



सी.एस.आई.आर - राष्ट्रीय समुद्र विज्ञान संस्थान
CSIR - NATIONAL INSTITUTE OF OCEANOGRAPHY
दोना पौला, गोवा / Dona Paula, Goa – 403 004
Website : <https://www.nio.res.in>



ADVERTISEMENT NO.: NIO/03-2025/R&A

Commencement of Online Application:	06.10.2025 (10:00 AM)
Last date of submission of Online Application:	05.11.2025 (11:59 PM)
<u>Printout of the Online Application Form is not required to be sent to CSIR-NIO.</u>	

CSIR-National Institute of Oceanography (CSIR-NIO), Goa, is a premier Institute under the Council of Scientific & Industrial Research (CSIR) involved in multi-disciplinary R&D Programmes of both basic and applied nature across scientific disciplines for economic, environmental and societal benefit for the people of India. CSIR-NIO conducts multidisciplinary oceanographic research in traditional branches of oceanography - biology, chemistry, geology & geophysics and physics, in addition to marine instrumentation, ocean engineering and marine archaeology. The institute has several well-equipped laboratories, state of the art equipments and operates two research vessels, Sindhu Sankalp and Sindhu Sadhana. CSIR-NIO has its Headquarters in Goa and three Regional Centers in Mumbai, Kochi and Visakhapatnam. For more details, please visit CSIR-NIO Website www.nio.res.in.

Applications are invited to fill up the vacancy of following post of Security Assistant as per the details given below:

1. DETAILS OF THE VACANCY POSITIONS & QUALIFICATION ETC.

Name of the Post	No. of Posts & Reservation	Upper Age Limit as on 05.11.2025*	Pay Level as per 7th CPC Pay Matrix	Total Emoluments (approx.)#
Security Assistant	Total No. of Posts: 01 (UR)	28 Years*	Level 06 (Rs.35400-112400)	Rs.64,740/- approx. (inclusive of Basic Pay, DA, HRA, TA etc.)#

* Please see details of age relaxation under Age limit & Relaxation Column.

Total Emoluments means approximate total emoluments on minimum of Pay Level as on date as applicable to the indicated Pay Level inclusive of Basic Pay, Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to Council employees, as per rules in Class 'Y' City (Goa).

Candidates are strongly advised to apply well in time without waiting for the last date for submission of online applications.

Abbreviations: UR - Unreserved, SC - Scheduled Caste, ST - Scheduled Tribe, OBC (NCL) - Other Backward Classes (Non-Creamy Layer), EWS - Economically Weaker Sections, ESM – Ex.Servicemen.

The essential qualifications:

Name of the Post & Post Code	Essential Qualification, Desirable Qualification & Job Requirement/ Nature of work
Post Code – SA01 01 Post	Essential Qualification: JCO in Army or other Paramilitary Forces with five years experience in the work of security.

Name of the Post & Post Code	Essential Qualification, Desirable Qualification & Job Requirement/ Nature of work
	Desirable Qualification: Good verbal communication in Hindi & English, written communication skill with knowledge of computers, modern firefighting and security monitoring systems. Job Requirement/ Nature of work: To be responsible for day-to-day security of the office premises and Campus(es), Colony, Guest House, Establishment etc. of CSIR NIO Campus(es) 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.

2. APPLICATION FEE:

- 2.1 A non-refundable application fee of Rs. 500/- (Rupees Five Hundred Only)

Unreserved (UR), OBC (NCL), and EWS Candidates	500/-
SC/ST/Women/Ex-Servicemen candidates	Application Fee Exempted

- 2.2 Fee can be paid online through SBI Collect using link provided on online application portal.
- 2.3 Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

3. BENEFITS UNDER COUNCIL SERVICE:

- 3.1 This post carries 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 employees at the place of posting. Council employees are also eligible for accommodation according to the CSIR Residence Allotment Rules, subject to availability. If council or government accommodation is utilized, HRA will not be provided.
- 3.2 In addition to the emoluments indicated against each category of post above, benefits such as reimbursement of Medical Expenses, Leave Travel Concession and Children's Education Allowances etc. are also available as per CSIR/Govt. of India (GoI) Rules as applicable to the Council Servants.
- 3.3 The selected candidate will be governed by the New Pension System 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. 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, as per rules.
- 3.4 In regard to all the matters concerning service conditions of employees of the Society, Central Civil Services (Conduct) Rules, 1964 and Central Civil Services (Classification, Control and Appeal) Rules-1965, the Fundamental and Supplementary Rules framed by the Govt. of India and such other rules or executive order issued by the Govt. of India from time to time shall apply to the extent applicable to the Council Servants.
- 3.5 CSIR provides excellent opportunities to deserving candidates for career advancement as per rules as amended from time to time.

