



**CSIR- NATIONAL INSTITUTE OF SCIENCE
COMMUNICATION
&
POLICY RESEARCH (NIScPR)
Dr. K.S.Krishnan Marg, New Delhi-110012**



Advertisement no. NIScPR/Gr.II-III/XII/2024-R&A

Date of Commencement of online application: **03/01/2025 (from 10:00 AM)**

Last Date for submission of online application: **24/01/2025 (up to 05:00 PM)**

A unique opportunity for research careers in Science & Technology at a Premier National Institute

CSIR- National Institute of Science Communication and Policy Research (CSIR-NIScPR), New Delhi, is a premier institute involved in multidisciplinary R&D programmes in the areas (i) Science, Technology, and Innovation (STI) Policy Studies (ii) Techno-Socio-Economic Assessment Studies (iii) Science Communication & Promoting Scientific Temper (iv) Popularization & Dissemination of Science through research journals in different areas of Science and Technology (S&T).

Online applications for the posts of Technical Assistants and Technician are invited from enthusiastic, young Indians having excellent academic record along with requisite experience and a high degree of motivation and desire to take up their career in the above-mentioned areas. Government/CSIR strives to have work force which reflects gender balance and women candidates are encouraged to apply.

The details of the positions and the respective emoluments as well as age limit as per norms are given below:

Designation	Total numbers of posts	Pay Level	Pay Matrix	*Upper Age Limit not exceeding (As on last date of submission of online application as mentioned in the advt.)
Technical Assistant	UR- 07, OBC (NCL) -04, SC-02, ST-01 & EWS-01, Total- 15 (Out of 07 UR positions 1 post is reserved for PwBD** category)	Level - 06	35,400 – 1,12,400	28
Technician(1)	UR- 06, OBC (NCL) -03, SC-02, ST-01, & EWS-01 Total- 13 (Out of 06 UR positions 1 post is reserved for PwBD** category)	Level-02	19,900 – 63,200	28

* Please see age relaxation under “Age relaxation column”.

** 1 post from Technical Assistant & 01 post from Technician is reserved only for PwBD categories like Vision Impairment, Hearing Impairment & Orthopedically Handicap.

(A): Group III Entry Level Posts: Technical Assistant

S.n.	Post Code	Category & No. of post	Essential Qualification	Desirable Qualification	Job Requirements
1	TA01	UR-02 UR(PwBD)-01 OBC(NCL)-02 SC- 01 EWS-01	<p>B.Sc. or equivalent, with minimum 60% marks and one year experience in relevant area (Science Communication/ Scientific Writing/ Plant Taxonomy/ Indian Traditional Knowledge System) from a recognized Institute/Organisation.</p> <p>Or</p> <p>B.Sc. or equivalent, with minimum 60% marks and one year full time professional qualification in relevant area (Science Communication/ Scientific Writing/ Plant Taxonomy/ Indian Traditional Knowledge System) from a recognized Institute/Organisation.</p>	<p>Experience in science communication, including the publication of popular science articles, reports, and books. Skilled in science outreach and public engagement. Practical experience in managing web portals. Proficient in MS Office, particularly MS Word, and skilled in Adobe Photoshop. Strong verbal and written communication skills, including email correspondence. Familiar with research journal editorial workflows. Experience in plant sciences. Additionally, experience in the collection, identification, preservation, and digitization of specimens is desirable.</p>	<p>Popular science writing, reporting, editing, and proofreading for magazines, reports, newsletters, books, and other publications. Experienced in managing scientific communication across print, social media, digital platforms, web portals, and multimedia channels, as well as in outreach and public engagement.</p> <p>The candidate will be responsible for compiling, revising, and updating science news from various CSIR labs. This includes conducting technical reviews of manuscript submissions, identifying and assigning suitable reviewers, managing correspondence with reviewers and authors, maintaining journal data, and overseeing Open Journal System (OJS) tasks. Additionally, the role involves manuscript preparation for DTP, proofreading, and other editorial duties in collaboration with the Journal Editor, as well as expert interactions and preparation of policy bulletins and compendiums.</p>
2	TA02	UR-01 OBC(NCL)-01	<p>B.Sc. or equivalent, with minimum 60% marks and one year experience in relevant area (Environmental Studies/Sustainability Studies/Entrepreneurship/ IPR) from a recognized</p>	<p>Extensive experience working on climate change, environmental, and sustainability issues, with a focus on green and sustainable technologies. Proven</p>	<p>Addressing climate change, environmental, and sustainability issues, with a focus on green and sustainable technologies. Proven track record of collaborating with</p>

