

Advertisement No. 01/2025 Dated:07.02.2025

Start Date for Registration & Fee Submission for Online Application	10.02.2025 (Monday), 09:30 AM
Last Date for Registration & Fee Submission of Online Application	12.03.2025 (Wednesday), 6:00 PM

Advertisement for the post of Junior Secretariat Assistant & Junior Stenographer

Opportunities for an Exciting Career in Administrative Services in a premier R&D Institute

CSIR-Central Electronics Engineering Research Institute (CSIR-CEERI), Pilani is a premier Research Institution in the field of Electronics established under the aegis of Council of Scientific & Industrial Research (CSIR) in 1953. It undertakes multi-disciplinary R&D activities and projects in the areas of Electronics. CSIR-CEERI also has Centres at Chennai and Jaipur.

Online applications are invited from the citizens of India for filling up the posts of Junior Secretariat Assistant (Gen/F&A/S&P) and Junior Stenographer (Hindi/English) at CSIR-CEERI. The details of the posts and the respective emoluments as well as age limit as per norms are given below:

Post Code	Name & No. of Posts, Reservation status	Pay Level, Pay Matrix	Upper Age Limit (as on 12.03.2025)	Essential Qualification	Job Requirement/ Specifications	
JSA-G	Junior Secretariat Assistant (General)	Pay Level 2 ₹19,900-63,200	28 years	10+2/XII or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norms fixed by DoPT from time to time.	Candidates are required to provide assistance in the functions of General Administration besides any other official work as and when assigned by Competent Authority.	
	Category					No. of Posts
	UR					01* – subject to the post remains vacant advertised vide advt. No. 04/2022 after disposal of representation of the respective candidate. (Total – 01)
JSA-F&A	Junior Secretariat Assistant (Finance & Accounts)					
	Category					No. of Posts
	UR					02
SC	01	(Total – 03)				
JSA-S&P	Junior Secretariat Assistant (Stores & Purchase)					
	Category					No. of Posts
	UR					01
Jr. Steno.	Junior Stenographer (Hindi/ English)	Level-4 ₹ 25,500-81,100	27 years	10+2/XII or its equivalent and proficiency in Stenography as per the prescribed norms fixed by DoPT from time to time.	Candidates are required to provide secretarial/ stenographic, typing and any other official/ administrative work as and when assigned by Competent Authority.	
	Category					No. of Posts
	UR					01
	ST					01

***01: This Vacancy is provisional and subject to the post remains vacant after the disposal of representation of the respective candidate against the post advertised vide advt. No. 04/2022.**

Note: 01 Vacancy out of 7 vacancies is reserved for PwBD-backlog subject to the post remains vacant after the disposal of representation of the respective candidate against the post advertised vide advt. No. 04/2022. The category

of disability earmarked for the following categories:

PwBD – Persons with Benchmark Disabilities.

VH – blindness and low vision;

HH – deaf and hard of hearing.

Others – (a) Autism, intellectual disability, specific learning disability and mental illness;

(b) Multiple disabilities.

Abbreviations used:

UR	-	Unreserved;
OBC	-	Other Backward Classes;
SC	-	Scheduled Castes;
ST	-	Scheduled Tribes.

Norms for Skill Test: -

Sl. No.	Name of Post	Skill Test norms on Computer
	Junior Secretariat Assistant (Gen) Junior Secretariat Assistant (F&A) Junior Secretariat Assistant (S&P)	English Typing @ 35 w.p.m. or Hindi Typing @ 30 w.p.m. (35 words per minute or 30 words per minute correspond to 10500 KDPH or 9000 KDPH on an average of 5 key depressions for each word). Time allowed for Typing Test is 10 minutes, which is qualifying in nature.
	Junior Stenographer (English/ Hindi)	One Dictation for 10 minutes in English or Hindi (as opted by the candidates in the Application Form) at the speed of 80 w.p.m., which is qualifying in nature.

