



Recruitment Advertisement No: 06/2020

Date of commencement of online applications: 23.11.2020
The last date for receipt of online applications: 21.12.2020
The last date for receipt of hardcopy of applications: 28.12.2020 (17:30 hours)

CSIR-Indian Institute of Petroleum, Dehradun, a premier institute under the Council of Scientific and Industrial Research (CSIR), is dedicated to multidisciplinary R&D programmes of both basic and applied nature across scientific disciplines for economic, environmental and societal benefits for the people of India. CSIR-IIP has a rich legacy of being a pioneer in the area of Petroleum & Hydrocarbon industry and is presently engaged in the development of sophisticated green technologies to cater to the energy needs of the modern world and for reducing carbon footprint. CSIR-IIP has developed and transferred technologies to industries in the areas of petroleum refining, natural gas, petrochemicals, chemicals and utilisation of petroleum products, provided technical services and imparted world class training to the human resource of Oil and Refining industry. CSIR-IIP has strong collaborations with industries and academia in India & abroad and has outstanding scientists and technical staff in multidisciplinary areas of R&D in the hydrocarbon and related sector.

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 as per the details given below:

| Sl. No. | Post & Group | Number of Post(s) | Pay Level (as per 7 th CPC) | Total Emoluments approximately*(in Rs) | Maximum Age Limit** |
|---------|-------------------------------|--|---|---|------------------------|
| 1 | Lady Resident Medical Officer | Total Posts - 01 (Unreserved) | Pay Level-10 (Rs. 56100-177500) | 91,952/- | 35 Years |
| 2 | Assistant Engineer(Civil) | Total Posts - 01 (Reserved for OBC) | Pay Level-7 (Rs.44900-142400) | 61859/- | 30 Years |
| 3 | Security Officer | Total Posts - 01 (Unreserved) | Pay Level-7 (Rs.44900-142400) | 61859/- | 35 Years |

*Total Emoluments mean approximate total emoluments on minimum of Pay Level as on 01.01.2020 including DA, HRA stationed at Dehradun.

**Please see age relaxation under the heading "General conditions/instructions and benefits" of the Advertisement.

| Sl. No. | Post Code/Area/ No. of Posts (Reservation) | Name of the Post(s) and Group/Grade with age limit | Minimum Educational Qualifications, experience & Desirable Qualification | Job Requirement |
|---------|--|--|--|---|
| 1. | Post Code: RMO - 1 Area: Medical Science No. of Posts: 01(UR) | Lady Resident Medical Officer [Senior Technical Officer(1)] Age: 35 Years | Essential: MBBS with 55% marks from a recognized University/Institute along with registration with MCI. Desirable: Candidate with higher qualification and experience would be preferred. | To provide Medical treatment & Minor Surgical Treatment to Institute's Employees, Pensioner and their family members. To Attend the patients in emergency at the Residence beyond dispensary hours also. To Perform administrative work related to dispensary activities. The selected candidate will be required to stay in colony for which suitable accommodation shall be provided on usual terms and conditions. |
| 2. | Post Code: AE - 1 Area: Civil Engineering No. of Posts: 01 (OBC) | Assistant Engineer [Technical Officer] Age: 30 Years [Age: 33 years after three years relaxation for candidates belonging to OBC Category] | Essential: B.E./B.Tech. or equivalent with 55% marks in 'Civil Engineering'. Desirable: Experience in constructions and maintenance of building, supervision of civil work drawing designing & planning, knowledge of Auto CAD. | Supervision of construction and maintenance of office, residential staff quarters & laboratory buildings, roads, water storage tanks, machinery foundations, RCC structures, water supply, preparation of Tenders, MBs etc. |

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|---|-----------------------|------------------|--|---|
| 3 | Post Code: SO - 1 | Security Officer | <p>Essential: Ex-Servicemen; JCO (Subedar or higher rank) OR equivalent rank in other para- military forces with minimum of 10 years experience in security. However, number of years of experience shall be 05 years in case of Short Service Commissioned Officers and incumbents holding the positions of Assistant Commandant in CRPF/BSF /ITBP etc. carrying the pay scale of Rs. 8000-13500 (pre-revised). In the case of Inspector from Para Military Forces, the number of years of experience required shall be 10 years</p> <p>Desirable: Graduation with Good verbal & written communication skill with knowledge of computers and modern Fire Fighting and security monitoring systems</p> | <p>The officer will be responsible for (a) Supervising all the aspects of security measures for safety of the properties of CSIR-IIP and its units; and to attend all other matters pertaining to Securities in CSIR-IIP premises. (b) To conduct investigation into the serious cases such as theft, pilferage, accident etc. hence the candidate should be conversant with Security Rules and procedure to deal with the local authority of law and order as and when required; (c) The officer should be well conversant in fire fighting arrangement to combat fire in emergency; (d) Any other duty as may be assigned by Director, CSIR-IIP or Competent Authority from time to time.</p> |
| | Area: Security | Age: 35 Years | | |
| | No. of Posts: 01 (UR) | | | |