- 3.6 The post is categorized as an isolated post and the incumbent will be considered for promotion by a Committee to the respective next higher grade on completion of every stipulated years of service as per CSIR guidelines/rules applicable from time to time.

4. GENERAL INFORMATION AND OTHER CONDITIONS:

- 4.1 The applicant must be a citizen of India.

- 4.2 All applicants must fulfil the essential requirements (i.e. Age limit, Essential Qualification, Experience, if any, etc.) and other conditions specified in the advertisement as on the last date of submission of online applications. Applicants are advised to ensure that they possess the minimum essential qualifications for the post(s) which is compulsory even if he/she possess some other higher qualifications as on the last date of receipt of the submitting online application(s). **Inquiries regarding eligibility will not be entertained.**

The prescribed essential qualification/experience are minimum and the mere possession of the prescribed essential qualification/experience does not entitle candidates to be called for the Skill / Physical and Personality Assessment Test, Competitive Written Examination.

- 4.3 All applicants must ensure to **upload scanned pdf copies of their documents** of the relevant certificates i.e. proof for Date of Birth Certificate (Matriculation or equivalent certificate as a proof of Date of Birth), educational qualification, caste certificate, etc., if applicable, along with the online application, failing which application will not be considered. Incomplete applications or applications without uploading the scanned pdf copies of original certificates / documents and requisite application fee, will be summarily rejected.
- 4.4 If a candidate claims a qualification as equivalent to those specified in the advertisement, he/she must provide an order/ notification or letter indicating the authority (including number and date) that recognizes this equivalence. Failure to provide such documentation may result in the rejection of the application. The decision of the competent authority of CSIR-NIO/ CSIR concerning the equivalence of qualifications and the recognition of Universities/ Institutes shall be final and binding.
- 4.5 If any documents/certificates furnished are 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/produced.
- 4.6 Person with Benchmark Disability (PwBD) are not eligible for the Post of Security Assistant, as the job has not been found suitable for PwBD.
- 4.7 Applicants currently working in CSIR/Government Organizations/ Autonomous Bodies/ Statutory Bodies/ Universities/ Public Sector Undertakings, Government Funded Research Agencies, etc., as a regular employee must inform their department or office and upload a "No Objection Certificate" (NOC) from their employer at the time of submitting the online application (as per the attached format), **failing which their candidature will NOT be considered.**
- 4.8 **The candidates must fill in their Name, Date of Birth, and father's name/mother's name in the online application strictly as given in the SSC/Matriculation/10th Standard/SSLC/HSC certificate.** In case, a candidate claims a change of his/her name after matriculation or marriage or remarriage or divorce etc., then it should also be mentioned in the respective field in the online application and the Candidate claiming a change in name must submit a copy of Gazette Notification/Affidavit from the appropriate authority in support of change of name/mismatch in name/ variation in name of candidate/ parents (if applicable).

