



सीएसआइआर-खनिज एवं पदार्थ प्रौद्योगिकी संस्थान
CSIR-INSTITUTE OF MINERALS AND MATERIALS TECHNOLOGY
भुवनेश्वर /BHUBANESWAR – 751013

विज्ञापन संख्या /Advertisement No.01/2025 दिनांक /Date:09.01.2025

Date of commencement of online application	:	10-01-2025
Last date for receipt of online application	:	08-02-2025 (05:00 PM)

Opportunities for an Exciting Career in Administrative Support Services

CSIR-Institute of Minerals & Materials Technology (CSIR-IMMT), Bhubaneswar, a premier National Institute of the Council of Scientific and Industrial Research (CSIR) engaged in multidisciplinary R&D for sustainable development of mineral and material resources, invites **ONLY ONLINE** application from bonafide eligible Indian citizens having motivation, aptitude, domain knowledge for the following position: -

Post Code	Name of Post	No. of Posts & Reservation status	Age limit #	Pay Level, Pay Matrix & Total Emoluments *	Essential Qualification	Desirable Qualification
JSAG	Jr. Secretariat Assistant (Gen)	07 -Posts [UR-04, OBC-01, SC-01, ST-01]	18-28 years	Level 2 ₹19900-63200	10+2/XII or its equivalent and proficiency in computer typing speed and in using computer as per the prescribed norms fixed by DOPT from time to time.	Knowledge of computer, preferably MS Office, MS Word, MS Excel, Power Point after fulfilling essential qualification.
JSAF	Jr. Secretariat Assistant (F&A)	03 - Posts [UR-02, ST-01]		Approx. ₹35,804/-		
JSAP	Jr. Secretariat Assistant (S&P)	03 - Posts [UR-02, SC-01]				

Age relaxation as admissible under the rules will be applicable to certain categories of candidates.

* Total emoluments means approximate gross pay on minimum of scale including House Rent Allowance as applicable to the city of Bhubaneswar (Odisha), India as per rules.

JOB REQUIREMENTS: To perform Administrative work, data entry, filing or any other official work as and when assigned by the Competent Authority. The candidate may be posted in any department of the Institute as per the requirement of the Institute.

The cut-off date for determining the upper age limit, qualification and/or experience shall be the closing date prescribed for submission of ONLINE application. (The last date for submission of online application including remote areas is 08.02.2025).

1. BENEFITS UNDER COUNCIL SERVICE:

- The 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 Residence Allotment Rules depending upon availability in which case HRA will not be admissible.
- In addition to the emoluments indicated above, benefits such as applicability of New Pension Scheme 2004, reimbursement of Medical Expenses, Leave Travel Concession, Conveyance Advance and House Building Advance are available as applicable to Council employees.