- The Post of RMO is also identified suitable for OA,OL categories of Person with Disabilities
- The Post of Assistant Engineer is also identified suitable for OA,OL,HH categories of Person with Disabilities.

MODE OF SELECTION:

- For the posts of **Lady Resident Medical Officer**, which is a Group-A post under Technical Category, the Selection will be done on the basis of Interview.
- For the post of **Security Officer**, which is a Group-B Non-Technical post under Isolated Category, Candidates applying for these posts possessing the existing essential qualifications and age will be invited for a physical and personality assessment test which will be qualifying in nature. Those who qualify in the physical and personality assessment test will be invited for a written test. The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The Syllabus and scheme of written examination for the Post of Security Officer will be notified separately.
- For the post of **Assistant Engineer(Civil)**, which is a Group-B post under Technical Category, the selection will be done through Trade/Skill Test & Written Examination.

Scheme of the Written Examination for Assistant Engineer Post is as under:

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

| | |
|------------------------|--|
| Mode of Examination | OMR based or Computer Based Objective Type Multiple Choice Examination |
| Medium of questions | The questions will be both in English & Hindi except the questions on English language |
| Standard of Exam | B.E./B.Tech. 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 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 – 1 hour 30 min]

| 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 |

GENERAL CONDITIONS/INSTRUCTIONS AND BENEFITS:

(1) Benefits & Prospects: (a) All posts carry usual allowances i.e., DA, HRA, and Transport Allowance etc. as admissible to CSIR employees posted in Dehradun as per G.O.I. Rules (b) In addition to this, the post of *Resident Medical Officer* carry Non-Practicing Allowance (NPA) as per Rules (c) In addition to the emoluments, benefits such as the National Pension Scheme (NPS), Leave Travel Concession, Reimbursement of Medical expenses for self and dependents, Conveyance Allowance etc. as per G.O.I Rules and as applicable to the employees of CSIR. (d) CSIR provides excellent opportunities to deserving candidates for career advancement under assessment promotion scheme for Technical, Support Staff and for Isolated category of Staff as per the relevant promotion policy.

(2) Relaxation:

- (i) Upper age limit is relaxable upto 05 years in the case of SC/ST and upto 03 years in the case of OBC category candidates for the posts which are reserved for the respective category.
- (ii) Upper age limit for Person with Disabilities will be relaxable by 10 years (15 years for SC/ST & 13 years for OBC). The persons claiming age relaxation under PWD category 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.
- (iii) Relaxation in age limit upto 05 years may be allowed to Council/Government/Autonomous Bodies/Public Sector Undertaking employees in accordance with the instructions and orders issued by the Government of India from time to time in this regard.
- (iv) 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 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/decree 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.
- (v) Relaxation in upper age limit of 5 years applicable for persons who had ordinarily been domiciled in the Kashmir Division of the State of J&K during the period of 01/01/1980 to 31/12/1989 subject to production of a certificate from the District Magistrate in the Kashmir Division within whose jurisdiction he had ordinarily resided; OR from any other authority designated in this behalf by the Government of J&K.
- (vi) Relaxation in age, qualification and/or experience in cases of exceptionally meritorious candidates may be allowed with the prior approval of the Competent Authority.

(3) General Conditions

- (i) The applicant must be citizen of India.
- (ii) Age and experience will be reckoned as on the last date of receipt of application i.e. **21.12.2020**.
- (iii) The period of experience in a discipline/area of work, where prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualification for that Post.
- (iv) Candidates applying for more than one Post should apply separately for each Post indicating the Post Code of the post accompanied by separate requisite fee of Rs. 100/- **through SB Collect**.
- (v) Applications not accompanied with prescribed fees and incomplete applications will be summarily rejected.
- (vi) Applications from the candidates working in Govt. Departments & Public Sector Undertakings will be considered only, if forwarded through proper channel and with a clear certificate that the applicant will be relieved within one month of receipt of appointment letter.
- (vii) Mere fulfilling of minimum prescribed qualification and experience will not vest any right in a candidate for being called for Interview/Trade Test/ physical and personality assessment test.
- (viii) If large number of applications received, the Screening Committee will adopt its own criteria for shortlisting the candidates, to be called for Interview/Trade Test/ physical and personality assessment test. The Institute reserves the rights to call for Interview only those candidates who in its opinion are likely to be suitable and will not entertain any correspondence in this regard. The candidates should, therefore, mention all the qualifications and experience in the relevant field over and above the minimum prescribed qualifications.

