
	<div>CSIR-National Geophysical Research Institute (CSIR-NGRI) Uppal Road, Hyderabad – 500 007 (A.P.)</div>																													
<div><u>SPECIAL RECRUITMENT DRIVE FOR SC/ST/OBC/PH</u> <u>CSIR-NGRI ADVERTISEMENT No. 2/2013 (Abridged)</u> Date of publication in Employment News Edition : 13-07-2013.</div>																														
<div>Last Date for submitting the Online Application : 12-08-2013 (Monday) Last date for submitting Computerised Print-out Online Application by Post : 16-08-2013 (Friday)</div>																														
<i>A Unique Opportunity to be a part of Research In Earth Sciences</i>																														
<p>CSIR-National Geophysical Research Institute (CSIR-NGRI), Hyderabad, is a premier R&D institute under the Council of Scientific and Industrial Research (CSIR), involved in multidisciplinary R&D programmes of both basic and applied nature across scientific disciplines for economic, environmental and societal benefits for the people of India. The institute is a Centre of Excellence carrying out multidisciplinary Earth Science research programs viz., Hydrocarbon Exploration; Geochemistry and Geochronology; Mineral and Engineering Geophysics; Groundwater; Seismology; Geodynamics and Theoretical and Computational Geophysics etc.</p> <p>Applications are invited from enthusiastic, young Indians having excellent academic record with requisite experience and a high degree of motivation to fill up the vacancies of following posts, as per the details given below:</p> <p>The emoluments and age limit for various posts as per norms is summarized as below:-</p> <table><tr><th>Designation</th><th>No. of Posts</th><th>Pay Band</th><th>Grade Pay</th><th>*Total Emoluments (Approximately)</th><th>**Upper Age Limit not exceeding (as on last date)</th></tr><tr><td>Scientist</td><td>Two</td><td>PB-3: (Rs.15600-39100)</td><td>Rs.6600</td><td>Rs.60,665/-p.m.</td><td>32 Years</td></tr><tr><td>Technical Assistant</td><td>Two</td><td>PB-2: (Rs.9300-34800)</td><td>Rs.4200</td><td>Rs.31,230/-p.m.</td><td>28 years</td></tr><tr><td>Technician (1)</td><td>One</td><td>PB-1: Rs.5200-20200</td><td>Rs.1900</td><td>Rs.17,313/-p.m.</td><td>28 years</td></tr></table> <p>* Total Emoluments means approximate total emoluments on minimum of scale including House Rent Allowance in Class 'X' City. **Please see age relaxation under Relaxation column.</p>							Designation	No. of Posts	Pay Band	Grade Pay	*Total Emoluments (Approximately)	**Upper Age Limit not exceeding (as on last date)	Scientist	Two	PB-3: (Rs.15600-39100)	Rs.6600	Rs.60,665/-p.m.	32 Years	Technical Assistant	Two	PB-2: (Rs.9300-34800)	Rs.4200	Rs.31,230/-p.m.	28 years	Technician (1)	One	PB-1: Rs.5200-20200	Rs.1900	Rs.17,313/-p.m.	28 years
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Post Code	Pay Band Plus Grade Pay	Name and Post Code Number of Posts / Reservation Status and Age limit not exceeding		Essential Qualifications	Desirable	Job Requirements																								
SC-1	PB-3: Rs.15600-39100 Plus Rs. 6600 as GP	Scientist (S-1) One Post: Reserved for ST Age Limit: 32 Years**		Ph.D. in Geophysics (Submitted)	Demonstrated excellence in Research publications in peer –reviewed journals	Participation in geophysical data acquisition, processing and interpretation (both in field and in the Laboratory) and involvement in major research programmes of the Institute																								
SC-2		Scientist (S-2) One Post: Reserved for ST Age Limit: 32 Years**		Ph.D. in Geology (Submitted)																										

Post Code	Pay Band Plus Grade Pay	Name and Post Code Number of Posts / Reservation Status and Age limit not exceeding	Essential Qualifications	Desirable	Job Requirements
TA-1	PB-2: Rs.9300-34800 Plus Rs.4200 as GP	Technical Assistant (TA-1): One Post: Reserved for SC(PWD)(Partially Deaf) Age Limit: 28 Years**	1 st Class B. Sc (Computers) with One year full time professional qualification in the field of computer applications	Knowledge in various IT & Computer Applications	Maintenance of computers, to assist the staff in various IT related programmes
TA-2		Technical Assistant (TA-2): One Post: Reserved for OBC(PWD)(Ortho.) Age Limit: 28 Years**	1 st Class B.Sc. (MPC) with one year full time professional experience in Collection and Analysis of Geomagnetic Data.	Experience from reputed Organization/I nstitute in the relevant area	
Tech.-1	PB-1: Rs.5200-20200 Plus Rs. 1900 as GP	Technician (1) (Tech.-1): One Post: Reserved for OBC(PWD)(Ortho.) Age Limit: 28 Years*	SSC/10 th standard with Science subjects with 55% marks plus ITI Certificate in Data Entry Operator Trade or National/State Trade Certificate in Data Entry Operator or two years full time experience as an apprentice training from a recognized institution in the Data Entry Operator Trade.	Experience from reputed Organization/I nstitute in the relevant area	Day to day work pertaining to data entry operation