- 4.9 Only SSC/Matriculation/10th Standard/SSLC/HSC certificate or Birth certificate issued by appropriate government authority will be accepted as age proof for date of birth and no subsequent request for change will be considered /granted. Where date of birth is not available in certificate/mark sheets issued by concerned Educational Boards, School Leaving Certificate indicating Date of Birth will be accepted.
- 4.10 **Candidates are advised in their own interest to submit the online application much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the recruitment portal on account of heavy load on the website during the closing days. In case candidates could not submit their online application due to failure of server/any technical defect at the last moment, last date will not be extended. Therefore, candidates are advised to submit online application well in advance without waiting for the last date of submission of application. Institute's decision shall be final and binding and no enquiry will be entertained in this regard.**
- 4.11 No travelling allowance will be paid to candidates to appear for Skill/Physical and Personality Assessment Test/Written Examination.
- 4.12 All the posts carry All India Service Liability (AISL), i.e. the candidate on selection may be asked to serve anywhere in the country.
- 4.13 The selected candidates will be on probation for a specific period from the date of joining the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of the probationary period, they shall be considered for confirmation in accordance with the extant rules.
- 4.14 Even after successful completion of probationary period, the appointment may be terminated at any time by a month's notice given by either side i.e. the appointee or the appointing authority, without assigning any reason. The appointing authority, however, reserves the right of terminating the services of the appointee forthwith or before the expiry of the stipulated period of notice by making the payment of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.
- 4.15 As per the resolution regarding Official Language (Rajbhasha), the selected candidates shall have to acquire the knowledge of Hindi during the probationary period.
- 4.16 In the application form, applicant must disclose as to whether any of their close or blood relatives [relation to a Government servant include the wife or husband, son or daughter, parents, brothers or sisters or any person related to any of them by blood or marriage, whether they are dependent on the Government servant or not] are employees of CSIR or any other Laboratory/Institute of CSIR.
- 4.17 No person, (a) who has entered into, or contracted a marriage with a person having a spouse living, or (b) who, having a spouse living has entered into, or contracted a marriage with any person shall be eligible for appointment to the service provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.
- 4.18 Any discrepancy between the information provided in the application and that evidenced in the original or supporting documents shall render the application invalid and the candidate ineligible for the post unless supported by valid documents/affidavit. If, at any stage of the recruitment process, it is found that the candidate does not meet the prescribed eligibility criteria, or has submitted false or inconsistent information, his/her candidature shall be summarily rejected without any notice or further justification.

- 4.19 If at any stage it is discovered that a candidate does not meet the prescribed eligibility criteria or has submitted incorrect or false information in the application form, or if he/she is found to have wilfully suppressed any material information, his/her candidature may be cancelled at any stage and/or he/she will be liable to removal from service even after joining at any stage, and such other action as deemed necessary may be taken by the Competent Authority. CSIR-NIO will not be responsible for any consequences resulting from the submission of such false/ inaccurate information by the candidate. Therefore, the candidates must ensure that all information provided in the online application are accurate and correct.
- 4.20 The Director, CSIR-NIO reserves the right to cancel the advertisement or not to fill up the posts without assigning any reason thereof. This advertisement does not necessarily tantamount to the selections being actually made depending upon the requirement of the Institute. The selection process is subject to the CSIR instructions prevalent at a given point of time during various stages of selection process.
- 4.21 The decision of the Director, CSIR-NIO in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of Skill/Physical and Personality Assessment Test/Written Examination will be final and binding on the candidates. No enquiry or correspondence will be entertained in this connection from any individual or agency on behalf of the candidate.
- 4.22 The Director, CSIR-NIO reserves the right to amend, delete and add terms and conditions to this advertisement.
- 4.23 Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.
- 4.24 **Notifications in respect of this advertisement i.e. details of screened / shortlisted candidates, date, time and venue of Skill/Physical and Personality Assessment Test/Written Examination, notices, addendum or corrigendum (if any) and updates related to this advertisement will be posted solely on the CSIR-NIO official website <https://www.nio.res.in> from time to time. No individual notifications will be sent to candidates; thus the candidates are advised to check the CSIR-NIO official website regularly for any update.**
- 4.25 Before issue of Offer of Appointment, the candidates are required to produce Original Documents along with copy of online application form as well as any other documents as may be specified by the Competent Authority, CSIR-NIO, failing which their candidature is likely to be rejected.
- 4.26 For any issue that is not covered in this advertisement, appropriate instructions of CSIR shall be applicable.
- 4.27 CSIR-NIO strives to have a workforce which reflects gender balance and Women candidates are encouraged to apply
- 4.28 In the event of any inconsistency between Hindi and English version of this advertisement, the English version shall prevail.
- 4.29 **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.** The Helpdesk contact mentioned on the website for online application is for resolution of operational issues related to online submission of application form only.

5. AGE LIMIT AND RELAXATION:

- 5.1 The cut-off date for determining the age, qualifications and/or experience, or any other benefit viz. fee exemption, reservation, age-relaxation, etc., where not specified otherwise shall be the last date for submission of online application.

