



CSIR-Central Glass & Ceramic Research Institute
196, Raja S. C. Mullick Road, Kolkata-700 032
Advt. No. 04/2024
(BOPT Apprenticeship ID:AAWB240412442910889)

CSIR-CGCRI, Kolkata invites applications from eligible Indian Nationals through <https://nats.education.gov.in> Portal for engagement of Apprentice in Non-Technical category for selection under the Apprentices Act (as amended from time to time) for one-year from the date of engagement as per the following requirements:

| Sl. No. | Area/Discipline | No. of Apprentice to be engaged | Stipend Per Month |
|---------|--|---------------------------------|-------------------|
| 1. | Office Assistance/Modern Office Management | 25*(UR:14 SC:5, ST:1, OBC:5) | Rs. 9000/- |

*Vacancies are tentative and likely to be changed.

ESSENTIAL QUALIFICATION:

1. B.A-English/Hindi/Economics/History/Sociology/Political Science/Geography/Philosophy/Anthropology/Photography/Public Administration etc. **OR**
2. B.Sc-Physics/Chemistry/Mathematics/Zoology/Botany/Microbiology/Computer Science/Statistics/Hotel & Hospitality Management, Catering Technology/Environmental Science/Electronics etc. **OR**
3. B.Com/BBA/BCA/Bachelor of Hotel Management/Entrepreneurship/Business Studies etc. granted by a UGC approved Statutory University/Deemed University in the relevant disciplines.

The applicants should have graduated between 2020-2024.

DESIRABLE QUALIFICATION:

Certificate in Financial Accounting, Office Procedure, Financial Management, Hindi to English and English to Hindi Translation, Computer Operations/applications, Office Management, Catering Technology, Hospitality Management, Hindi/English Typing, Stenography (Hindi/English) etc.

FIELDS OF TRAINING IN BRIEF:

Hands on training in various Administrative, Financial, Accounting, Rajbhasha related Rules and

Regulations, Secretarial Assistance, maintaining of official files & records, registration of dak, Data Entry, Translation (English to Hindi and vice versa) related works, hospitality services in canteen and guest houses and other non-technical activities.

GENERAL CONDITIONS:

1. The duration of the training for all the above area/discipline is one (01) year.

2. Interested candidates are requested to apply through <https://nats.education.gov.in>

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| For Students who have already enrolled in the National Web Portal (https://nats.education.gov.in) and having log in details | For Students who have not so far enrolled in the National Web Portal https://nats.education.gov.in |
| <p>Step- 1:</p> <ol style="list-style-type: none"> Log in Click Establishment Request Menu Click Find Establishment Upload Resume Choose Establishment name Type “CSIR-CGCRI” and search Click apply Click apply again | <p>Step-1:</p> <ol style="list-style-type: none"> Go to https://nats.education.gov.in Click Student Click Student Registrar Complete the Application Form A unique enrolment number will be generated After completing the enrolment <p>Step-2:</p> <ol style="list-style-type: none"> Log in Search “CSIR-CGCRI” under Apply against Advertised Vacancies Click Apply (You have successfully applied for the vacancy) |
| | <p>Please Note: Percentage of marks in the Graduate and Non Engineering Graduate Examination is mandatory. Hence, candidates are advised to compulsorily enter percentage of marks in the Column “Percentage of Marks CGPAX10” in the NATS Portal. If percentage of marks is not furnished, candidature will not be considered.</p> |

3. Age limit will be followed as per Apprenticeship Acts & Rules.

4. Application received after last date and without NATS registration (through BOPT Portal) shall not be considered.

5. **Candidates who have already completed apprenticeship or are undergoing elsewhere or having one year or more experience are not eligible.**

6. Guidelines under Apprentices Act on Reservation will be followed. Those who are claiming reservation under different categories should provide relevant certificate as per Government standard format.

7. In case of receipt of large number of applications, the duly constituted Selection Committee of this organization shall adopt its own criteria and shortlist the candidates as per available vacancies.

8. Due weightage will be given to candidates belonging to reserved categories as per Apprentice Act. Minimum Physical Standards of all the candidates will be required as prescribed in Clause 4 of the Apprenticeship Rule, 1992 and amendments thereof, if any.

9. The original documents including educational qualification, DOB/SSLC certificate, community, etc., in respect of selected candidate will be verified at the time of joining. Your joining at CSIR-CGCRI as apprentice trainee is subject to verification of certificates of 10+2, Degree certificates, Caste Certificate, Medical Fitness etc.

10. The Selected Candidates will have to make their own arrangement of stay during the entire training period.

No boarding or lodging expenses and facilities will be borne by CSIR-CGCRI.

11. Any corrigendum/addendum/notification etc. or updates with regard to this advertisement shall be available on the website: www.cgcri.res.in only. Hence, the candidates are advised to follow the CSIR-CGCRI website on a regular basis.

12. Candidates are advised to periodically visit the website as all future correspondence and latest information with regard to final screening/selection result shall be posted on the website and/or by Email/SMS-alerts. Candidates should use his/her valid email ID as all the communication shall be through the registered Email ID of the applicants only.

13. The applicant's candidature would be provisional and subject to subsequent verification of certificates and testimonials. In case, it is detected at any stage of engagement or thereafter, that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/ /false information/certificate/documents or has suppressed any material fact(s), his/her candidature will

stand cancelled. If any of the shortcomings is/are detected even after engagement if any, his/her engagement is liable to be terminated without any further notice.

14. The decision of the Director, CSIR-CGCRI, Kolkata will be final and binding on all candidates and on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the selection process either in part or full etc. No correspondence/ Interim queries will be entertained in this regard. Filling up of the seats is solely at the discretion of the Director, CSIR-CGCRI, Kolkata based on suitability of candidates.

15. This is a notification only for apprenticeship training for one year as per Apprenticeship (Amendment) Act, 1973 and **not for regular employment at CSIR-CGCRI**. Upon completion of the Apprenticeship training period, CSIR-CGCRI shall **Neither have obligation to offer employment to such apprentices NOR can an Apprentice claim right for employment on the grounds of completion of Apprenticeship Training.**

16. During the process of Apprentice engagement, CSIR-CGCRI, Kolkata would scrupulously adhere to the guidelines of BOPT, Apprenticeship (Amendment) Act, 1973, and the Apprenticeship Rules 1992 and its consequent amendments as published from time to time.

Last Date of Application: 15.05.2024(Wednesday)

NO INTERIM QUERY REGARDING ELIGIBILITY OR ANY OTHER MATTER WILL BE ENTERTAINED.

Sd./-
Controller of Administration