. 6. Other R&D support duties as and when assigned by higher authorities.
CHEN Electrical 01 Post (UR) (Presently for CSIR-CSIO Chennai Centre)	Technician (1)	<p>Secondary School Certificate / 10th Standard with Science subjects with minimum 55% marks plus ITI Certificate in the trade of Instrument Mechanic</p> <p style="text-align: center;">OR</p> <p>National / State Trade Certificate in the aforesaid relevant trade</p> <p style="text-align: center;">OR</p> <p>2 years full time experience as an apprentice training from a recognized institution in the aforesaid relevant trade.</p>	<ol style="list-style-type: none"> 1. Testing of instrument as per Standard Operating Procedure (SOP) in Calibration Lab. 2. Preparation of Calibration Certificate / report. 3. Soldering, wiring and assembling of the PCBs, instruments and helping in testing. 4. Other R&D support duties as and when assigned by higher authorities.
DELH Electrical 03 Posts (01 ISTC) (UR) (Presently, 02 posts are for CSIR-CSIO New Delhi Centre)	Technician (1)	<p>Secondary School Certificate / 10th Standard with Science subjects with minimum 55% marks plus ITI Certificate in the trade of Information Technology and Electronics System Maintenance / Instrument Mechanic / Mechanic Medical Electronics / Electronics</p> <p style="text-align: center;">OR</p> <p>National / State Trade Certificate in the aforesaid relevant trades</p> <p style="text-align: center;">OR</p> <p>2 years full time experience as an apprentice training from a recognized institution in the aforesaid relevant trades.</p>	<ol style="list-style-type: none"> 1. Assistance in hands-on-session for conduct of Training Programmes on operation and maintenance of instruments. 2. Should have knowledge in operation of hospital and laboratory equipments. 3. Testing of instrument as per Standard Operating Procedure (SOP) in Calibration Lab. 4. Preparation of Calibration Certificate / report. 5. Soldering, wiring and assembling of the PCBs, instruments and helping in testing. 6. To assist in imparting practical training in Analog & Digital Electronics, PLC's, Robotics, Mechatronics & Embedded

			Systems Labs. 7. Repair and maintenance of electronics equipments. 8. Other R&D support duties as and when assigned by higher authorities.
WELD Mechanical 01 Post (UR)	Technician (1)	Secondary School Certificate / 10 th Standard with Science subjects with minimum 55% marks plus ITI Certificate in the trade of Welding Desirable: 1 year apprenticeship OR 1 year experience in the relevant field.	1. The incumbent is required to carry out all normal and emergent welding work and related work. 2. The incumbent is required to train ISTC students in welding, gas welding and soldering work, undertake the repair and maintenance works.
MACH Mechanical 02 Posts (UR)	Technician (1)	Secondary School Certificate / 10 th Standard with Science subjects with minimum 55% marks plus ITI Certificate in the trade of Machinist (01 post) Secondary School Certificate / 10 th Standard with Science subjects with minimum 55% marks plus ITI Certificate in the trade of Machinist (Grinder or Tool & Cutter Grinder) (01 post) Desirable: 1 year apprenticeship OR 1 year experience in the relevant field.	1. The incumbent is required to carry out tool & cutter jobs, repair and maintenance of tool & cutter machines. 2. The incumbent is required to train ISTC students in tool & cutter and tool crib and undertake the resharping of all types of cutting tools, knowledge of attachments, undertake the repair and maintenance works. 3. The incumbent is required to carry out milling jobs, repair and maintenance of milling machines. 4. The incumbent is required to train ISTC students in milling work, undertake the repair and maintenance works.
FITT Mechanical 01 Post (UR)	Technician (1)	Secondary School Certificate / 10 th Standard with Science subjects with minimum 55% marks plus ITI Certificate in the trade of Fitter Desirable: 1 year apprenticeship OR 1 year experience in the relevant field.	1. The incumbent is required to carry out Fitting and Bench work jobs. 2. The incumbent is required to train ISTC students in filling and Bench work jobs, undertake the repair and maintenance works of workshop machines.
MACN Mechanical 07 Posts (UR-04 OBC-02 SC-01)	Technician (1)	Secondary School Certificate / 10 th Standard with Science subjects with minimum 55% marks plus ITI Certificate in the trade of Fitter or Turner or Machinist or Tool & Die maker or CNC Operator or equivalent	1. Knowledge in operating Coating Plants/Operations & maintenance of coating equipment/ pumps and compressors/ operating machines used for mechanical / optical fabrication 2. Will be required to operate and maintain optical / mechanical conventional / CNC machines/ Optical Coating Plant(s) and machineries/ conventional semi-automatic optical grinding, polishing and edging machines, optical metrology equipment/ milling, lathe, drilling, cutting machines, etc.

