

**"GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND
WOMEN CANDIDATES ARE ENCOURAGED TO APPLY"**

Advertisement No.: 12/2026

Date: 01.08.2026

Date of Commencement of Offline Applications	01.08.2026
Last Date for receipt of original hard copy of Applications	31.08.2026 (5:00 PM)
Last Date for receipt of original hard copy of Applications for far flung areas	07.09.2026 (5:00 PM)

CSIR-Institute of Himalayan Bioresource Technology (IHBT), Palampur is one of the National Institutes under the Council of Scientific & Industrial Research, which is an autonomous body under Department of Scientific and Industrial Research, Ministry of Science & Technology, Government of India. It is spread over 226.1 acres of land with the backdrop of snow-covered peaks of Dhauladhar Range in salubrious climate. The Institute is engaged in research and technology development with a mission to discover, develop and commercialize processes and products from Himalayan bio-resources using cutting edge technology. CSIR-IHBT has successfully carried out mission-oriented projects on medicinal and aromatic plants, tea, temperate floriculture and is well equipped for Tissue culture and Biotechnology.

CSIR- Institute of Himalayan Bioresource Technology (CSIR-IHBT), Palampur invites **OFFLINE** application(s) from the eligible citizens of India for recruitment to the post of **Security Assistant** on direct recruitment basis.

The date for commencement of Offline application is 01.08.2026.

Candidates are advised to submit their applications well in advance without waiting until the last date. The original hard copy of the application form, along with the requisite documents, should reach the Institute on or before the last date for receipt of offline applications, i.e. **31.08.2026 (05:00 PM)**. However, for candidates residing in far-flung areas, viz. the North Eastern Regions, Andaman & Nicobar Islands, Lakshadweep, Lahaul & Spiti District of Himachal Pradesh, the Union Territory of Ladakh, etc., the last date for receipt of the original hard copy of the application form, along with the requisite documents, is **07.09.2026 (05:00 PM)**.

DETAILS OF POST AND ESSENTIAL QUALIFICATION:

Name of Post & Post Code	No. of Post & Reservation	Pay Matrix Level & Gross Emoluments (As per 7th CPC)	Essential Qualification & Experience	Desirable Qualification	Upper Age Limit not exceeding (as on last date of receipt of offline applications)
Security Assistant Post Code: SA122601	01 Post - UR	Level-6, Initial Basic Pay Rs.35,400/- Gross Monthly Emoluments (Rs.66,435/- approx.)	Ex-servicemen, JCO in Army or other Paramilitary Forces with five years experience in the work of security. #	Good verbal & written communication skill in Hindi as well as English, with knowledge of computer, modern fire-fighting and security monitoring systems.	28 Years*

* **Please see 'Age Limit And Other Relaxations' column for details regarding age relaxation.**

The details of Ranks and Corresponding Pay Levels of JCO in the Armed Forces and equivalency in the rank with regard to Armed Forces vis-a-vis Paramilitary Forces are enclosed at Annexure-A.

Gross Emoluments means approximate total emoluments on minimum of Pay Matrix Level as applicable to particular Level including House Rent Allowance (not applicable to council employees who stay in Staff Quarters/Official accommodation) and other allowances payable to council employees at CSIR-IHBT, Palampur, as per 7th CPC.

The essential qualification & experience, desirable qualification, job requirements and selection procedure for the post of Security Assistant is as under:

ESSENTIAL QUALIFICATION AND EXPERIENCE

Ex-servicemen, JCOs in Army or other Paramilitary Forces with five years experience in the work of security.

DESIRABLE QUALIFICATION

Good verbal & written communication skill in Hindi as well as English, with knowledge of computer, modern fire-fighting and security monitoring systems.

JOB REQUIREMENTS

To be responsible for day-to-day security of the Office premises, Campus, Guest House, Establishment etc. of CSIR-IHBT Campus and handling other related tasks like intelligence, vigilance, fire-fighting and safety standards of estate & buildings, round the clock vigil, regulation of movement of persons and goods to and from the Institute Campus, etc., liaison with local Police & other authorities, audit, security contract, supervising and controlling the regular/outsourced security personnel who will be deployed for security duty, maintenance of records, besides any other work as and when assigned by the Competent Authority.