2. GENERAL INFORMATION AND CONDITIONS:

- a. The applicant must be a citizen of India.
- b. All applicants must fulfill the essential requirements i.e. age limit not exceeding 28 years as on the last date of submission of online application, essential qualification, **proficiency in computer typing at the speed of 35 w.p.m.(English) OR 30 w.p.m (Hindi) in 10 minutes duration** 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 the posts as on the last date of submission of online application. **No enquiry asking for advice as to eligibility will be entertained.**
- c. Candidates eligible for the posts may apply for all the three post codes i.e. JSA(Gen), JSA(F&A) & JSA(S&P) separately by paying separate application fees, wherever applicable. However, candidates should refrain themselves applying for multiple post codes by submitting single application fee. In case a candidate applies for all the three post codes and submits one application fee then he may be allotted to any one of the post codes as per decision of the Competent Authority, IMMT which will be binding upon the concerned candidates and no representation in this regard will be entertained under any circumstances. Therefore, candidates are advised to submit application fee separately for each post code they apply.
- d. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for **typing test /Written test or appointment**. The candidate should, therefore, mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification supported with documents.
- e. Online Application alongwith scanned copies of all certificates, mark-sheets, experience certificates and testimonials in support of relevant educational qualification and relevant experience etc., issued by the degree awarding institutions and organizations must be uploaded. The prescribed qualifications should have been obtained through recognized Universities/Institutions.
- f. In respect of 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 and upload the same while applying for the post, indicating the Authority (with number and date) under which it has been so treated, otherwise application is liable to be rejected.
- g. If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted Officer or Notary is to be uploaded.
- h. Candidate must ensure that he/she possesses the **essential educational qualification/ proficiency in computer typing at the speed of 35 w.p.m.(English) OR 30 w.p.m (Hindi) in 10 minutes duration** as required for the post, for which he/she is applying, on the last date of submission of ONLINE application, failing which their candidature shall be cancelled.
- i. All the candidates should possess the minimum essential educational qualifications and experience as per advertisement should invariably mention those higher qualifications in the application.
- j. **A non-refundable application fee of ₹500/- (Rupees Five hundred only) for each post code separately, as applicable, is required to be paid by the candidates through SB Collect.** Candidates belonging to Scheduled Caste/Scheduled Tribe/ Ex-servicemen/PwBD and Women candidates need not to pay any application fee. All other candidates including CSIR employees, if any and other in-service candidates are required to pay the application fee of ₹500/- **(Rupees Five hundred only) through SB collect, failing which their candidature shall be cancelled.**
- k. Persons with **Benchmark** disabilities (PwBD), (Divyang) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- l. The posts will be governed by the New Pension Scheme applicable w.e.f. 01.01.2004 as notified by the Government of India and adopted by CSIR vide their letter No.17/68/2001-E. II dated 23.12.2003/ No. 5-1(49)/2008-PD dated 18.08.2022 or as amended from time to time and other instructions issued on the subject.

- m. Any discrepancy found between the information given in application and as evident in original documents at the time of verification of documents, will make the candidate ineligible for the post.
- n. The number of vacancies indicated against the Post Code is provisional and may increase or decrease at the time of selection. The Competent Authority may or may not fill up any or all the posts or cancel the Advertisement in part or full due to any unforeseen/unavoidable reasons. No representation in this regard shall be entertained.
- o. It may also be noted that if at any stage of the examination (typing test or written test) a sufficient number of candidates are not found for any post(s), the further test/examination will be cancelled.
- p. The selected incumbents will be posted in CSIR-IMMT. But they can be transferred to any of the Labs/Institutes/centers/field stations of CSIR-IMMT/CSIR anywhere in India. The decision of the Director, CSIR-IMMT in all matters relating to eligibility, acceptance or rejection of application, mode of selection, conduct of examination/ proficiency test/type test/written test, as applicable, venue for test, 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.
- q. NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.

3. AGE LIMITS (AS ON LAST DATE OF ONLINE APPLICATION i.e. 10-01-2025):

The age limit for above post is 18-28 years i.e. candidates born not before 09-02-1997 and not later than 08-02-2007 are eligible to apply. The date of determining the upper age limit shall be the closing date prescribed for receipt of Online Application i.e. 08-02-2025.

RELAXATIONS:

- a. The upper age limit is relaxable up to 05 years for SC/ST and 03 years for OBC as per Government of India orders in force **only in those cases where the posts are reserved for respective categories**, on production of relevant certificate in the prescribed format signed by the specified authority at the time of test/verification.
- b. There is no age limit for departmental candidates (CSIR employees) provided they possess the prescribed qualifications. No such age relaxation is allowed to applicants under employment of Central Government/State Govt./Autonomous Bodies.
- c. As per Govt. of India provisions, age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands, the upper age limit is relaxable 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 produce following documentary evidence:
 - I. In case of Widow, Death Certificate of her husband together 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 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 and they have not remarried since.
- d. Age relaxation to Persons with Benchmark Disabilities (PWD): Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates as per rules) in upper age limit shall be allowed to persons suffering from the following benchmark disabilities as per GOI instructions:
 - (i) blindness and low vision;
 - (ii) deaf and hard of hearing;