SC: Scheduled Caste; **ST:** Scheduled Tribe; **OBC:** Other Backward Classes.

General Information and Conditions:-

1. Benefits under Council Service:

- These 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 Allotment Rules depending on availability in which case HRA will not be admissible.
- In addition to the emoluments, benefits such as reimbursement of Medical Expenses, Leave Travel Concession, Conveyance Advance and House Building Advance are available, as per rules of CSIR.

- c) Scientists (Post Code – SC-1 and SC-2) are entitled for Career Advancement on the basis of Flexible Complementary Scheme of CSIR and also eligible for two additional increments (without DA) and professional update allowances of Rs.10,000 per annum.
- d) All New Entrants will be governed by the “New Pension Scheme “ based on defined Contributions for new entrants recruited from Central Government Services on or after 01-01-2004, as adopted by CSIR for its employees. 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, 1972.

2. General conditions / information :

- a) The applicant must be a Citizen of India.
- b) All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the Essential Qualifications laid down for the posts. No enquiry asking for advice as to eligibility will be entertained. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.
- c) **In the event of number of applications being large, CSIR will adopt short listing criteria to restrict the number of candidates to be called for interview 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
 - ii. On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement
 - iii. By holding a written Test.
 - iv. Any other methodology as deemed fit by Screening Committee.
- d) The application should be accompanied by self attested copies of the relevant educational qualification, experience. The prescribed qualifications should have been obtained through recognized Universities /Institutions etc. Incomplete applications/applications received not accompanied with the required certificates /documents are liable to be rejected.
- e) In respect of equivalent clause in 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 produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated, otherwise the Application is liable to be rejected.
- f) The period of experience rendered by a candidate on part time basis, daily wages, visiting/guest faculty will not be counted while calculating the valid experience for short listing the candidates for interview.
- 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 submitted.
- h) The date for determining the upper age limit, qualifications and/or experience shall be the closing date prescribed for submission of Online application i.e. **12-08-2013 (Monday)**

- i) The period of experience in a discipline/area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualifications prescribed for that Post.
- j) Candidate must ensure that he/she possesses educational qualification/experience in the relevant area as required in the post, for which he/she is applying, on the last date of receipt of application.
- k) Applications from candidates working in Government Departments, Autonomous bodies, Public Sector Undertakings and Government Funded Research Agencies will be considered when forwarded through proper channel within the prescribed time-limit along with requisite NOC.
- l) The CSIR-NGRI strives to have a work-force which reflects Gender balance and Woman candidates encouraged to apply.
- m) The posts carry usual allowances as admissible to Central Government employees as have been made applicable to CSIR employees.
- n) Deserving candidates may be considered for higher start of pay.
- o) The post 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 and other instructions issued on the subject.
- p) Only outstation candidates called and found eligible for interview will be paid to and from single second class rail fare from the actual place of undertaking the journey or from the normal place of their residence whichever is nearer to **Secunderabad Railway Station** on production of Rail Tickets/Rail Ticket Numbers or any other proof of journey.
- q) Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in interview. Such candidate will not be paid any fare.
- r) The number of vacancies indicated against each category is provisional and may vary at the time of selection.
- s) The decision of the CSIR-NGRI in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview will be final and binding on the candidates.
- t) Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- u) **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.**

2. Age Limit and Relaxations :

- a) The date for determining the age limit/experience/qualifications shall be the closing date prescribed for submission of Online applications is **12-08-2013 (Monday).**