- 5.2 SC/ ST/OBC (NCL) candidates who apply against the posts not reserved for them i.e. Unreserved (UR) posts will not be eligible for age relaxation and they will be treated at par with general candidates in respect of their selection. Application Fee Exemption is, however, applicable for SC and ST candidates in such cases subject to submission of valid caste/category certificate.
- 5.3 SC/ST/Ex-servicemen candidates are required to upload a copy of the certificate in the prescribed format as the case may be (Annexure - I, II, III) signed by the specified authority valid for appointment of posts under the Central Government.
- 5.4 SC / ST candidates are required to present the original certificate in the prescribed format, signed by the specified authority, as and when asked. Candidate must upload scanned copy of the requisite certificate along with online application. However, the claim of the candidate belonging to specific category will be regulated as per extant GoI guidelines on the subject.
- 5.5 A candidate claiming to belong to the category of departmental candidate and thus seeking age relaxation under this para would be required to produce a Certificate issued after the date of advertisement from his/her Employer on the Office letter head to the effect that he/she is regularly appointed and not on casual/ ad-hoc/ daily wages/ hourly paid/ contract basis employee.
- 5.6 Relaxation in case of Ex-servicemen will be applicable as per provisions of CSIR/GoI, issued from time to time. Upper age limit is relaxable by 03 years, after deduction of the rendered military service from the actual age for Ex-servicemen, as on the closing date for submission of online application. Only those candidates shall be treated as Ex-Servicemen who fulfil the definition and criteria as laid down in Ministry Personnel, Public Grievances and Pensions, Government of India Gazette Notification No. G.S.R. 757 (E), issued vide No. 36034/1/2006-Estt (Res) dated 04.10.2012, as amended from time to time.

CONCESSIONS & RELAXATIONS: Age and Educational Qualification relaxation to Ex-Servicemen shall be granted as per GOI/CSIR orders, as amended from time to time.

- i. The upper age limit in case of Ex-Servicemen and Commissioned Officers including ECOs/SSCOs shall be relaxed by three years' subject to the condition that on the closing date for receipt of applications the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation.
- ii. Ex-Servicemen who have already secured regular employment under the Central Govt. in a Civil Post are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the Central Govt. However, such candidates shall not be eligible for the benefit of reservation, if any, for Ex-Servicemen in Central Govt. jobs.
- iii. In order to qualify for the concession under (i) above, candidates concerned would be required to produce a certificate that they have been released from the Defence Forces. The certificate for Ex-Servicemen and Commissioned Officers including ECOs/SSCOs should be signed by the appropriate authorities and should also specify the period of service in the Defence Forces.
- iv. SC/ST/ESM (Ex-Servicemen) candidates are required to produce a copy of the relevant certificate in the prescribed format of Government of India (GOI) signed by the specified authority for the posts reserved for respective category.
- v. For Ex-Servicemen, the Upper Age limit shall be relaxed as on closing date of application by allowing the deduction of length of actual Military Service from his actual age, and the resultant age should not exceed the maximum age limit prescribed for the Post by more than 3 years.

NOTE I: Ex-Servicemen who have already secured employment in civil side under Central Government in Group "C" & "D" posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under ESM category. However, they are eligible for age relaxation only.

NOTE II: The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation.

NOTE III: For any servicemen of the three Armed Forces of the Union to be treated as Ex-Servicemen for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/Service, the status of Ex-Serviceman and/or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement for the Armed Forces within the stipulated period of one year from the closing date.

NOTE IV: There shall be no pay-protection in respect of Ex-Servicemen.

EXPLANATION I: An Ex-Serviceman means a person who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union, and who retired from such service after earning his/her pension. This would also include persons who are retired/retire at their own request but after having earned their pension; or

- (i) who has been released from such service on medical grounds attributable to military service/circumstances beyond his control and awarded medical or other disability pension; or
- (ii) who has been released, otherwise than on his own request from such service as a result of reduction in establishment; or
- (iii) who has been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity; and includes personnel of the Territorial Army of the following categories, namely:
 - a. Pension holders for continuous embodied service,
 - b. Persons with disability attributable to military service; and
 - c. Gallantry award winners.

EXPLANATION II: The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of "Ex-Serviceman" may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to Ex-Servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

NOTE V: Age concession is not admissible to sons, daughters and dependents of Ex-Servicemen. The number/date of attested copy of the Discharge Book/Certificate (in case of Ex-Servicemen candidates) is to be indicated in the column (Any other relevant information) in the application form.