			<p>and carry out optical and mechanical assembly operations.</p> <p>3. Assistance in hands-on-session for conduct of Training Programmes for skill development/ operation and maintenance of instruments.</p> <p>4. Other R&D support duties as and when assigned by higher authorities.</p>
DISP Physiotherapy 01 Post (UR)	Technician (1)	<p>Secondary School Certificate / 10th Standard with Science subjects with minimum 55% marks plus Diploma in Physiotherapy.</p> <p>Desirable: 1 year experience in the relevant area.</p>	<p>1. The incumbent is required to diagnose, assess and treat patient's physical problem/ condition.</p> <p>2. The incumbent is required to help the patient to recover from accident, illness or injury.</p> <p>3. To educate patients about how to prevent and/or improve conditions.</p>
LIBR Library 01 Post (UR)	Technician (1)	<p>Secondary School Certificate / 10th Standard with Science subjects with minimum 55% marks plus ITI Certificate in the trade of Library Science</p> <p style="text-align: center;">OR</p> <p>National / State Trade Certificate in the aforesaid relevant trade</p> <p style="text-align: center;">OR</p> <p>2 years full time experience as an apprentice training from a recognized institution in the aforesaid relevant trade.</p>	<p>The incumbent is required to perform data entry, charging/discharging of books, journals, reports in the shelves, preparing for binding of books, cleaning of reading room and shelves and other library support duties as and when assigned by higher authorities.</p>

[†]**Experience shall be counted after obtaining the minimum prescribed qualification.**

Abbreviations: UR-Unreserved, OBC-Other Backward Classes, SC-Scheduled Caste, HH-Hearing Handicapped

Apart from qualifications indicated above, any other recognized qualification, which is equivalent to the prescribed qualification, shall be treated at par with that qualification.

General information and conditions:-

1. 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 Residence Allotment Rules depending on availability in which case HRA will not be admissible.
- b. In addition to the emoluments indicated against each category of posts, 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.

2. Other conditions

- a. The applicant must be a citizen of India.
- b. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of submission of the online applications. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts as on the last date of submission of the online applications. No enquiry asking for advice as to eligibility will be entertained.

- c. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Trade Test. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. The candidate should, therefore, mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with documents. In the event of number of applications being large, CSIR-CSIO will adopt shortlisting criteria to restrict the number of candidates to be called for Trade Test to a reasonable number by any or more of the following methods for the advertised posts:

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 written test.
IV.	Any other methodology as deemed fit by Screening Committee.

- d. The application should be accompanied by self attested copies of the relevant educational qualification and experience certificates. The prescribed qualifications should have been obtained through recognized Universities / Institutions. etc. Incomplete applications/ applications not accompanied with the required certificates / documents are liable to be rejected.
- e. Applications received without any documentary evidence of experience claimed will not be considered. The candidates are advised to ensure that they must enclose documentary evidence of information given in the application for percentage of marks, degrees, experience, date of birth, relaxation claimed, etc.
- f. In respect of equivalence 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.
- g. 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 Trade test.
- 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 date for determining the upper age limit, qualifications and /or experience shall be the closing date prescribed for submission of online applications.
- j. The period of experience in a discipline / area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualifications for that Grade.
- k. Persons with disabilities (PWD) fulfilling the eligibility conditions prescribed under Government of India (GOI) instructions are encouraged to apply.
- l. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- m. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in Trade test.
- n. The decision of the CSIR-CSIO in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination will be final and binding on the candidates.
- o. Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- p. NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.
- q. For updates, kindly visit our website '<http://www.csio.res.in>' regularly.