- b) Upper age limit is relaxable up to five years for the regular employees working in CSIR Laboratories / Institutes, Government Departments, Autonomous Bodies and Public Sector Undertakings.
- c) **Age relaxation to Persons With Disability (PWD):** Age relaxation of 5 years is allowed (total 10 years for SC/STs and 8 years for OBCs in respect of the posts reserved for them), in accordance with the relevant rules, on production of relevant certificate in the prescribed format signed by the specified authority, at the time of interview.
- d) As per GOI provisions, age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands: The upper age limit is relaxable (wherever applicable) up to the age of 35 years (up to 40 years for members of Scheduled Tribes and up to 38 years for members belonging to the 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/decreed 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 and they have not remarried since.
- f) SC/ST/OBC/PH candidates are required to produce a copy of the certificate in the prescribed format signed by the specified authority at the time of interview. The OBC candidate should produce the certificate valid for appointment of posts under the Central Government.
- g) Relaxation in age, over and above the stipulated limit, educational qualification and/or experience may be considered in case of exceptionally meritorious candidates and if sufficient number of candidates possessing the requisite qualification and/or experience are not likely to be available to fill up the posts.
- h) Relaxation of five years will also be permissible to those who had ordinarily been domiciled in the Kashmir division of the state of Jammu and Kashmir during the period from 1-1-1980 to 31-12-1989 subject to production of relevant certificate from concerned authority.

4. Mode of Selection:

- a) Mere fulfilment of educational qualifications and experience does not entitle a candidate to be called for interview. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. 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. For the posts of Scientists, completion of Ph.D. degree will be reckoned from the date of issue of provisional certificate/notification.
- b) In case a candidate is staying abroad, his/her candidature can be considered *in absentia* by the Selection Committee on his/her written request.
- c) The Selection Committee may choose to place the candidate in any of the Grade Pay within the Pay Band depending upon the performance of the candidate and subject to meeting the minimum eligibility criterion specified.

5. How to Apply:

- a) **There is no application fee.** Eligible candidates are required to apply ONLINE through our website <http://www.ngri.org.in>. No other mode of application will be considered.
- b) If the candidates does not have a valid e-mail id, he/she should create a new valid e-mail ID before applying online.
- c) Online Application will be available on CSIR-NGRI website www.ngri.org.in (**Opens on 13-07-2013 (Saturday) from 09.30 a.m. and Closes on 12-08-2013 (Monday) at 06.00 p.m.**)
- d) 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.
- e) The above details are to be mentioned by the candidates at the appropriate place in the on-line application format while submitting the same.
- f) Candidates should keep a copy of the application print-out for their record. Print-out of Application Form will not be available after **06.00 p.m. on 12-08-2013 (Monday)**.
- g) 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. If you do not preserve it, you will not be able to Re-print the Application.
- h) In case candidate want to modify/withdraw the application, there is a ‘CANCEL’ option to cancel the online application. Please note that application once cancelled will not be retrieved at any stage. If you have cancelled the application, please re-apply before the closure of Application Date as per advertisement. Please remember to take fresh print-out after modifying any details.
- i) After submission, candidates should take a printout of the computer generated application form. After signing each page of the form a recent passport size photograph should be pasted in the space provided. Candidates are to sign in full across the photograph.
- j) This computer generated application (Print-out) duly accompanied by attested copies of the certificates, mark sheets, testimonials in support of age, education qualifications, experience, re-prints of publications and caste certificate, if applicable, along with one recent passport size self-signed photograph affixed should be sent in an envelope super scribed “**APPLICATION FOR THE POST OF “----- (Name of the Post with Post Code _____) ” by post to the address:- The Administrative Officer, CSIR-National Geophysical Research Institute, Uppal Road, Hyderabad – 500 007, A.P.**
- k) The Computer generated print-out of the Online Application Form should reach the above address by **16-08-2013 (Friday)** (including far flung areas). Candidates applying for more than one post must submit separate application form for each post indicating the Post Code No. of the post. The hard copy(s) of each application must be accompanied by enclosures.
- l) Application once made will not be allowed to be withdrawn on any count nor can it be held in reserve for any other recruitment or selection process.

- m) 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. The 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 the Director, NGRI, Hyderabad- 500 007, at the earliest.
- n) Candidates should specifically note that the applications received after the closing date for any reason whatsoever (such as envelopes wrongly address, delivered elsewhere, postal delay etc.) will not be entertained by CSIR-NGRI.
- o) Incomplete applications (i.e. without photograph, unsigned, without enclosures etc.) will not be entertained and is liable to be summarily rejected.

6. Following documents must be attached along with computer generated application (print-out) form sent by post:

- a) Coloured photograph pasted on the application form and signed across in full.
- b) Self Attested photocopy of Date of Birth Certificate.
- c) Self Attested photocopy of “PWD” Certificate issued by the Competent Authority.
- d) Self Attested photocopies of education qualifications certificates.
- e) Self Attested photocopy of caste certificate.
- f) Self Attested photocopies of experience certificates, if any.

ADMINISTRATIVE OFFICER