5.7 Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that a suitable action will be taken in case they fraudulently claim SC/ ST/ESM status or avail any other benefit.

5.8 Any other age relaxation shall be applicable as per extant GoI/ CSIR Recruitment Rules and all the Age relaxations indicated above are not exhaustive. For detailed information on age relaxations, please refer to the orders of the Government of India/CSIR amended from time to time.

6. MODE OF SELECTION

- 6.1 Candidates applying for the above post possessing the essential qualifications, experience & age will be required to attend for a Skill/Physical and Personality Assessment Test which will be qualifying in nature.
- 6.2 Those who qualify in the Skill/Physical and Personality Assessment Test will be called for a Competitive Written Exam.
- 6.3 The final merit list will be prepared on the basis of the performance of the candidates in the Competitive Written Examination.

7. SKILL / PHYSICAL AND PERSONALITY ASSESSMENT TEST AND SCHEME OF COMPETITIVE WRITTEN EXAMINATION FOR THE POST OF SECURITY ASSISTANT:

A. Stage-I: Skill / Physical and Personality Assessment Test:

a. Physical Standards

Category	Minimum Height Requirement		Minimum Chest size requirement for Male	
	Male	Female	Exhaled	Expanded (inhaled)
General	167 cms	157 cms	80 cms	85 cms
Hilly Area#	165 cms	155 cms	80 cms	85 cms
ST Category	162.5 cms	154 cms	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.

b. Physical Test:

Physical Events	Male	Female
Running	1600m in 6 Min 30 Secs.	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

c. Personality Assessment Test:

Mode of Examination	OMR-Based or Computer Based Objective Type Multiple Choice Examination
Medium of Exam	The questions will be set both in English and Hindi
Number of Question	100 Nos. (This test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgement etc.)
Maximum Marks	100 Marks (One mark of every correct answer. There will be no negative marks for wrong answer)
Standard of exam	Class XII
Time Allotted	1 Hours 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 for the post of Security Assistant/Watch and Ward Assistant, will be invited for Written Test/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	2 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 who secure minimum threshold marks (to be determined by Selection Committee) in Competitive Written Examination. However, minimum threshold marks shall not be less than 35% in any case.

8. HOW TO APPLY:

- 8.1 Eligible and interested candidates are required to apply ONLINE only through our official website <https://www.nio.res.in>. No other mode of application will be considered.
- 8.2 If the candidate does not have a valid E-mail ID, he/she should create a new valid E-mail ID before applying online. Candidate must fill in their correct and active e-mail address and mobile number in the online application, as communication may be made by the CSIR-NIO. The registered email address should be active till the completion of recruitment process.
- 8.3 For online application process please refer "How-to-apply online" instructions and "Fee Payment Procedure" which is available on the above mentioned website/ link to online application. Candidates are advised to go through the instructions for filling of the online application carefully and for easiness of the candidates, instructions to fill the online form are also provided separately on the official website <https://www.nio.res.in>
- 8.4 **Online Application will be available on our website <https://www.nio.res.in> effective from 06.10.2025 at 10:00 a.m. up to 05.11.2025 till 11.59 p.m.**
- 8.5 A non-refundable application fee of Rs. 500/- (Five Hundred only), which is exclusive of GST and processing fees/transaction charges, wherever applicable may be deposited through the link available in the online application. After successful completion of payment, the acknowledgement of application fee receipt must be uploaded at appropriate place in "Upload Certificate details" The candidates belonging to SC/ST / Women / Ex-Servicemen are exempted from payment of the application fee. No other mode of payment is allowed like DD, Challan, Postal Orders etc. Applications without the prescribed fee will not be considered and summarily rejected. No representation against such rejection would be entertained.
- 8.6 The Candidate is required to upload his/her recent passport size scanned colour photograph, signature and also relevant certificates at the specified places in the online application. Applications with blurred photographs or signatures will be rejected summarily.
- 8.7 Only one application per candidate will be accepted. If a candidate submits multiple online applications using different email addresses, only the most recent completed application will be considered. Candidates should retain a copy of the application print-out and any payment details for their records, as these will not be available after the application deadline.
- 8.8 The candidate must register with their name, email address. After successful registration, the candidate can log in using their credentials to apply through the Online Application Portal. Once the application form is completed, the candidate can upload all relevant supporting documents and verify the application to ensure

it is accurate and complete. After finalizing the application, the candidate must click 'Submit' button and update the payment details, if applicable, to successfully submit the application form. Once the application is submitted, no further modifications or amendments will be permitted. **It is important to keep a printout of the completed application form. Candidates should NOT send a hard copy of the application after submission. They will be requested to submit a hard copy at the appropriate time.**