			<p>Institute/Organization.</p> <p>or</p> <p>B.Sc. or equivalent, with minimum 60% marks and one year full time professional qualification in industry related course/entrepreneurship/IPR from a recognized Institute/Organization.</p> <p>or</p> <p>Diploma in Engineering / Technology of at least 3 years full time, duration, with minimum 60% marks and experience of 02 years in (Electrical / Information Technology/ Production & Manufacturing Sector) from a recognized Institute/Organization.</p> <p>or</p> <p>Diploma in Engineering / Technology of at least 2 years full time duration in case of lateral admission in diploma course, with minimum 60% marks and experience of 02 years (Electrical / Information Technology/ Production & Manufacturing Sector) from a recognized Institute/Organization.</p>	<p>expertise collaborating with international agencies and NGOs on climate and sustainability initiatives.</p>	<p>international agencies and NGOs on climate and sustainability initiatives.</p>
3	TA03	UR-01	<p>B.Sc. or equivalent, with minimum 60% marks and one year experience in sales/marketing/ storage of publications from a recognized Institute/Organization.</p> <p>or</p> <p>B.Sc. or equivalent, with minimum 60% marks and one year full time professional qualification in sales/marketing/ storage of publications from a</p>	<p>Working knowledge of computer (Word, Excel, Internet, Mail etc.),</p> <p>Good knowledge of Hindi & English (Writing/reading/ speaking).</p>	<p>Developing strategies to grow the subscriber base and increase publication sales.</p> <p>Maintaining records and tracking the status of publications received in the store.</p> <p>Managing the regular dispatch of publications.</p> <p>Responding to queries from users, subscribers, and handling agreements.</p> <p>Overseeing revenue records,</p>

			<p>recognized Institute/Organization.</p> <p>or</p> <p>Diploma in Engineering / Technology of at least 3 years full time, duration, with minimum 60% marks and experience of 02 years in sales/ marketing/ storage of publications from a recognized Institute/Organization.</p> <p>or</p> <p>Diploma in Engineering / Technology of at least 2 years full time duration in case of lateral admission in diploma course, with minimum 60% marks and experience of 02 years in sales/ marketing/ storage of publications from a recognized Institute/Organization.</p>		<p>tender management, and liaising with India Post and other relevant agencies.</p> <p>Maintaining records of MoUs signed by the Institute, business developments, and providing data requested by CSIR HQ and other Departments/ Ministries.</p>
4	TA04	UR- 02 OBC(NCL)- 01 SC- 01 ST- 01	<p>B.Sc. in Computer Sci. / Information technology or equivalent, with minimum 60% marks and one year experience in relevant area (software development/ Project Management/Hardware & Networking/ Data base management) from a recognized Institute/Organisation.</p> <p>or</p> <p>B.Sc. or equivalent, with minimum 60% marks and one year full time professional qualification in relevant area (software development/ Project Management/Hardware & Networking/ Data base management) from a recognized Institute/Organisation.</p>	<p>Experience in the Software Development Life Cycle (SDLC) with knowledge of programming languages such as PHP, .NET, JAVA, and RDBMS (MySQL, PostgreSQL).</p> <p>Possessing certifications like CCNA, CCNP, or advanced OEM certifications, and MSCA or equivalent advanced OEM-level certification.</p> <p>Hands-on experience in Software Design, Development, and Management.</p> <p>Proficient in System</p>	<p>Installation, configuration, and customization of open-source software such as Open Journal System (OJS), Drupal, Joomla, WordPress, and others.</p> <p>Managing data, analyzing usage statistics, troubleshooting and resolving access-related technical issues, and conducting requirement analysis.</p> <p>Overseeing the management of Linux and Windows servers, Next-Generation Firewalls (NGFW), Intrusion Prevention Systems (IPS), storage, network switches, and troubleshooting. Responsible for network</p>

