



CSIR-NATIONAL METALLURGICAL LABORATORY

(Council of Scientific & Industrial Research)

BURMAMINES, JAMSHEDPUR 831007



Advertisement No. 01/2015

ONLINE APPLICATIONS from bonafide Indian nationals are invited for the following positions from eligible candidates who fulfil the prescribed qualifications, age, experience etc. for the posts indicated below.

Separate applications must be made for each Post code.

Applicants are requested to take a Print-out of their ONLINE APPLICATIONS and send it to the following address along with applicable fees in the form of Demand Draft favouring THE DIRECTOR, NML, payable at National Metallurgical Laboratory branch of State Bank of India, Branch code(03329).

THE CONTROLLER OF ADMINISTRATION, CSIR-NATIONAL METALLURGICAL LABORATORY, BURMAMINES, JAMSHEDPUR, JHARKHAND, 831007

Details (Pay Band, Grade Pay, Designation, Essential Minimum Qualifications, Upper Age limit and approximate Indicative monthly Gross Salary per month including HRA and other allowances) of the Pay Band to which the Postcodes have been assigned, together with information on the overall reservation status are given below.

POST	POST CODE	PAY SCALE In PB-1	Approx. Gross emoluments (in Rupees)	MAX. AGE LIMIT AS ON 26-06-2015	UR	OBC	SC	ST	TOTAL
Assistant (Gen.) Gr. III	A 01	₹5200-20,200/- GP ₹1900/-	19,147/-	28 YEARS*	3	1	1	1	6
Assistant (S & P) Gr. III	A 02				2	0	0	1	3
Assistant (F & A) Gr. III	A 03				2	0	0	1	3
Junior Stenographer	A 04	₹5200-20,200/- GP ₹2400/-	24,190/-		3	0	0	1	4 (Hindi-1, English-3)

*Relaxation as per rules

It may be noted that one post out of the 12 Posts of Assistant Grade-III, is reserved for PWD (persons with disability) [Hearing Impairment] category candidate.

ESSENTIAL EDUCATIONAL QUALIFICATION: -

POST	POST CODE	QUALIFICATIONS
Assistant (Gen.) Gr. III	A 01	10+2/XII or its equivalent and prescribed proficiency speed in computer typing**.
Assistant (S & P) Gr. III	A 02	
Assistant (F & A) Gr. III	A 03	10+2/XII or its equivalent with Commerce as one of the subject and prescribed proficiency speed in computer typing**.
Jr. Stenographer	A 04	10+2/XII or its equivalent and speed of 80 w.p.m. in shorthand and 40/35 w.p.m. in type-writing in English/Hindi and on the basis of competitive proficiency test.***

**Prescribed proficiency speed in Computer typing for Post Codes-A01 to A03:- English Typing @ 35 w.p.m. or Hindi typing @ 30 w.p.m. (Time allowed- 10 mts.). [35 w.p.m./ 30 w.p.m. correspond to 10,500 KDPH/9,000 KDPH on an average to 5 Key depression for each word.

***Prescribed proficiency speed in Computer typing for Post Codes-A04:- English Typing @ 40 w.p.m. or Hindi typing @ 35 w.p.m. (Time allowed- 10 mts.). [40 w.p.m./ 35 w.p.m. correspond to 12,000 KDPH/10,500 KDPH on an average to 5 Key depression for each word.

MODE OF SELECTION:

(i) **For post code-A01, A02 & A03:** On the basis of proficiency test in Computer typing speed as mentioned above** followed by written examination in General Hindi/ General English and General Knowledge amongst eligible candidates.

Qualifying candidates will be interviewed by a duly constituted Selection Committee, but the weightage for interview would not exceed 25% of the total prescribed marks.

(ii) **For post code-A04 only:-** On the basis of competitive proficiency test amongst eligible candidates possessing prescribed essential qualification and shorthand speed as mentioned above***.

The mode of selection for all these posts will be in accordance with the applicable recruitment rules as amended from time to time.

Procedure for application:

1. Only **ONLINE APPLICATIONS** will be accepted. The link for ONLINE APPLICATION will be available on CSIR-NML's website www.nmlindia.org from 09:00 AM of 29-05-2015 to 17:00 PM of the 26-06-2015.