SELECTION PROCESS

1. The candidates fulfilling all necessary eligibility criteria as recommended by Screening Committee will be invited for Skill/Physical and Personality Assessment Test (PAT).
2. Candidates who qualify the Skill/Physical and PAT test will be allowed to appear for the competitive written examination.

A. STAGE-I: SKILL / PHYSICAL AND PERSONALITY ASSESSMENT TEST

(i) PHYSICAL STANDARDS

Minimum Height Requirement	Male	Female
General	167 cms	157 cms
Hilly Area @	165 cms	155 cms
ST Category	162.5 cms	154 cms

Minimum Chest Requirement for Male Candidates	Exhaled	Expanded
General	80 cms	85 cms
Hilly Area @	80 cms	85 cms
ST Category	77 cms	82 cms

@ Candidates belonging to hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Kashmir Valley, Leh & Ladakh regions, North Eastern States and Sikkim.

(ii) PHYSICAL TEST

Physical Events	Male	Female
Running	1600m in 6 min 30 sec	800m in 4 min
Long Jump	3.65m in 3 chances	2.70m in 3 chances
Chin-ups	Minimum 06	Not Applicable
Push-ups	Minimum 12	Not Applicable
Sit-ups	Minimum 10	Minimum 10

(iii) PERSONALITY ASSESSMENT TEST

Mode of Exam	OMR-Based or Computer Based Objective Type Multiple Choice Examination.
Medium of Exam	The questions will be set both in English and Hindi.
No. of Questions	100 Nos. (This Test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgment, etc.)
Maximum Marks	100 Marks (One mark for every correct answer. There will be no negative marks for wrong answer.)
Standard of Exam	Class XII.
Time Allotted	1 Hour 30 Minutes.

The test will be qualifying in nature and those candidates who secure the minimum threshold marks (to be determined by Selection Committee) shall only be qualified. However, minimum threshold marks shall not be less than 30% in any case.

B. STAGE-II: COMPETITIVE WRITTEN EXAMINATION

Those candidates who qualify in the Skill/Physical and Personality Assessment Test, will be invited for Competitive Written Examination. The Competitive Written Examination will be subjective in nature.

Medium of Exam	The questions will be set bilingually (in English and Hindi) and the examination can be taken either in English or Hindi medium.
Maximum Marks	100 Marks [Comprehension - 25 Marks Report Writing - 25 Marks Security Regulations, Firefighting, etc. - 25 Marks General Awareness - 25 Marks]
Standard of Exam	Class XII
Time Allotted	02 Hours

The Final merit list will be prepared on the basis of the performance of the candidates in the Competitive Written Examination and will consist of only those candidates who secure minimum threshold marks (to be determined by the Selection Committee) in Competitive Written Examination. However, minimum threshold marks shall not be less than 35% in any case.

I. BENEFITS UNDER COUNCIL SERVICE:

1. The post carries usual allowances i.e. Dearness Allowance (DA), Transport Allowance (TA), House Rent Allowance (HRA), etc., as admissible to the Central Government employees and as made applicable to Council employees at CSIR-IHBT, Palampur as per 7th CPC. Council employees are also eligible for accommodation of their entitled type, subject to availability, as per the "CSIR Residence Allotment Rules". In such cases, HRA will not be admissible. However, if accommodation is allotted, the selected candidate will be required to reside in the campus.
2. In addition to the emoluments indicated against the post, benefits such as reimbursement of Medical expenses, Leave Travel Concession, House Building Advance, CEA, etc. are available as applicable to Council employees.
3. The post will be governed by the National Pension System (erstwhile New Pension Scheme) applicable w.e.f. 01.01.2004 as notified by the Government of India and adopted by CSIR vide their letter number 17/68/2001-E.II, dated 23.12.2003 and other instructions issued on the subject.
4. The post is categorized as an isolated post and the incumbent will be considered for promotion by a Departmental Promotion Committee to the respective next higher grade on completion of every ten years.