		<p>or</p> <p>Diploma in Computer Science Engineering / Computer Engineering /IT of at least 3 years full time, duration, with minimum 60% marks and experience of 02 years in relevant area (software development/ Project Management/Hardware & Networking/ Data base management) from a recognized Institute/Organisation.</p> <p>or</p> <p>Diploma in Computer Science Engineering / Computer Engineering /IT of at least 2 years full time duration in case of lateral admission in diploma course, with minimum 60% marks and experience of 02 years in software development from a recognized Institute/Organisation.</p>	<p>Administration, Network Security, Server & Storage Management, with certification in Computer Operator and Programming Assistant or Network/Computer Hardware Technician roles.</p> <p>Skills and expertise include:</p> <p>Website Design and Development</p> <p>Open Source Software (Linux)</p> <p>Content Management Systems (CMS) such as Drupal and DSpace</p> <p>RDBMS: MySQL/PostgreSQL</p> <p>Proficiency in PHP, Linux, and Database Management Systems</p> <p>Knowledge of Integrated Library Management Software (Koha) and Digital Repository Software (DSpace)</p> <p>Familiarity with CMS platforms like Drupal and Joomla.</p>	<p>security and optimizing network architecture in the data centre.</p> <p>Managing digital information resource portals, including content uploading and maintenance of NIScPR Online Periodicals Repository (NOPR), NSDL, CSIR Knowledge Gateway, PRABHASS, and the CSIR Union Catalogue. Providing IT support for internet facilities at NIScPR, SV Marg.</p> <p>Managing NKRC Portal, analyzing usage statistics, resolving access related technical issues, conducting requirement analysis.</p> <p>Assisting in the delivery of theory and practical sessions for short term training courses and related training activities.</p>
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(B): Group II Entry Level Post: Technician (1)

S.n.	Post Code	Category & no. of posts	Essential Qualification	Job Requirements
1	TECH01	UR-02 UR (PwBD)- 01 OBC(NCL)- 02 SC-02	SSC / 10th Standard / SSC or equivalent with / Science subjects, with minimum 55% marks and ITI certificate or national / state trade certificate in Information technology sector/ Office Assistant cum Computer Operator/ Computer Operator cum Programming Assistant.	Strong technical knowledge in computer systems, peripherals, LAN maintenance, Data entry and website content management. Familiarity with online conference platforms like MS Teams/ Zoom/ Google meet etc., social media

			<p>or</p> <p>SSC / 10th Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an apprentice trainee in Information technology sector/ Office Assistant cum Computer Operator/ Computer Operator cum Programming Assistant from a recognized institution.</p> <p>or</p> <p>SSC / 10th Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience in Information technology sector/ Office Assistant cum Computer Operator/ Computer Operator cum Programming Assistant in a Ministry /Department/ Organisation / Public Sector Undertaking / Autonomous Body under Government of India / State / UT.</p>	<p>platforms, and webcasting tools.</p> <p>Excellent organizational skills with the ability to manage both IT-related tasks and administrative duties.</p> <p>Assisting with office administration and journal/ Book publications etc.</p> <p>Good communication skills and ability to coordinate effectively with different departments.</p>
2	TECH02	UR-01 EWS- 01	<p>SSC / 10th Standard or equivalent with / Science subjects, with minimum 55% marks and ITI certificate or national / state trade certificate in Desktop Publishing/ Commercial Art/ Applied Art/ Printing from a recognized institution.</p> <p>or</p> <p>SSC / 10th Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an apprentice trainee in Desktop Publishing/ Commercial Art/ Applied Art/ Printing from a recognized institution.</p> <p>or</p> <p>SSC / 10th Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience in Desktop Publishing/ Commercial Art/ Applied Art/ Printing in a Ministry /Department/ Organisation / Public Sector Undertaking / Autonomous Body under Government of India / State / UT.</p>	<p>Maintaining records of all jobs received and handled.</p> <p>Preparing and sending bills to clients for the job printed.</p> <p>Regular follow-up of payments with clients by personal visit/phone calls/correspondence.</p> <p>Reconciliation of payments from Accounts Section. Managing archival storage of data of all jobs.</p>
3	TECH03	UR-01 OBC-01	<p>SSC / 10th Standard or equivalent with / Science subjects, with minimum 55% marks and ITI certificate or national / state trade certificate in Electrician & Draughtsman (Civil) from a recognized</p>	<p>To assist in day to day work, Civil store management & record keeping and attending plumbing complaint at both the campuses and upkeep of horticulture work etc.</p>