3. Relaxations :

- a. Upper age limit is relaxable upto five years for the regular employees working in CSIR Laboratories / Institutes, Government Departments, Autonomous Bodies and Public Sector Undertakings.
- b. As per GOI provisions, age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands who are not remarried, the upper age limit is relaxable up to the age of 35 years (upto 40 years for members of Scheduled Castes/Scheduled Tribes and upto 38 years for members belonging to the Other Backward Classes in respect of the posts reserved for them). 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 that they have not remarried since.
- c. Age relaxation to Persons with Disability (PwDs): Age relaxation of 10 years is allowed to blind, deaf-mute and orthopedically handicapped persons subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years. The persons claiming age relaxation under this sub-para would be required to produce a certificate in 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 for each individual Group (A, B or C) to be filled by Direct Recruitment by Selection.
- d. Relaxation in age, over and above the stipulated limit, educational qualification and / or experience may be considered in case of exceptionally meritorious candidates or if sufficient number of candidates possessing the requisite qualification and/ or experience are not available to fill up the posts.
- e. Relaxation 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 concerned authority.

4. How to apply :

- a. Eligible candidates are required to apply **online** only through our website <http://www.csio.res.in>.
- b. If the candidate does not have a valid email ID, he/she should create a new valid email ID before applying online.
- c. **Online Application will be available on our website <http://www.csio.res.in> during 03.10.2017 to 03.11.2017** upto 5.00 PM.
- d. Before applying online, the candidates are advised to read the instructions for online application carefully.
- e. The non-refundable fee for online application is Rs. 500/- (Rupees Five Hundred Only) for General/OBC candidates. The fee is to be deposited directly in any branch of State Bank of India into the **Power Jyoti Account Number 33004547024** [maintained at State Bank of India, Sector 30-C, Chandigarh] with the help of Fee Deposit Slip after downloading the same from our website. The candidates belonging to SC/ST/PH/Women/CSIR Employees/Abroad Candidates category are exempted from submission of application fee.
- f. Last date for online submission of application form is **03.11.2017** upto 5.00 PM.
- g. In case of universities/institutes awarding CGPA/SGPA/OGPA grades etc., the candidates are requested to convert the same into percentage based on the formula as per their university/institute rules.
- h. Successful online application is indicated by the page displayed after clicking **Submit Button** indicating the generated "**APPLICATION FORM NUMBER**". Please note down the same carefully and preserve it. If you do not preserve it, you will not be able to Re-print the Application.
- i. This computer generated application (Print-out) duly signed together with recent passport size photograph and accompanied by self attested copies of the certificates, mark sheets, testimonials in support of age, educational qualifications (including conversion formula from CGPA to percentage), experience certificate, re-prints of publications and caste certificate, if applicable, along with application Fee Deposit Slip (if applicable) should be sent in an envelope (separate envelope for each post) super scribed "APPLICATION FOR THE POST OF _____ (Post Code _____)" by Registered/Speed Post to the address:- **Administrative Officer, CSIR-Central Scientific Instruments Organisation, Sector 30-C, Chandigarh-160030 (India)**, so as to reach on or before **13.11.2017**.
- j. Candidates applying for more than one post must submit separate application form for each post indicating the Code No. of the post. The hard copy of each application must be accompanied by separate Fee Deposit Slip.
- k. Application once made will not be allowed to be withdrawn and fee once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
- l. Applications from employees of Government Departments/ Autonomous Bodies and Public Sector Undertakings will be considered only if forwarded through proper channel/ with NOC from the present employer, 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 be recorded. However, advance copy of the application may be submitted before the closing date. Applications routed through proper channel/ NOC from the present employer should reach this Office, **CSIR-Central Scientific Instruments Organisation, Sector 30-C, Chandigarh-160030 (India) before the date of meeting of Screening Committee.**

