

	<p style="text-align: center;">सी.एस.आई.आर. मद्रास कॉम्प्लेक्स, चेन्नै <b>CSIR MADRAS COMPLEX, CHENNAI – 600 113</b> <b>विज्ञापन सं. एमसी/05/2013 ADVT.NO.MC/05/2013</b></p>			<p>22542122 PBX 22542824 ☎ 22541275 22542246 FAX 22541973</p>
<p>सी.एस.आई.आर मद्रास कॉम्प्लेक्स, चेन्नै में निम्न पदों पर भर्ती के लिए भारतीय नागरिकों से आवेदन पत्र आमंत्रित किए जाते हैं। Applications are invited from Indian Nationals for the under mentioned Posts in CSIR Madras Complex, Chennai</p>				
<p>पदनाम, वेतनमान, पदों की संख्या और आरक्षण की स्थिति <b>Name of the post, pay scale, No. of Post(s) &amp; Reservation Status</b></p>	<p><b>शैक्षणिक अर्हताएं</b> <b>Qualification</b></p>	<p><b>कार्य अपेक्षाएं</b> <b>Job Requirements</b></p>	<p><b>Age Limit as on July 29, 2013</b></p>	
<p><b>Technical Assistant [ERP]</b> <b>[Gr.III (1)]</b> in the PB – 2 (Rs.9300–38400) with GP Rs.4200/- <b>One Post (OBC)</b></p>	<p>10+2 with Science Subjects followed by 1<sup>st</sup> Class Diploma in IT (or) Computer Engineering of 3 years full time duration (2/2.5 years full time duration in cases of lateral admission after 10 + 2 if applicable) or its equivalent</p>	<p>✱ Selected candidate is required to work in the area of office automation ✱ The candidate should handle independently tasks related to computer oriented applications using office packages such as MS-Office suite and also using specialized tools such as Abode Photoshop, Corel Draw. ✱ The candidate is required to assist officers in their day to day activities. ✱ The incumbent should also possess knowledge in developing applications using ASP.NET</p>	<p>31 वर्ष 31 years</p>	
<p><b>Technical Assistant [IT]</b> <b>[Gr.III (1)]</b> in the PB – 2 (Rs.9300–38400) with GP Rs.4200/- <b>One Post (UR)</b></p>	<p>10+2 with Science Subjects followed by 1<sup>st</sup> Class Diploma in Computer Science Engineering / Information Technology (IT)/Electronics &amp; Communication Engineering (ECE) of 3 years full time duration (2/2.5 years full time duration in cases of lateral admission after 10 + 2 if applicable) or its equivalent</p>	<p>✱ Independently to handle all IT related activities of the institute, which includes daily system monitoring, upkeep of the CMC website and intranet portal, investigate and troubleshoot CMC LAN and other software related issues, perform security audit using standard tools, develop in house application using latest softwares</p>	<p>28 वर्ष 28 years</p>	

Relaxation in age limit upto 5 years may be allowed to Council/Government/Autonomous Bodies/Public Sector undertaking employees as per Rule 8.3 of CSIR Service Rules, 1984 notified vide CSIR OM No. 4(01)/2013-HR.II, dated 22.01.2013.

### Desirable Knowledge / Skills for **Technical Assistant [ERP]** :

Experience with ERP application

Working knowledge in

- Windows OS
- MS Office Suite including MS access
- Adobe Photoshop, Corel draw and similar packages
- Autodesk packages
- RDBMS packages such as ORACLE, SQL, etc
- Application development in ASP, NET

### Desirable Knowledge / Skills for **Technical Assistant [IT]** :

- ❖ System Administration / System Engineering certification in UNIX and Microsoft
- ❖ Development of in-house software's using .NET, PHP, etc.

**General Terms and Conditions**

1. Candidates should apply by down loading the application form **on or before July 29, 2013** and send the filled in application duly signed along with recent passport size photograph, attested copy of matriculation/SSLC as proof of age, degree/provisional degree certificate, copies of mark sheets of all the semesters/years, SC/ST/OBC certificate(s), work experience certificates, testimonials, etc., should be sent in a sealed cover super scribing for the post & post code that you are applying to **The Controller of Administration, CSIR Madras Complex, Taramani, Chennai – 600 113 on or before July 29, 2013.**
2. Candidates should submit with each filled up application a crossed Demand Draft for **₹.100/-** drawn in favour of **CSIR Madras Complex**, payable at Chennai. No fee for SC/ST candidates and regular employees of CSIR. Persons with Disabilities are also exempted from payment of application fee subject to submission of prescribed medical certificate.
3. In the case of posts reserved for SC/ST/OBC, a lower standard and suitability consistent with efficiency in administration will be applied.
4. The upper age limit prescribed is to be reckoned as on the last date for receipt of application. For Ex-servicemen etc., age can be relaxed as per GOI / CSIR Orders. In respect of OBC candidates, the certificate of not belonging to creamy layer should be valid on the last date of receipt of applications.
5. Applications from candidates working in Government Department / PSUs and Autonomous organizations will be considered only if forwarded through proper channel. However, advance copy of application with requisite fee may be forwarded and in such cases “no Objection Certificate” from the employer should be submitted at the time of Interview
6. Incomplete, unsigned and applications received without enclosures and after the last date, will be summarily rejected.
7. Experience, if any prescribed should be in the requisite discipline/area of work.
8. Mere fulfilling the minimum prescribed qualifications & experience will not vest any right in a candidate for being called for interview. The applications will be screened by a duly constituted committee and CMC / CSIR reserves the right to call only those candidates who fulfill the criteria fixed by the Screening Committee for written test / trade test / interview
9. CSIR Madras Complex/CSIR reserves the right to review the eligibility of a candidate at any stage of the recruitment process and such decision as may result after review, will be final and binding on the candidates.
10. Outstation candidates called for interview will be paid to and from single second class rail fare / ordinary bus fare from the normal place of their residence or that declared in the application or from the actual place of undertaking the journey, in India, whichever is nearer to the place of the interview, as per rules.
11. The post carries other allowances like DA/HRA/CCA/Transport Allowance, etc., applicable at Chennai and perks like LTC, Medical facilities, etc., as per CSIR rules and regulations. The total emoluments at the minimum of the scale at present is **₹.31,230/- (approx)** inclusive of allowances at Chennai.
12. Candidates appointed will be governed by the “New Pension Rules” of the Govt. of India.
13. Interim enquiries will not be entertained and canvassing in any form and / or bringing in any influence, political or otherwise will be treated as a disqualification for the post.

**प्रशासन नियंत्रक/CONTROLLER OF ADMINISTRATION**