			<p>institution.</p> <p>or</p> <p>SSC / 10th Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an apprentice trainee in Electrician, Plumber, Draughtsman (Civil) & Carpenter from a recognized institution.</p> <p>or</p> <p>SSC / 10th Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience in Electrician, Plumber, Draughtsman (Civil) & Carpenter in Ministry /Department/ Organisation / Public Sector Undertaking / Autonomous Body under Government of India / State / UT.</p>	
4	TECH04	UR-01 ST- 01	<p>SSC / 10th Standard / SSC or equivalent with / Science subjects, with minimum 55% marks and ITI certificate or national / state trade certificate in Information Technology from a recognized institution.</p> <p>or</p> <p>SSC / 10th Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an apprentice trainee in library & Information Science from a recognized institution.</p> <p>or</p> <p>SSC / 10th Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience in library & Information Science in a Ministry /Department/ Organization / Public Sector Undertaking / Autonomous Body under Government of India / State / UT.</p>	<p>For carrying out activities related to library, ISSN & Bibliometric Services.</p> <p>For carrying out IT related activities.</p> <p>For carrying out library related activities</p>

UR: Unreserved, SC: Scheduled Caste, ST; Scheduled Tribe, OBC: Other Backward Class, EWSs: Economically Weaker Sections.

Mode of Examination for the Posts of TECHNICAL ASSISTANT:-

The candidates as recommended by the Screening Committee will be invited for Trade/Skill Test. Those who qualify in the Trade/Skill Test will be invited for a Competitive Written Examination.

For these posts, there will be three papers. The second and third paper will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper. The Final merit list will be prepared only on the basis of the marks obtained by the candidates in Paper-II & Paper-III

Mode of Examination	OMR Based or Computer Based Objective Types Multiple Choice Examination		
Medium of Question	The question paper will be set both in English and Hindi except the questions of English Language.		
Standard of examination	Technical Assistant	Diploma/Graduation Level (based on the advertised qualification of the post)	
Total no. of Questions	200		
Total time Allotted	3 hours		

Paper-I (Time Allotted-1 Hour)

Subject	No. of Questions	Maximum Marks	Negative Marks
Mental Ability Test*	50	100 (two marks for every correct answer)	There will be NO Negative Marks in this Paper

* Mental Ability Test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning Problem Solving, situational Judgement, etc.

Paper-II (Time Allotted-30 Minutes)

Subject	No. of Questions	Maximum Marks	Negative Marks
General Awareness	25	75 (three marks for every correct answer)	One Negative Mark for every wrong answer
English Language	25	75 (three marks for every correct answer)	One Negative Mark for every wrong answer

Paper-III (Time Allotted-90 Minutes)

Subject	No. of Questions	Maximum Marks	Negative Marks
Concerned Subject	100	300 (three marks for every correct answer)	One Negative Mark for every wrong answer

Mode of Examination for TECHNICIAN (1) Posts:-

The candidates as recommended by the Screening Committee will be invited for Trade/Skill Test. Those who qualify in the Trade/Skill Test will be invited for a Competitive Written Examination.