2. After submission of their ONLINE APPLICATION Applicants are requested to take a printout.

3. The printout of ONLINE APPLICATION duly signed along with crossed Demand Draft of ₹100/-, valid for at least 3 (three months), drawn in favour of the Director, NML, payable at **State Bank of India, NML Branch, Branch Code-03329, Jamshedpur should be sent to The Controller of Administration, CSIR-National Metallurgical Laboratory, Burmamines, Jamshedpur 831007**, so as to reach on or before 10-07-2015. The Advertisement Number and Post Code must be clearly indicated on the top of the envelope containing the application. Candidates belonging to SC/ST/PWD categories, women candidates and departmental candidates (from CSIR Laboratories /Institutes) need not pay any application fee.

4. (i) 'Candidate's Name (ii) Application number and (iii) 'Post Code Applied for' must be filled up on the back side of Demand Draft:

5. 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 of selection process

Terms and conditions:

• Total number of posts may vary. Not all posts need to be filled if suitable candidates are not found.

• One application may refer to one Postcode only. Separate applications must be made if a candidate desires to apply for more than one Postcode.

• The posts carry usual allowances such as Dearness Allowance (DA), Transport Allowance, HRA (House Rent Allowance) .In the event of unavailability of council accommodation etc. HRA as per entitlement under the Central Government Rules as applicable to the CSIR will be given.

• The candidates selected will be governed by the provisions of the New Pension Scheme as introduced by the Govt. of India w.e.f. 01-01-2004 to the extent made applicable by CSIR to its employees.

• Applications from candidates working in Government departments, public sectors, autonomous organisations and Government funded organizations will be considered only if forwarded through proper channel and with No Objection Certificate that the applicant will be relieved within one month of receipt of the appointment order. However, advance copy of the application may be submitted before the closing date and no objection certificate may be submitted at the time of interview. Applications routed through proper channel should

reach at the earliest.

• Only those candidates who are eligible and suit the institutional requirements, short-listed based on screening criteria, will be called for interview, wherever applicable. Mere fulfilment of the minimum prescribed qualifications and experience does not entitle a candidate for being called for interview. Candidates should therefore provide in their applications all qualification and experience details, over and above what is prescribed as minimum, supported with documents, if applicable.

• The decision of CSIR-NML in all matters relating to the eligibility, acceptance or rejection of applications, mode of selection, conduct of examinations/interviews will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/her agency.

• Relaxation in age limit, maximum up to 5 years for SC/ST and 3 years for OBC, will be admissible to candidates who apply for the postcodes earmarked for the respective reservation category. Relaxation in age for Ex-service man and other entitled categories of candidates shall be admissible as per Govt. of India/CSIR rules. Relaxation in upper age limit for Persons with Disability (PWD) will be admissible up to 10 years. However, for PWD candidates belonging to SC/ST/OBC categories, it will be over and above the relaxation admissible to the respective categories. Special age relaxation up to the age of 35 years (up to 40 years for members of SC/ST and up to 38 years for members belonging to OBC category candidates in respect of the posts reserved for them) is admissible in the case of Widows, Divorced Women and Women Judicially Separated from their husbands, who are not remarried, subject to production of following documentary evidence (s):

(i) In case of widow, death certificate of her husband with the affidavit that she has not remarried since ;

(ii) In case of divorced woman and woman judicially separated from their husband, a certified copy of the judgement/deed 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 woman that she has not remarried since.

• SC/ST/OBC/PWD candidates are required to produce certificate in prescribed format signed by competent authority at the time of interviews. OBC candidates are required to produce recent certificate valid for appointment to posts under the Central Government.

• There is no age limit for department candidates of CSIR, provided they possess prescribed qualification.

• For Ex-Serviceman the Upper Age limit shall be relaxed as on 26-06-2015 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 (8 years in case of SC/ST; 6 years in case of OBC Candidates).

• The date for determining the age limit/experience/ qualifications shall be the closing date prescribed for receipt of application.

• Travelling allowance by second class by shortest route will be paid to the candidates called for interview from the place of residence or from the actual departing station to the place of interview whichever is nearer, limited to travel within India.

• Canvassing in any form and/or bringing in any influence, political or otherwise, will be treated as disqualification for the post.

• CSIR-NML strives to have a workforce that reflects gender balance and women candidates are encouraged to apply.

• General information / instructions for online application is given at our website www.nmlindia.org.

Controller of Administration