Mode of Selection: -

Name of Post	Selection Procedure
Junior Secretariat Assistant (Gen/F&A/S&P)	The candidates fulfilling all essential qualification will be invited for open competitive written examination and typewriting test on Computer. 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 competitive written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing. The written competitive examination consists of the two papers (Paper-I Mental Ability and Paper-II General Awareness & English Language). Paper-II will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in Paper-I. The final merit list will be prepared only on the basis of the marks obtained by the candidates in Paper-II. The Hindi typing test on computers will be on Mangal Font.
Junior Stenographer (English/Hindi)	The candidates fulfilling all necessary eligibility criteria will be invited for open competitive written examination and stenography. The proficiency in stenography will only be qualifying in nature. The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The merit list will only comprise of those candidates those who have qualified the proficiency test in stenography.

Note: Important

- All the candidates applied for the post(s) will be invited for a Typing Test/Proficiency Test Tentatively on 25.03.2025 on provisional basis after closing the advertisement. The duly constituted Screening Committee will screen the applications of those candidates only who will qualify the Typing Test/Proficiency Test. The candidates who will meet the screening parameters after they have qualified the Typing Test/Proficiency Test, will be invited for a written test examination. The final merit list will be made on the basis of performance of the candidates in the written examination.
- Screening of applications will be done prima facie on the basis of documents and information furnished by the candidates. If at any subsequent stage it is found that the candidates do not fulfill the eligibility criteria, their candidature shall be cancelled without assigning any reason whatsoever.

Syllabus of written test for the post of Junior Secretariat Assistant (Gen/F&A/S&P): -

There will be two papers (Paper-I and Paper-II). The paper-II will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the Paper-I.

Mode of Examination	OMR Based or Computer Based Objective Type Multiple Choice Examination
Medium of Questions	The questions will be set both in English and Hindi except the Questions on English Language.
Standard of Exam	Class XII
Total No. of Questions	200
Total Time Allotted	2 hours 30 minutes

Paper-I (Time Allotted-90 minutes)

Subject	No. of Questions	Maximum Marks	Negative Marks
Mental Ability Test*	100	200 (two marks for every correct answer)	<u>There will be no negative marks in this paper.</u>

*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 – 1 hour)

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

A. Scheme of Competitive Written Examination for Junior Stenographer: -

Mode of Examination	OMR Based or Computer Based Objective Type Multiple Choice Examination
Medium of Questions	The questions will be set both in English and Hindi except the Questions on English Language.
Standard of Exam	10+2 / XII
Total No. of Questions	200
Total Time Allotted	Total 2 hours (2 hours and 40 minutes for the candidates eligible for scribe)

Competitive Written Examination will consist of only one Paper with three parts as detailed below:

Part	Subject	No. of Questions	Maximum Marks	Negative Marks
I	General Intelligence & Reasoning	50	50	0.25 marks is deducted for every wrong answer
II	General Awareness	50	50	0.25 marks is deducted for every wrong answer
III	English Language & Comprehension	100	100	0.25 marks is deducted for every wrong answer

B. Proficiency Test in Stenography

The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the Application Form) at the speed of 80 w.p.m. for the post of Junior Stenographer. The transcription time is as follows:

S.No.	Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for candidates eligible for scribe
1	English	50	70
2	Hindi	65	90

C. EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TESTS-NATURE OF MISTAKES

1. FULL MISTAKES: - The following mistakes are treated as full mistakes: -

- Every omission of word or figure. In case a group of words are omitted, mark as many mistakes as the actual number of words omitted.
- Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/figure dictated which have been replaced/substituted by other words(s) figure(s). However, if a figure is written correctly either in numeral or words both will be acceptable and will not be counted as mistake.
- Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.

2. HALF MISTAKES: - The following are treated as half mistakes: -

- Wrong spelling, including transposition of letters in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as single half mistake.
- Using singular or plural noun and vice versa.
- Use of small letter at the beginning of the sentence.