Mode of Examination	OMR Based or Computer Based Objective Types Multiple Choice Examination
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Medium of Question	The question paper will be set both in English and Hindi except the question on English Language.
Standard of Examination	SSC +ITI/ XII th Standard
Total no. of Questions	150
Total time Allotted	2 hours 30 minutes

For these posts, there will be three papers. The second and third paper will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper. The Final merit list will be prepared only on the basis of the marks obtained by the candidates in Paper-II & Paper-III

Paper-I (Time Allotted-1 Hour)

Subject	No. of Questions	Maximum Marks	Negative Marks
Mental Ability Test*	50	100 (two marks for every correct answer)	There will be No Negative Marks in this paper

*Mental Ability Test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning Problem Solving, situational Judgment, etc.

Paper-II (Time Allotted-30 Minutes)

Subject	No. of Questions	Maximum Marks	Negative Marks
General Awareness	25	75 (three marks for every correct answer)	One negative mark for every wrong answer
English Language	25	75 (three marks for every correct answer)	One negative mark for every wrong answer

Paper-III (Time Allotted-90 Minutes)

Subject	No. of Questions	Maximum Marks	Negative Marks
Concerned Subject	50	150 (three marks for every correct answer)	One negative mark for every wrong answer

BENEFITS: -

1. The post carry Pay and Allowances, such as HRA and Traveling allowance etc. at Central Government rates as applicable to the employees of Council at the place of posting. In addition, other benefits such as Leave Travel Concession and Reimbursement of Medical expenses and Children's Education Allowances etc. are also available, as per CSIR rules. Accommodation will be provided as per CSIR Residence Allotment Rules depending on availability, in that case HRA will not be admissible.
2. New entrants will be governed by the "New Pension Scheme" is based on defined Contributions as admissible to new entrants recruited in Central Government Services on or after 01.01.2004, the same has been adopted by CSIR for its employees.
3. CSIR provides excellent opportunities to deserving candidates for career advancement under Assessment Promotion Scheme for Technical staff.
4. The appointment to the post shall be governed by the provisions of the Central Civil Services (Conduct) Rules, 1964, Central Civil Services (Classification, Control and Appeal) Rules, 1965 as amended from time to time and other service Rules to the extent made applicable to the Council Servant and decision of the Council as to their applicability shall be final.

AGE LIMIT AND RELAXATION: -

1. Upper age limit is relaxable by 5 years in the case of SC/ST and by 3 years in the case of OBC (NCL) candidates for the posts which are reserved for the respective categories. Relaxation of upper age limit for Ex-servicemen will be applicable as per GOI rules. **[SC/ST/OBC (NCL) candidates applying against unreserved posts will not be eligible for age relaxation].**
2. Age relaxation to Persons with Benchmark Disabilities [PwBD]: Age relaxation of 10 years is allowed [total 15 years for SCs/STs and 13 years for OBC (NCL) in respect of the posts reserved for them] to persons from **Visual Impairment (VI), Hearing Impairment (HI) & Orthopedically Handicap (OH)**. 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 posts to be filled by Direct Recruitment.
3. The upper age limit is relaxable **up to 05 years** for the regular employees working in CSIR and its Laboratories / Institutes, Government Departments, Autonomous Bodies and Public Sector Undertakings in accordance with the instructions and orders issued by the Government of India/CSIR from time to time.
4. Persons with Benchmark Disability is entitled to age concession by virtue of being a Central Government Employee, concession to him/her will be admissible either as a 'persons with benchmark disability' or as a 'Central Government Employee' whichever may be more beneficial to him/her.
5. SC/ST/OBC (NCL)/PwBD/EWS candidates shall produce the required certificate in the prescribed format duly signed by the issuing authority at the time of trade test/written test. OBC (NCL)/EWS candidate shall produce the certificate valid for appointment to the posts under the Central Government.
6. The benefit of reservation under EWS can be availed upon production of valid Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by specified authorities in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS.
7. As per GOI provisions, age relaxation to Widows, Divorced Women and Women Judicially separated from Husbands, the upper age limit is relaxable up to the age of 35 years [up to 40 years for members of Scheduled Castes/Scheduled tribes 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: -
 - a. In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
 - b. 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.
8. Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate/Birth Certificate will be accepted for determining the age and no subsequent request for change will be considered /granted.
9. Candidates seeking reservation benefits available for SC/ ST/ OBC (NCL)/ EWS/ ESM/ PwBD must ensure that they are entitled to such reservation as per eligibility criteria prescribed in the advertisement.
10. Candidates seeking reservation benefits available for OBC (NCL) must upload Undertaking along with OBC (NCL) certificate.