II. GENERAL CONDITIONS AND OTHER INFORMATION:

1. The applicant must be a citizen of India.
2. All applicants must fulfil all the essential requirements of the post(s), i.e. age, essential qualifications, experience, and any other conditions stipulated in this advertisement, as on the last date of receipt of applications, i.e. **31.08.2026**. Candidates are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post(s) as on the last date of receipt of applications, i.e. **31.08.2026**. No enquiry seeking advice regarding eligibility will be entertained.
3. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle the candidates to be called for Skill / Physical & Personality Assessment Test and Competitive Written Examination. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. The candidates should therefore, mention in their application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, duly supported by the necessary documents.
4. The application should be accompanied by a recent coloured passport-size photograph duly pasted on the prescribed application proforma and signed across in full. Two additional recent coloured passport-size photographs should also be enclosed with the application proforma for examination purposes. The application must also be accompanied by self-attested copies of certificates, mark sheets, testimonials in support of age, educational qualifications, experience, category certificate(s) (where applicable), and the complete Discharge Book. The prescribed qualifications should have been obtained from recognized Universities / Institutions. Incomplete applications **(without self-attested photograph, prescribed application fee, self-attested copies of the required certificates/ documents, complete self-attested copy of Discharge Book, or any other required proper enclosures)** will not be entertained and will be summarily rejected.
5. In respect of equivalent clause in Essential Educational 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 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.
6. If any document / certificate furnished is in a language other than Hindi or English, a duly attested transcript of the same, certified by a Gazetted Officer or a Notary, must be submitted alongwith the application.
7. In respect of equivalent ranks **(except those specified in Annexure-A)**, if a candidate claims that his/her rank is equivalent to the JCO rank as required under this advertisement, the candidate must attach supporting documents in support of such claim alongwith the application. Failing this, the application is liable to be rejected.
8. It is hereby informed that if any declaration made or information furnished by a candidate is found to be false, or if the candidate is found to have willfully suppressed any material information, his/her candidature may be cancelled at any stage of the recruitment process. If such suppression or false declaration is detected after appointment, he/she shall be liable for removal from service, and such other action as may be deemed appropriate by the Competent Authority may also be taken.
9. Any discrepancy found between the information given in the application and as evident in original documents will make the candidate ineligible for appearing in the skill/physical/personality assessment test/written competitive examination.
10. The date for determining the upper age limit, qualifications and /or experience shall be the last date prescribed for receipt of offline applications, i.e. **31.08.2026**.
11. Canvassing in any form and / or bringing any political influence or otherwise will be treated as a disqualification for the post.
12. In the event of number of applications being large, CSIR-IHBT may adopt short listing criteria to restrict the number of candidates to be called for Skill / Physical & Personality Assessment Test and Competitive Written Examination to a reasonable number by any or more of the following methods:-
 - (i) On the basis of higher educational qualifications than the minimum prescribed in the advertisement after satisfying essential qualification.
 - (ii) On the basis of marks obtained in the academic qualification.
 - (iii) On the basis of experience and/or Pay Level.
 - (iv) Any other methodology as deemed fit by CSIR-IHBT.

13. If there will be a tie in the merit list between/amongst the candidates, then tie will be resolved in the following order of precedence (ascending order), till tie is resolved:
- (i) Candidate with higher marks in the papers of concerned subject/trade placed higher,
 - (ii) Candidate with lesser negative marks, if applicable, in the papers of concerned subject / trade of Written test placed higher,
 - (iii) Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of written test placed higher,
 - (iv) Date of Birth, with older candidate placed higher,
 - (v) Candidate acquiring Essential Qualification earlier placed higher,
 - (vi) Alphabetical order in which first names of the candidates appear.
14. The decision of the Director, CSIR-IHBT, Palampur, in all matters relating to eligibility, acceptance or rejection of applications, the mode of selection, conduct of the examination, cancellation of the recruitment process/advertisement at any stage without assigning any reason thereof, and the decision to not fill any or all of the advertised posts, if required, shall be final and binding on all candidates. No representation in this regard shall be entertained.
15. Further, all subsequent information / notifications / corrigendum / addendum regarding this recruitment will be hosted only on the Institute's website. Therefore, applicants are advised to regularly visit the Institute's website, i.e., www.ihbt.res.in/en/, for the latest updates.

NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.

III. AGE LIMIT & OTHER RELAXATIONS

1. The cut-off date for determining the age limit, qualifications and experience shall be the last date for receipt of offline applications, i.e. **31.08.2026**.
2. The SC/ST/OBC candidates who apply against unreserved (UR) post will not be eligible for age relaxation.
3. 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. The persons claiming age relaxation under this sub-para would be required to produce the following documentary evidence :
 - (i) In case of Widow, Death certificate of her husband along 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 judgement/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.
4. Relaxation in the upper age limit is admissible only to 'Ex-servicemen' defined under Rule 2(c) of Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, as amended from time to time. This relaxation is not applicable to serving personnel of the Armed Forces (except those serving persons who are being relieved by the employer after earning his or her pension) and Paramilitary Forces. Ex-servicemen candidate must attach a **self-attested copy of the complete Discharge Book** along with the application. **For Ex-servicemen candidates, the upper age limit is relaxable by 03 years after deduction of the military service rendered from the actual age as on the last date for receipt of offline applications.**

IV. APPLICATION FEE:

1. Candidates belonging to the General / OBC / EWS categories are required to pay an application fee (non-refundable) of **₹500/- [Rupees five hundred only]** by way of Demand Draft/Banker's Cheque drawn in favour of "**The Director, CSIR-IHBT, Palampur (H.P.)**", payable at Palampur. Candidates must also fill in the Demand Draft/Banker's Cheque details in the prescribed fee details column(s) of the application proforma. No other mode of payment shall be accepted.

2. Candidates belonging to the SC/ST/Women/Ex-Servicemen (ESM) categories are exempted from payment of the application fee as per rules. Such candidates should write **“FEE EXEMPTED”** in the prescribed fee details column(s) of the application proforma.

V. CENTRE FOR SKILL/PHYSICAL & PERSONALITY ASSESSMENT TEST AND COMPETITIVE WRITTEN EXAMINATION:

1. The Skill / Physical and Personality Assessment Test and Competitive Written Examination will be held in Palampur. However, it can be conducted in any city or cities as may be decided by CSIR-IHBT, Palampur and no representation regarding change of center will be entertained. The Physical, Personality Assessment Test and Competitive Written Examination may be conducted at different centres on different dates and at different times.
2. The date, time and venue of the Skill/Physical and Personality Assessment Test and Competitive Written Examination will be intimated well in advance to the candidates through CSIR- IHBT website as well as through Email /Speed Post to the address provided by the candidates in their application form. **Candidates are advised to write their complete address and Email ID clearly and legibly.**
3. Candidate will have to bear the cost of their travel, boarding and lodging for appearing for Skill / Physical / Personality Assessment Test / Competitive Written Examination.

VI. HOW TO APPLY:

1. Eligible candidates are required to submit their applications offline only in the prescribed proforma available on the CSIR-IHBT website. Applications submitted through any other mode or in any format other than the prescribed proforma shall be summarily rejected.
2. Candidates belonging to the General/OBC/EWS categories are required to pay a non-refundable application fee of **₹500/- (Rupees Five Hundred only)** through a Demand Draft/Banker's Cheque drawn in favour of **“The Director, CSIR-IHBT, Palampur (H.P.)”**, payable at Palampur. Candidates belonging to the SC/ST/Women/Ex-Servicemen (ESM) categories are exempted from payment of the application fee as per rules. Such candidates should write **“FEE EXEMPTED”** in the prescribed fee details column(s) of the application proforma.
3. The duly filled-in original application proforma, Demand Draft/Banker's Cheque, along with self-attested copies of all testimonials/certificates/mark sheets in support of qualification, experience, category, date of birth, etc., should be sent in a sealed cover superscribed **“Application for the post of _____”** through **Speed Post** only to the address: **The Controller of Administration, CSIR-Institute of Himalayan Bioresource Technology, Post Box No. 6, Palampur, District: Kangra (H.P.)-176061**. The application should reach on or before the closing date specified in the advertisement.
4. Application once submitted shall not be allowed to be withdrawn, and the fee once paid shall not be refunded under any circumstances, nor shall it be held in reserve for any future recruitment or selection process.
5. Applications from employees of Government Departments will be considered only if forwarded through the proper channel or accompanied by a No Objection Certificate (NOC) from the employer, certifying that the applicant, if selected, will be relieved within one month of receipt of the appointment order, wherein Vigilance Clearance should also be recorded. However, an advance copy of the application may be submitted before the closing date. Applications forwarded through the proper channel should reach CSIR-IHBT, Palampur within 30 days from the closing date for receipt of applications.
6. Candidates should specifically note that applications received after the closing date for any reasons whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained.
8. Incomplete applications (i.e. applications not submitted in original, applications without a photograph duly pasted on the application proforma and signed across in full, without the applicant's signature, without application fee (if applicable), without requisite particulars, without self-attested copies of applicable testimonials and documents, or without a self-attested copy of the complete Discharge Book) will not be entertained and shall be summarily rejected.