- 8.9 In case of Boards/Universities/Institutes awarding CGPA/SGPA/OGPA DGPA/CPI grades etc., candidates are required to convert the same into percentage based on the formula as per their Boards/University/Institute. A copy of conversion formula of CGPA/SGPA/OGPA/DGPA/CPI grades etc. into percentage, issued by the Boards/Universities/Institutes to be uploaded in the online application. Failure to submit the conversion formula along with the online application form, if applicable, will result in the application being treated as incomplete.
- 8.10 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.
- 8.11 Once submitted, any request for change or correction in the application form will not be accepted under any circumstances.
- 8.12 In the event of a fake or fabricated application or registration, that misuses the name or photo of any other person, the candidate will be held accountable for appropriate legal action as per law.
- 8.13 When the application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take a printout of the Application Form and payment details and preserve the same for their own records. **Printout of the Online Application Form is not required to be sent to CSIR-NIO.**
- 8.14 For any technical query while applying online, please send e-mail to recruitment@nio.res.in within the stipulated date and time i.e. 05.11.2025 till 11:59 PM.
- 8.15 Incomplete online application in any respect (i.e. without uploading signature, photograph, scanned pdf copy of requisite original certificates/documents, application fee, if applicable etc.) will not be entertained and will be liable to be summarily rejected.
- 8.16 Applicants working in Government Departments, Autonomous bodies and Public Sector Undertakings shall be required to intimate to their Department / Office and have to upload a 'No Objection & Vigilance Certificate' in the prescribed format (Annexure –II) from their present employer stating 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 while applying as per Annexure - II, failing which their candidature will NOT be considered. CSIR-NIO will not accept any person on lien or deputation basis.
- 8.17 The certificates/documents in support of Educational Qualifications and Caste/Category, etc. shall be sought at the time of Document Verification. Candidates may also note that they would be required to submit their certificates/documents of Essential Qualifications/caste/category, etc. as and when sought by the Competent Authority, CSIR-NIO. After scrutiny of the certificates/documents in support of Essential Qualifications / caste/relaxation etc., if any claim made in the application is not substantiated by certificates/documents, the candidature of candidate will be cancelled and the candidate will be liable for prosecution and civil consequences if the information or details submitted are found to be false at any later stage.
- 8.18 **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS:** Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –
- (i) using unfair means; or

- (ii) impersonating or procuring impersonation by any person; or
- (iii) misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose; or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature; or
- (v) obtaining support for his/ her candidature by unfair means; or
- (vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
 - (a) to be disqualified from the examination for which he/ she is a candidate
 - (b) to be debarred either permanently or for a specified period from any examination conducted by CSIR-NIO
 - (c) for termination of service, if he/ she has already joined CSIR-NIO.

Note: Applicants are advised to strictly adhere to the instructions. The information submitted in the online application will be considered as final for further processing. The validation rules and design of the online application are based on the requirements outlined in the advertisement and no representation in this regard will be entertained. Candidates should carefully read the advertisement and refer to the "Instructions" section on the application portal. Submission of an online application does not guarantee that the candidate meets all eligibility criteria stated in the advertisement. Applications are subject to subsequent scrutiny and may be rejected if ineligibility is discovered at any later stages.