GENERAL CONDITIONS

1. The prescribed educational qualifications should have been obtained from recognized Board/Institutions/Universities.
2. The date of determining the age limit/experience/qualifications shall be closing date prescribed for filling up online application i.e. **03.01.2025**. The period of Experience/ Professional Qualification in the relevant area of work, wherever prescribed, shall be counted after the date of acquiring the minimum educational qualification prescribed for that post. Experience certificate should contain date of joining and date of relieving.
3. A candidate can apply for multiple post codes subject to fulfilling all eligibility criteria n attached to each individual post code. However, candidates need to fill the application [except primary/ registration details] with the requisite application fee separately for each post code.

4. The decision of the Competent Authority of CSIR-NIScPR in all matters relating to eligibility, acceptance or rejection of applications, conduct of Trade test and not to fill up all or any of the posts will be final and binding on the candidates and no enquiry or correspondence shall be entertained in this regard from any individual. Further, in case of a claiming for qualification as equivalent qualification, the candidate is required to produce order/ letter in this regard by the concerned Board/ Universities/Institutions.
5. The number of vacancies indicated against each category is provisional and may vary either way at the time of selection. The selection process is subject to the CSIR/Gol instructions prevalent at a given point of time during various stages of selection process.
6. Candidate should ensure that he/she possesses essential educational qualification/experience in the relevant area as required in the category/post, for which he/she is applying, on the last date of filling of online application. Mere fulfilling the minimum essential qualification does not entitle candidates to be called for Trade/ Skill Test. In case of large number of applications received, the duly constituted Screening Committee may adopt its own criteria for short listing the candidates to be called for Trade/Skill test.
7. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post[s].
8. If any document/ certificate furnished is in a language other than Hindi or English a transcript in English of the same duly attested is to be submitted.
9. Persons with Benchmark Disability [PwBD] fulfilling the eligibility conditions prescribed under GOI/CSIR instructions are encouraged to apply.
10. If a candidate is willing to apply for more than one post code, he/she should apply for each post code separately.
11. Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post.
12. The recruitment for the above posts is governed by the "CSIR Service Rules, 1994 for Recruitment of Technical and Support Staff" as amended from time to time. Hence, all other terms and conditions not stipulated herein will be applicable as per the said Recruitment Rules.

HOW TO APPLY:

- a. Eligible candidates are required to apply ONLINE by accessing the link "Technical Assistant & Technician(1)" available on CSIR-NIScPR Website <https://www.niscpr.res.in>
- b. For online application process, please refer "How-to-apply online" instructions, "Fee Payment Procedure" and 'Application Replica' available on the above- mentioned website.
- c. The application is to be submitted in three distinct steps, as below: -
 1. Registration [online]
 2. Fee Submission [online], if applicable.
 3. Application submission [online]
- d. Before applying for online application, the candidate should have a valid email id and should be kept active during the entire recruitment process. The datelines for the above mentioned stages of application is as follows:
Start Date for Registration/fee submission for Online Application: 03.01.2025 -10:00 AM
Last date for Fee Submission Online: 24.01.2025 - 05:00 PM
Last Date for Submission of Online application: 24.01.2025 - 05:00 PM
- e. Candidates are required to pay application fee of **Rs.500/-** as per 'fee payment Procedure' available on the website. **No fee is payable for SC/ST/PwBD/Women/CSIR Employees/Ex-Servicemen candidates.** Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.
- f. Candidates are required to upload the following documents at the specified places in the online application:
 - His/her recent passport size scanned colour photograph [max size 50 KB],
 - Signature [max size 100 KB]
 - Relevant certificates scanned from the original documents [max size 1 MB]
- g. Application once submitted will not be allowed to be withdrawn and fees once paid will not be refunded under