- (iii) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- (iv) autism, intellectual disability, specific learning disability and mental illness;
- (v) multiple disabilities from amongst persons under clauses (i) to (iv) including deaf-blindness

Persons claiming age relaxation under this sub-para would be required to produce a certificate in the 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/EWS/PWD candidates are required to produce a copy of the certificate in the prescribed format issued recently by the specified authority at the time of **document verification**. candidates should ensure to produce valid certificates for appointment to posts under the Central Government.
- f. Persons claiming reservation under Economically Weaker Sections (EWS) are required to produce valid certificate on Income and Asset in the prescribed format issued by a Competent Authority. The crucial date for submitting income & asset certificate by the candidate shall be the closing date for receipt of online application(s).
- g. Persons claiming any type of relaxation viz. age relaxation, exemption of payment of application fee etc. are required to produce valid certificates claiming their relaxation, failing which their candidature shall be canceled and no representation in this regard shall be entertained.

4. Mode of Selection:

- a. Mode & Scheme of examination for the post of Junior Secretariat Assistant (Gen/F&A/S&P) is attached at **Annexure-A**.
- b. The prescribed essential qualifications are the minimum and mere fulfillment of educational qualifications and advertised criteria does not entitle a candidate to be called for **Proficiency test in computer typing/ written test**, as applicable. CSIR-IMMT may adopt its own criteria for short-listing the applicants and only those candidates who, in the opinion of the Institute, suit the Institutional requirement, will be called for **proficiency test in computer typing/ written test**, as applicable. The candidate should, therefore, mention in the application all the qualifications, **division, full marks, marks secured, %age marks without extra-optional beginning from 10th / SSC onwards** and experience, in the relevant area over and above the minimum prescribed qualifications, supported with documents.
- c. In the event of number of applications being large, CSIR-IMMT may adopt short listing criteria to restrict the number of candidates to be called for Proficiency test in Computer Typing /written test 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. Any other methodology as deemed fit by IMMT.
- d. Screening of applications will be done prima facie on the basis of documents and information furnished by the candidates. If at any subsequent date it is found that the candidates do not fulfill the eligibility criteria, their candidature shall be cancelled without assigning any reason whatsoever.
- e. The candidates as recommended after screening will be invited for a Proficiency test in Computer Typing/ Written test, as the case may be. The sequence/order of conducting Tests will be notified separately.
- f. All the tests will be conducted in Bhubaneswar. However, it can be conducted in any other city as may be decided by the Competent Authority. No representation for change of center will be entertained.

5. Resolution of tie:

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:

- a) Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of written test placed higher,
- b) Date of Birth, with older candidate placed higher,
- c) Candidate acquiring Essential degree earlier placed higher,
- d) Alphabetical order in which first names of the candidates appear.