9. DOCUMENTS TO BE UPLOADED ALONG WITH ONLINE APPLICATION FORM:

Following documents must be uploaded along with online Application Form (whichever is applicable):

- (i) Recent passport size Colour Photograph of the candidate uploaded at appropriate place.
- (ii) Signature of the candidate uploaded at appropriate place.
- (iii) Fee receipt of Rs. 500/- as application fee, wherever applicable.
- (iv) Aadhaar Card.
- (v) Matriculation/ Secondary Examination Certificate/Birth certificate as Proof of Date of Birth (Date of birth filled by candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted for determining the age and no subsequent request for change will be considered or granted.)
- (vi) Educational certificate(s) and/or marksheet(s) supporting essential qualification preferably indicating the marks obtained for the claimed qualifications, and any higher qualifications.
- (vii) Copy of Gazette Notification/Affidavit/ Certificate from the appropriate authority in support of change in name/mismatch in name/variation in name of the candidate/parents (if applicable).
- (viii) Copy of Scheduled Caste / Scheduled Tribe in the prescribed Government of India (GoI) format issued by the specified authority, if applicable.
- (ix) Copy of the certificate issued by the competent authority in the prescribed format for Departmental Candidates claiming age concession.
- (x) Copy of experience Certificate(s), if any.
- (xi) No Objection & Vigilance Certificate in the prescribed format (wherever applicable) from the employer for the candidates currently working as regular employee in CSIR/Government Organizations / Autonomous Bodies / Statutory Bodies / Universities / PSUs etc.
- (xii) The valid Ex-Servicemen certificate and full discharge book.
- (xiii) Certificate prescribed as per Annexure - III, if applicable to be produced by serving / retired / released armed forces personnel claiming the age concession.
- (xiv) Self-attested transcript in Hindi or English of any document or certificate issued in a language other than Hindi or English.
- (xv) Any other documents in support of the claim made in the application, as applicable.

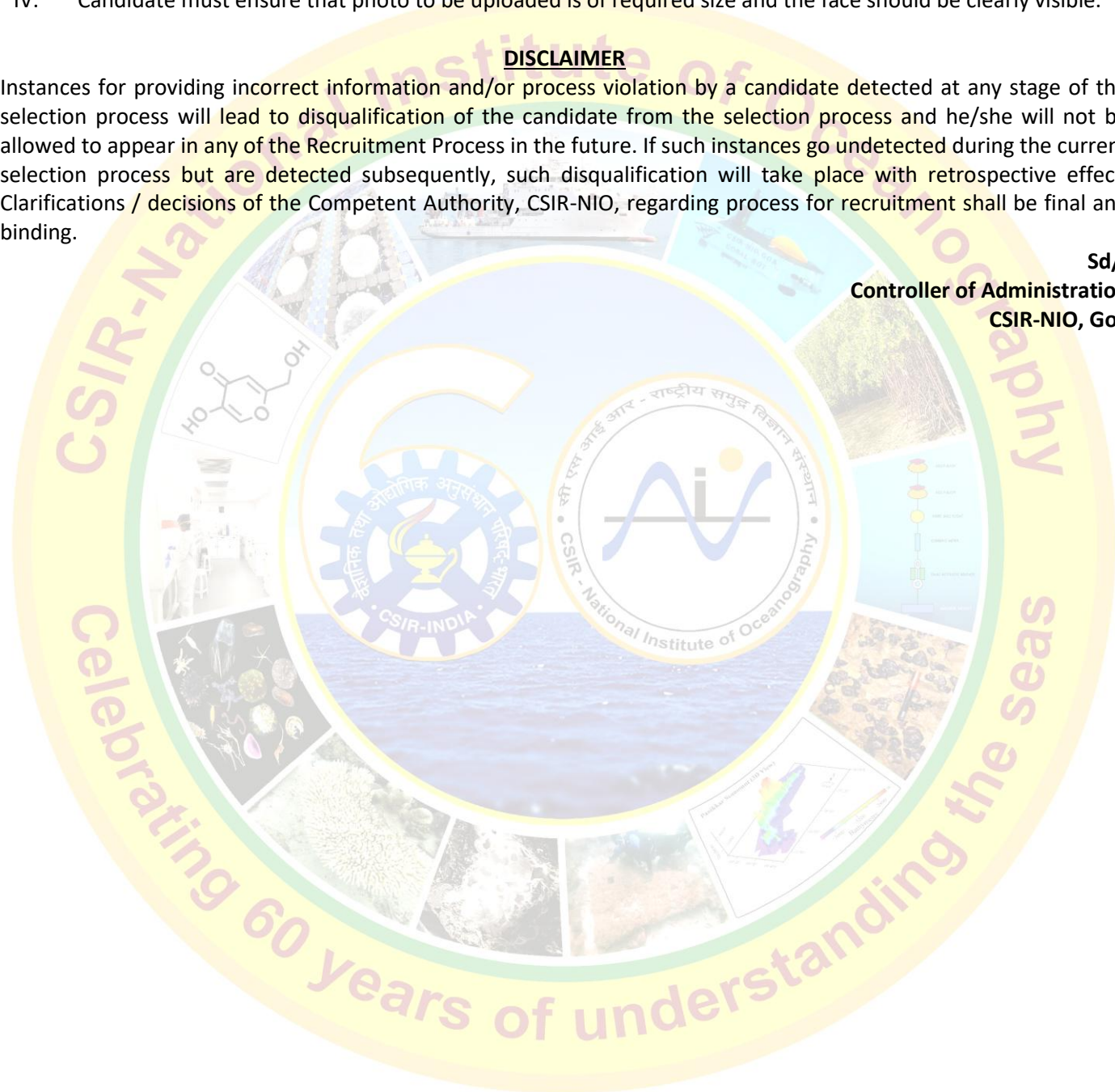
Note:

- I. In case the face in the photograph or signature or essential documents, as attached is unclear / smudged, the candidate's application shall be rejected.
- II. After uploading the photograph / signature / essential documents/Annexures in the online application form, candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may re-upload the same, prior to submitting the form.
- III. Candidate should also ensure that photo and signature are uploaded at the appropriate places ONLY. If not, the candidate's application shall be rejected.
- IV. Candidate must ensure that photo to be uploaded is of required size and the face should be clearly visible.

DISCLAIMER

Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the Recruitment Process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications / decisions of the Competent Authority, CSIR-NIO, regarding process for recruitment shall be final and binding.

Sd/-
Controller of Administration
CSIR-NIO, Goa



List of Annexures'

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THE FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES CANDIDATES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Shrimati/Kumari* son/daughter*
 of of village/town* in District/Division*
 of the State/Union Territory* belongs to the.....
 caste/tribe* which is recognised as a Scheduled Caste/Scheduled Tribe* under:

- @ The Constitution (Scheduled Castes) Order, 1950
- @ The Constitution (Scheduled Tribes) Order, 1950
- @ The Constitution (Scheduled Castes) Union Territories Order, 1951
- @ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati*..... Father/Mother of Shri/Shrimati/Kumari of village/town* in District/Division*..... of the State/Union Territory*..... who belongs to the caste/tribe* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of issued by the dated

% 3. Shri/Shrimati/Kumari*..... and/or* his/her* family ordinarily resides in village/town*..... of..... District/Division* of the State/Union Territory* of.....

Signature.....

**Designation.....
(With Seal of Office) State/Union Territory*
Place:

Date:

*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. †(not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep)

NO OBJECTION & VIGILANCE CERTIFICATE

This is to certify that Sh./Smt./Ms./Dr. has been working in (Office / Organization name) since (date) . Presently he / she is holding the post of on regular / temporary / tenure / contract basis which is a full time employment, in pay level [as per VII CPC] / Pay Scale [in IDA]

It is further certified that this Organization/Department/Institute has no objection to his / her applying for the post of Security Assistant in CSIR – National Institute of Oceanography, Goa. In case of his / her selection, he / she will be relieved within one month of the receipt of the appointment order and his / her lien will / will not be retained by this organization.

Further, it is also to certify that no vigilance / disciplinary case and departmental enquiry is either pending or contemplated against him / her. The integrity of the officer is also certified.

Signature of employer with office stamp

Date:

Place:

**CERTIFICATE TO BE PRODUCED BY SERVING / RETIRED / RELEASED ARMED FORCES
PERSONNEL AVAILING THE AGE CONCESSION FOR POSTS FILLED BY DIRECT RECRUITMENT**

Form of Certificate applicable for Released/Retired Personnel

It is certified that Rank..... Namewhose date of birth is.....has rendered service from.....to.....in Army, Navy/Air Force.

2. He has been released from military services:

% a) on completion of assignment otherwise than

- (i) by way of dismissal, or
- (ii) by way of discharge on account of misconduct or inefficiency, or
- (iii) on his own request, but without earning his pension, or
- (iv) he has not been transferred to the reserve pending such release

% b) on account of physical disability attributable to Military Service.

% c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Place: _____

Date: _____

**Signature, Name and Designation of the
Competent Authority ****

SEAL

% . Delete the paragraph which is not applicable.