- any circumstances nor can it be held in reserve for any other examination or selection.
- h. In case of Boards/Universities/Institutions awarding CGPA/SGPA/OGPA/DGPA/CPI grades etc., candidates are required to convert the same into percentage based on the formula as per their Boards/Universities/Institutions. A copy of conversion formula of CGPA/SGPA/OGPA/DGPA/CPI grades etc. into percentage, issued by the Boards/Universities/Institutions is to be uploaded in the online application.
- i. When application is successfully submitted, the following documents must be kept ready with the candidate along with the Physical/Hard Copy [Print-out] of Online application form and produce as and when required by the office: -
- Colored photograph pasted on the form and signed across in full.
 - Photocopy of 10th/12th class certificate indicating Date of Birth.
 - Photocopies of educational qualifications certificates.
 - Photocopy of SC/ST/OBC/EWS/PwBD certificate, if applicable.
 - Photocopies of experience certificates, whenever required.
 - NOC from current employer, (only for employees from Government/ Autonomous/ PSUs)
 - Self-attestation is to be done at the time of document verification.
- j. Request of change/ correction in any particulars in the application form, once submitted, will not be entertained under any circumstances.
- k. Candidates must fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made only through e-mail/ SMS.
- l. Candidates belonging to Government/ Autonomous/ PSUs are required to provide a No Objection Certificate at the time of document verification, failing which he/she will not be allowed to appear for the Trade/Skill Test.**
- m. Candidates are advised to check the website regularly **for addendum/corrigendum and updated information regarding this advertisement please visit our website: <https://www.niscpr.res.in> No separate individual information/intimation shall be sent to the candidates. Therefore, candidates are advised to keep visiting regularly the website of CSIR-NIScPR.**
- n. Candidates should indicate as to whether any of their blood/close relatives [relation to a Government servant include the wife or husband, son or daughter, parents, brothers or sisters or any person related to any of them by blood or marriage, whether they are dependent on the Government servant or not] is working in CSIR-NIScPR or any other National Labs/Institutes of the CSIR.
- o. CSIR- NIScPR is not responsible for any discrepancy in submitting details online. The applicants are therefore, advised to strictly follow the instructions. The particulars furnished by the applicant will be taken as final and further processing of the application will be based on these particulars only. Frivolous representation/ clarification made through any correspondence without reading the instructions given in the advertisement thoroughly will not be entertained.
- p. Online Application validation rules and design are based on the Advertisement requirements. Candidates are advised to read the advertisement carefully and refer "Instructions" page on application portal. Application submitted through online form does not imply that candidate has fulfilled all the criteria given in the advertisement. Application is subject to subsequent scrutiny and can be rejected if found to be ineligible at any point of time.
- q. The appointments to the reserved posts will be provisional and subject to the verification of caste certificates through proper channel. If the verification reveals that the claim of the candidate belonging to the SC/ST/OBC/EWS/PwBD is false or it reveals that the claim of the candidate belonging to creamy layer is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.
- r. Director, NIScPR has the sole authority to cancel the recruitment at any stage without any reason.

No interim Enquiry or Correspondence will be entertained

Sd/-

UNDERTAKING

Form of declaration to be submitted by the OBC (NCL) Candidate (in addition to their Community Certificate)

I _____ son/daughter of _____ resident of village/town/city district _____ state _____ hereby declare that I belong to the _____ community which is recognized as a Backward Class by the Government of India for the purpose of Reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36102/22/93-Estt.(SCT) dated 08.09.1993.

It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 08.09.1993, O.M. No. 36033/3/2004 Estt.(Res.) dated 09.03.2004 & OM No. 36033/3/2004-Estt(Res.) dated 14.10.2008 & OM No. 36033/1/2013-Estt(Res.) dated 13.09.2017.

I also declare that the condition of status/annual income for creamy layer of my Parents/guardian is within prescribed limits as on last date of application.

Signature.....

Full Name.....

Address.....

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