6. How to Apply:

- a. Eligible candidates are required to apply **ONLINE through the website www.immt.res.in** (No other mode of application will be considered. The link for ONLINE APPLICATION will be available on the website of CSIR-IMMT (<http://recruitment.immt.res.in/permanent/>) as per schedule mentioned.
- b. Candidates are advised to read the advertisement carefully and also go through the instructions before filling up of the online application. Application once made will not be allowed to be withdrawn and application fee once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
- c. Candidates are required to submit only one online application for the above post code. They should avoid applying multiple applications. However, in case of multiple applications, the last application will be treated as valid application and it will be accepted if eligible Scrutiny of application will be done only on the basis of last submitted application. No request to consider any other application will be entertained.
- d. Candidates are required to choose option for Proficiency test in Computer Typing either in English or Hindi. If no option exercised, typing in English will be taken as his/her option. Simultaneously, if a candidate exercise both the options for typing, English will be taken as his/her option. No representation for change of option will be entertained at any stage of recruitment.
- e. Candidates are required to upload his/her recent passport size **scanned photograph and signature (Only JPG/JPEG with size less than 50 KB)** at the specified place in the online application and preserve 04 identical copies of color photograph for submission at this office as and when asked.
- f. **Procedure for ONLINE payment of Application Fees: Candidates are to log on to the State Bank Collect web page (<https://www.onlinesbi.sbi/sbcollect>) then click-**
 - Type of Corporate / Institution = Govt. Department
 - State of Corporate / Institution = Odisha
 - Govt. Department Name = I M M T
 - Purpose of Payment = Application fee
 - Related Department = Administration
 - Budget head = <R06713>
 - Remarks = Mention Post Code
- g. Candidates are to furnish the E-receipt of SB Collect Reference No. _____, date ____ amount **₹500/-** while filling the online application form after successful e-payment through SB Collect, failing which application will be rejected. However, application fee exempted applicants (SC/ST/PwBD/Women/Ex-Servicemen) are required to mention 00 application fee at the space provided while submission.
- h. After submission of ONLINE application, candidates are requested to download the application and keep the same with them as the facility of downloading of application will not be available after the last date. **Candidates should mandatorily preserve hard copy of the application alongwith proof of application fee, its enclosures, if any, for their record and they should produce it as and when asked for submission by authorities of IMMT. Candidates are requested not to send or post the hard copy of the application to IMMT but keep the same with them.**
- i. **Candidates are required to bring the hard copy of application alongwith its enclosures, a color passport size photograph and proof of payment of application fee with them at the time of Proficiency in Computer Typing Test/Written Test/Document verification/whenever asked for, failing which their candidature will be rejected.**

- j. Applicants should indicate their marks in percentage. However, in case of universities/institutes awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their University/Institute & upload the conversion formula certificate from the appropriate authority from the Institute/University in this regard.
- k. 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.
- l. Applicants must provide detailed information at the appropriate place in the online application regarding his/her relative, if any, working in CSIR, like name, designation, name of the CSIR-Lab, where posted, relationship with the candidate.
- m. Applications from employees of Government Departments will be considered only if they have uploaded No Objection Certificate from the employer failing which they will not be allowed to take any test.
- n. Call letters for written test/typing test will be sent through any one mode out of speed post/ registered post/ courier/ e-mail or may be downloaded from IMMT website www.immt.res.in, as and when notified. In case of downloading of call letters, no hardcopy will be dispatched by post.
- o. The details of screened/scrutinized candidates to be called for Proficiency test in Computer Typing/ Written test, date of test, change of date of test, venue, selection, result, cancellation post, or advertising extension of the last date for receipt of applications etc. will be notified on CSIR-IMMT website. Therefore, candidates are advised to visit the website www.immt.res.in for latest updates.
- p. No inquiry regarding schedule of test, venue, issue of call letter, change of threshold marks, change of exam centre and date, change of exam pattern etc. through e-mail/telephone or any other mode will not be entertained/considered.
- q. The candidature is provisional and subject to verification of original documents, payment of application fee where applicable and if the verification reveals any false information, candidature will be summarily rejected 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 certificates.
- r. The Director, CSIR-IMMT, Bhubaneswar reserves to itself the right to relax any of the above provisions, if required or the right not to fill up any or all the posts. **The decision of the Director, CSIR-IMMT, Bhubaneswar in all matters will be final and binding on candidates** and no representation in this regard will be entertained.
- s. Candidates submitting incomplete application, application without application fee, educational documents (10+2/XII or its equivalent pass certificate), proof of qualification will be summarily rejected. If any candidate is found not eligible at any stage, then his/her candidature will be rejected forthwith and no representation in this regard will be entertained.
- t. Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.