- (ix) Outstation candidates called for Interview will be paid to and fro single second-class rail fare/ordinary bus fare by the shortest route to the place of Interview from the Railway station/Bus Stand nearest to the candidate's normal place of residence, as per rules.
- (x) The Director, CSIR-IIP reserves the right to not to fill any or all posts advertised.

(4) How to Apply

- (i) Eligible and interested candidates are required to apply **ONLINE** through our website <http://www.iip.res.in>
- (ii) If the candidate does not have a valid E-mail ID, he/she should create a new valid E-mail ID before applying online.
- (iii) Successful online application is indicated by the page displayed after clicking **Submit Button** indicating the generated "**APPLICATION NUMBER**". Please note down the same carefully and preserve it.
- (iv) Candidates belonging to General and OBC category are required to arrange to deposit fee for **Rs.100/- through SB Collect**".

Procedure for submitting online fee is given as under:

- (1) Open site <https://www.onlinesbi.com>
 - (2) Click on "SB Collect"
 - (3) Accept terms and conditions and click on proceed
 - (4) In field "State of Corporate/Institution" Select "All India"
 - (5) In field "Type of Corporate/Institution" Select "Govt. Department"
 - (6) In field "Govt. Dept. Name" Select "Director-IIP"
 - (7) In field "Select Payment Category" Select "Application Fee"
 - (8) Fill all the information & mention Related Dept. as "Recruitment" and submit the requisite fee.
 - (9) Printout of the fee receipt is to be attached with the hard copy of the Application Form, which is to be sent through Regd/Speed post.
- (v) The computer generated Application Form (print-out) duly manually signed accompanied by self attested copies of the certificates, mark sheets, testimonials in support of age, education qualifications, experience, reprints of publications, if any and caste certificate, if applicable along with one recent passport size self-signed photograph affixed together with the receipt of application fee (if applicable) should be sent in an envelope superscribed "APPLICATION FOR THE POST OF _____ (Post Code _____)" only by Registered/Speed Post to the address: **Controller of Administration, CSIR-Indian Institute of Petroleum, P.O. I.I.P., Mohkampur, Haridwar Road, Dehradun-248005 (Uttarakhand)**. The last date for receipt of hard copy of application is 28.12.2020 (5:30 PM).
- (vi) The last date for submitting online application is 21.12.2020. This date will be the same for the candidates belonging to far-flung areas. The candidates belonging to SC/ST/PH/Women/CSIR Employees/Abroad Candidates category are exempted from submission of **application fee**.
- (vii) The applications of only those candidates will be considered who apply online and hard copy of application in received.
- (viii) In case of Universities/Institute awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their university/institute. In case of candidates having equivalent qualifications, they must produce a certificate issued by the concerned University/Boards.
- (ix) Candidates applying for more than one post must submit separate application form for each post indicating the Post Code of the post.
- (x) Application once made will not be allowed to be withdrawn and fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
- (xi) Applications from employees of Government Departments will be considered only if forwarded through proper channel, 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 also be recorded. However, advance copy of the application may be submitted before the closing date. Applications routed through proper channel should reach CSIR-IIP at the earliest.
- (xii) Candidates should specifically note that the hard copy of applications received after the closing date by 1730 hours for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by CSIR-IIP.
- (xiii) Incomplete applications (i.e. unsigned, without photograph, without application fee, without applicable testimonials etc.) will not be entertained and will be summarily rejected.

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Following documents must be attached along with application form sent by post:

- (a) Recent coloured photograph pasted on the form and signed across in full.
- (b) Self Attested photocopy of Date of Birth Certificate.
- (c) Self Attested photocopies of education qualifications certificates/mark sheets.
- (d) Self Attested photocopy of documents related to caste/PWD/Widow or divorced women, if applicable.
- (e) Fee receipt generated through SB Collect of Rs.100/-, wherever applicable.
- (f) Self Attested photocopies of experience certificates, if any.

Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post. No Interim enquiries will be entertained.



Controller of Administration



प्रशासन नियंत्रक/Controller of Administration
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