- m. Candidates should specifically note that the applications received after the closing date for receipt of hard copy of application i.e. **13.11.2017** for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by CSIR-CSIO.
- n. Incomplete applications (i.e. unsigned, without photograph/ application fee/ applicable testimonials etc.) will not be entertained and will be summarily rejected.
- o. The selected candidates will be on probation for a period of one year from the date of taking over charge of the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of probationary period, they will be considered for confirmation in accordance with the extant rules.
- p. As per the resolution regarding Official Language (Rajbhasha), the selected candidates will have to acquire the knowledge of Hindi during the probationary period.
- q. After successful completion of probationary period, the appointment may be terminated at any time by a month's notice given by either side i.e. the appointee or the appointing authority, without assigning any reason. The appointing authority, however, reserves the right of terminating the services of the appointee forthwith or before the expiry of the stipulated period of notice by making the payment of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.
- r. The selected candidates will have to withdraw their application for appointment elsewhere made prior to their joining in this Organisation and will not be permitted either to appear for interview or to accept any employment offered thereof.
- s. The services in the Council are liable for transfer to anywhere in India. Director-General, CSIR, can transfer any employee from one Laboratory/ Institute to another including their Extension/Field Centres in Public interest. Director, CSIR-CSIO, can transfer any Employee from Headquarters of the Organization/Lab. to its extension/Field/Regional Centres and vice-versa.
- t. The provisions of the Central Civil Services (Conduct) Rules, 1964 & Central Civil Service (Classification, Control and Appeal) Rules, 1965 and such other rules or executive orders as may from time to time be applicable to the servants of the Council, shall apply to the extent to which they are applicable to the appointment hereby offered and the decision of the Council as to their applicability shall be final.
- u. Any matter not specifically stated in the advt. shall be determined by the Director, CSIR-CSIO, Chandigarh and his decision shall be final and binding.
- v. The selected candidates will not be permitted to apply for appointment elsewhere or in CSIR-CSIO during the probationary period and if they have already applied for any posts in any other organisation, they may have to intimate the details of such applications immediately after joining the Institute.
- w. No withdrawal/modification/cancellation will be permissible after successful submission of the online application form.
- x. CSIR-CSIO reserves the right not to fill up a particular post, if it so desires. The number of vacancies indicated above is provisional and may vary.

5. Selection procedure:

The selection will be made on merit list of Trade test for subject specific. Therefore all the eligible candidates, who apply against the above posts, will have to appear for above Test, for which details will be uploaded on our website.

6. Following documents must be attached along with application form sent by post failing which the application is likely to be rejected:

- a. Original and a photocopy (self attested) of application Fee Deposit Slip (CSIR-CSIO copy), wherever applicable {after computer generated application (Print-out)}
- b. Self attested photocopy of Date of Birth Certificate.
- c. Self attested photocopies of educational qualification certificates.

- d. Self attested photocopy of caste certificate, if applicable/if any relaxation is claimed.
- e. Self attested photocopies of experience certificates, if any.
- f. Self attested photocopies of certificates relating to PWD, Widow/Divorced Woman/Woman Judicially Separated from Husband, if applicable.
- g. Recent passport size colour photograph pasted on the form and signed across in full.
- h. Application forwarded through proper channel /NOC from the present employer, in case of working in Government Departments/ Autonomous Bodies and Public Sector Undertakings

Note: In case of discrepancies between the English version of this Advertisement and its Hindi translation, the English version shall prevail.

Administrative Officer