9. **Following documents must be attached along with application form, failing which candidate's application will not be entertained and shall be summarily rejected :-**

- (i) Demand Draft/Banker's Cheque of ₹500/- as application fee, if applicable.
- (ii) Recent coloured passport-size photograph from front of the candidate duly pasted on the prescribed application proforma and signed across in full.
- (iii) Two additional recent coloured passport-size photographs (same as the photograph pasted on the application proforma) should be attached with the application for examination purposes.
- (iv) Self-attested photocopy of Date of Birth Certificate.
- (v) Self-attested photocopies of Educational qualifications/certificates.
- (vi) Self-attested photocopy of Caste/Category Certificate, if applicable.
- (vii) Self-attested photocopy of Experience Certificate, if applicable.
- (viii) Self-attested photocopy of the complete Discharge Book in respect of Ex-Servicemen/ Paramilitary Personnel.
- (ix) No Objection Certificate (NOC) from the present employer, if applicable. [as per Clause VI(5) of the advertisement]
- (x) Self-attested photocopy of valid document for identification (Aadhar Card/ PAN Card/ Voter ID Card/ Driving Licence, etc.)
- (xi) Synopsis sheet duly filled and signed by the Applicant.

**Sd/-
Controller of Administration**

HINDI VERSION WILL FOLLOW

**CSIR-IHBT
INDIA
1983**

उज्ज्वल भविष्य का नवोन्मेष हब
Innovation Hub for Better Tomorrow

RANKS AND CORRESPONDING PAY LEVELS OF JCO IN THE ARMED FORCES

Sl. No.	Army	Navy	Air Force	Pay Level in Defence Pay Matrix
(i)	Naib Subedar	Chief Petty Officer	Junior Warrant Officer	6
(ii)	Subedar	Master Chief Petty Officer-II	Warrant Officer	7
(iii)	Subedar Major	Master Chief Petty Officer-I	Master Warrant Officer	8
(iv)	Honorary Lieutenant	Honorary Sub Lieutenant	Honorary Flying Officer	10
(v)	Honorary Captain	Honorary Lieutenant	Honorary Flight Lieutenant	10 B

EQUIVALENCY IN RANK WITH REGARD TO ARMED FORCES VIS-A-VIS PARAMILITARY FORCES

Sl. No.	Army	Pay Scale	BSF / ITBP	Pay Scale
(i)	Naib Subedar	Rs.35,400/- (Pay Matrix Level 6)	Sub Inspector	Rs.35,400/- (Pay Matrix Level 6)
(ii)	Subedar	Rs.44,900/- (Pay Matrix Level 7)	Inspector	Rs.44,900/- (Pay Matrix Level 7)
(iii)	Subedar Major	Rs.47,600/- (Pay Matrix Level 8)	Subedar Major	Rs.47,600/- (Pay Matrix Level 8)

- (i) Para-Military Force personnel holding a post of Sub-Inspector in Pay Level 6 in Pay Matrix shall be treated equivalent to Naib Subedar in Army.
- (ii) Para –Military force personnel holding a post of Inspector in Pay Level 7 in Pay Matrix shall be treated equivalent to Subedar in Army.

Note: Person shall draw the Pay in the Level 6 or 7, as the case may be, on the post substantively held by him and not granted under Financial Upgradation like MACPs, etc.

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