7. Candidates are required to upload the following documents in a merged single PDF file (less than 05 MB) in following chronological order while filling up of online application form, failing which his/her candidature will be cancelled:

- a) **Date of Birth Certificate/10th /SSC Certificate as DoB proof. (Mandatory)**
- b) **SSC/10th certificate & Mark sheet (Mandatory)**
- c) **10+2/XII or its equivalent pass certificate & Mark sheet (Mandatory)**
- d) **SB Collect Receipt of ₹500/- as application fee, non-refundable, (Mandatory, where applicable.)**
- e) **Valid Caste/Category/Tribe/community/EWS/PwBD certificate, in the prescribed Govt. of India format signed by the specified authority, (Mandatory for candidates, applying for reserved posts and claiming any type of relaxation viz. age relaxation, fee exemption etc. wherever applicable, failing which candidature will be cancelled).**
- f) **Valid document for Identification (Aadhar Card/PAN Card/ Voter ID Card etc.)**

- g) Any higher Educational certificate and Mark sheets availed after Intermediate/10+2 or its equivalent
- h) Experience/ Service Certificate (s) mentioning the details of Name, Designation, Periods of Service and Pay Scale with Pay Level, if applicable.
- i) No objection certificate, if applicable.
- j) Certificate of Proficiency in Computer Typing.
- k) Any other relevant certificate/documents.

Candidates may note that they need to submit only ONLINE application alongwith relevant documents as above to be uploaded in a single merged PDF file (less than 05 MB) at the space provided and after submission of online application, download the application on or before the last date and keep it with them. Candidates need to bring it with them at the time of Proficiency test in Computer Typing/Written Test/ Document Verification/whenever asked for, failing which they will not be allowed to attend the Test. Candidates need not to send hard copy of application to IMMT.

Sd/-

प्रशासन नियंत्रक/Controller of Administration



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**MODE OF EXAMINATION AND SYLLABUS OF TYPING TEST AND WRITTEN TEST FOR
 JUNIOR SECRETARIAT ASSISTANT (GEN/F&A/S&P)**

The mode of selection for the post is typing test and written test. The sequence/order of conducting Type test/ Written Test or vice versa will be notified separately. However, Type Test is qualifying in nature. Final merit list will be prepared based on the performance of the candidates in the Written Test.

A. TYPE TEST:

Skill test norms on computer will be as follows:

English Typing @ 35 w.p.m. OR

Hindi Typing @ 30 w.p.m.

Time allowed: 10 (Ten) minutes

(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)

The standard measure adopted for counting words is @ 5 strokes per word. Candidates will be required to type a minimum of 350 words or 1750 strokes in English to attain a speed of 35 words per minute OR 350 words for the prescribed speed of 35 words per minute within the prescribed duration of 10 minutes.

OR

The standard measure adopted for counting words is @ 5 strokes per word. Candidates will be required to type a minimum of 300 words or 1500 strokes in Hindi to attain a speed of 30 words per minute OR 300 words for the prescribed speed of 30 words per minute within the prescribed duration of 10 minutes.

Upto 5% mistakes may be ignored for UR/OBC/SC/OH/VH candidates and upto 7% mistakes may be ignored for ST/HH/Ex.S candidates and thereafter for every mistake corresponding number of words will be deducted from the total words typed for arriving at the final speed. The formula for calculation:

For example: - For a typing test of 10 minutes –

5% mistakes of total words typed are ignored.

Total strokes typed	:	1600
Words typed	:	1600/5=320
Mistakes	:	19
Ignorable mistakes	:	5% of 320 = 16
Admissible mistakes	:	19-16=3

As per formula:

$$\begin{aligned} & \frac{\text{No. of words}}{10} (-) \text{Number of Mistakes} \\ & = (320/10) - 3 \\ & = 32-3 \\ & = \mathbf{29 \text{ w.p.m.}} \end{aligned}$$



B. WRITTEN TEST:

There will be two papers (Paper-I & 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 Paper-I. **The final merit list will be prepared only on the basis of the marks obtained by the candidates in Paper-II.**

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

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