NOTE

- More than one error in a single word: all the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
- Every passage will be accompanied by a list of words which can be spelt/written in more than one form. All the spellings/forms of words will be acceptable and not counted as error. For example, the word 'Honorable' is written as Hon'ble, Hon., Honorable and Hon. - all these forms will be treated as correct.
- CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.
- The above guidelines will be valid for Hindi Stenography Skill Test also.
- Method of calculation of mistakes in Stenography Skill Test:-

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes} / 2) \times 100}{\text{Number of words in the master passage}}$$

Percentage will be rounded off to two decimal places. For example, 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00.

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 Allotment Rules depending on availability and in that case HRA will not be admissible.
- b) In addition to the emoluments, against each category of posts benefits such as applicability of National Pension System, 2004 as amended from time to time, 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 "National Pension System" based on defined Contributions for new entrants recruited from 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, 2021.

2. General Information and Other Conditions:

- a. The applicant must be a citizen of India.
- b. All applicants must fulfill the essential requirements of the posts and other conditions stipulated in the advertisement as on the last date of submission of **ONLINE** application. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for these posts which is compulsory even if a candidate has some higher qualifications. **No enquiry asking for advice as to eligibility will be entertained.**
- c. The online application should be accompanied by **self-attested copies** of all education qualification, mark-sheets and certificates etc., issued by the degree awarding Boards. The prescribed qualifications should have been obtained through recognized Boards.
- d. 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 attach copy of order/ letter in this regard, indicating the Authority under which it has been so treated, otherwise application is liable to be rejected.
- e. If any document/ certificate furnished is in a language other than Hindi or English, a transcribed copy of the same duly attested by a Gazette Officer or Notary is to be submitted.
- f. The date for determining the upper age limit, qualifications and/or experience shall be the closing date prescribed for submission of online application i.e. **12.03.2025 (Wednesday)**.
- g. Candidate must ensure that he/she possesses the essential educational qualification in the relevant areas as required for the post, for which he/she is applying, on the last date of submission of ONLINE application.
- h. Persons with Benchmark Disabilities (PwBD), (Divyang) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- i. **Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post.**
- j. **The Director, CSIR-CEERI reserves the right to cancel the advertisement without assigning any reason thereof or reserves the right to not to fill up the posts. The number of vacancies indicated against the Post/ Category is provisional and may increase or decrease at any stage of selection process. The selection procedure of these posts is subject to CSIR/ Govt. of India instructions prevalent at the time of various stages of selection.**
- k. The selected incumbents will be posted in CSIR-CEERI, Pilani. But they can be transferred to any of the Labs/ Institutes/ centers/ field stations of CSIR-CEERI/CSIR anywhere in India.

1. The decision of the **Director, CSIR-CEERI** in all matters relating to eligibility, acceptance or rejection of application, mode of selection, conduct of examination/ skill test/ written test, as applicable, venue for skill test/ typing test/ written test and not to fill up all or any of the posts will be final and binding on the candidates and **no interim inquiry or correspondence will be entertained in this connection from any individual or his/her agency.**

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

n. The Medium of Typing Test and the medium of written examination opted in online application form, will not be changed at later stage.

o. **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**

3. Age Limit & Relaxations:

a. The upper age limit is relaxable up to 05 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 Caste certificate in the prescribed Government of India (GoI) format signed by the competent authority. The upper age limit for ex-serviceman will be relaxed as per instructions of GoI issued from time to time.

b. There is no age limit for CSIR employees provided that they possess the prescribed qualification.

c. As per Govt. of India provisions, age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands who are not remarried shall be relaxed up to the age of 35 years (upto 40 years for members of Scheduled Castes/Scheduled Tribes and up to 38 years for members belonging to Other Backward Classes 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 upload following documentary evidence:

I. In case of Widow, Death Certificate of her husband together with the Affidavit that she has not re-married since.

II. In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgment/ decree of the appropriate Court to prove the fact of divorce or judicial separation, as the case may be, with an Affidavit in respect of divorced Women that they have not remarried since.

d. **Age relaxation to Persons with Benchmark Disabilities (PwBD):** Age relaxation of 10 years {total 15 years for SCs/ STs and 13 years for OBCs candidates (Non-Creamy Layer) as per rules} in upper age limit shall be allowed to persons suffering from the following benchmark disabilities as per GOI instructions irrespective of the fact whether the post is reserved for person with disabilities or not:

(i) blindness and low vision;

(ii) deaf and hard of hearing/ Hearing Impairment;

(iii) autism, intellectual disability, specific learning disability and mental illness;

(iv) multiple disabilities from amongst persons under clauses (i) to (iii) including deaf blindness 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.

e. SC/ ST/ OBC/ PwBD & EWS candidates are required to produce a copy of the relevant certificate in the prescribed format issued recently by the competent authority at the time of typing test/written test/shorthand proficiency test. OBC candidates should produce certificate valid for appointment to posts under the Central Government.

4. How to apply

1. Eligible candidates are required to apply ONLINE through CSIR-CEERI website **www.ceeri.res.in**. No other mode of application will be entertained.

2. Candidates desirous to apply for more than one Post Code should submit **ONLINE APPLICATION and select the relevant POST CODE(s)**, subject to **fulfilling** all eligibility criteria attached to each individual post code along with requisite **application fee of ₹500/- for each**, wherever applicable.

3. Candidates are advised to go through the instructions (available on CSIR-CEERI website www.ceeri.res.in) for filling online application carefully.

4. Online Application will be available on CSIR-CEERI website www.ceeri.res.in [**Opens on 10.02.2025 from 09:30 A.M. and Closes on 12.03.2025 at 06:00 P.M.**].
5. Candidates are required to pay ₹500/- online through the link available under the payment option in online application. No other mode of payment of application fee is permissible. **SC/ ST/ PwBD/ Women/ Other Gender/ CSIR Employees/ Ex-Servicemen are exempted from payment of application fee.**
6. In case of Boards awarding CGPA/SGPA/OGPA/DGPA grades etc., candidates are required to convert the same into percentage based on the formula as per their Boards and to mention the percentage so arrived at the appropriate place in the online application format, while filling the same.
7. If the candidate does not have a valid Email ID, he/she should create a valid Email ID before applying online.
8. **Candidates should keep a copy of the application printout and payment details (if any) with them**, for their record and same will be made available to office, whenever asked to do so. Printout of Application and payment details will not be available after the closing date for online application.
9. Application once submitted will not be allowed to be withdrawn and application fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
10. Only one application will be entertained from each candidate. In case a candidate submits multiple online applications with different registration numbers and/or with different email IDs, only the latest completed application will be considered.
11. Applications from regular employees working in CSIR laboratories/ Institutes, Government Departments, autonomous bodies and public sector undertakings will be considered only if No Objection Certificate (NOC) is uploaded with the online application with a certificate by the employer that the applicant, if selected, will be relieved within one month of the receipt of the appointment orders.
12. Incomplete applications (i.e. without uploading photograph, signature, non-payment of application fee (wherever applicable) and without uploading the attachments as mentioned under Documents Required) will not be entertained and are liable to be summarily rejected.

5. Documents Required:

Following documents are required to be uploaded (in order) as a single PDF as attachment to the application:

- a. SSC / 10th certificate (reflecting Date of Birth)
- b. SSC / 10th Mark Sheet
- c. Intermediate / 10+2 certificate & Mark Sheet
- d. Caste/ Category certificate (wherever applicable) in the formats prescribed by the Govt. of India
- e. No Objection Certificate (NOC), wherever applicable
- f. Fee receipt wherever applicable
- g. Certificate(s) related to higher qualification, if any
- h. Certificate(s) related to PwBD (wherever applicable) in the prescribed format
- i. Certificate(s) related to Widow women/Divorced women/ Women Judicially separated from their husbands.
- j. Documents/certificates required for age relaxation, if any.

No hard copy of application or any document is required to be sent

Any further information regarding this Advertisement like date, time and venue of Examination, any addendum/ corrigendum or any variation in number of posts/ cancellations of post(s) etc. will be made available through CSIR-CEERI website www.ceeri.res.in only. Therefore, the candidates are advised to keep a regular watch of CSIR-CEERI website 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/-
Controller of Administration**