

CSIR-NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND INFORMATION RESOURCES

Dr. K.S. Krishnan Marg, Pusa Campus, New Delhi -110012

14, Satsang Vihar Marg, New Delhi – 110 067

(www.niscair.res.in)

Advertisement No. 1/VIII/2017-R&A

Opening date of online application : 9.00 AM, September 02, 2017
Last date of online submission of application : 5.30 PM, October 01, 2017
Hard copy/ offline application will be accepted by : 5.30 PM, October 08, 2017

CSIR National Institute of Science Communication and Information Resources (NISCAIR), a constituent establishment of Council of Scientific & Industrial Research, is a premier Institute in Science Communication promoting science to diverse constituents at all levels using the most appropriate technologies. It provides formal linkages of communication among the scientific community in the form of research journals in different areas of S&T, information on plant, animal and mineral wealth of the country; disseminates S&T information to general public including school students through science magazines; harnesses IT applications in information management with particular reference to science communication and modernizing libraries; act as facilitator in furthering economic, social, industrial, scientific and commercial development by providing timely access to relevant and accurate information; Develops HR in science communication, library, documentation and information science, and S&T information management systems and services, IPR, herbarium techniques, etc. The Institute also offers wide range of information products and services ranging from production of S&T publications, translation & interpretation of Scientific Documents from foreign languages to English. NISCAIR also undertakes projects in its area of activities.

Applications are invited from the Indian Nationals for filling up the following scientific positions in the area of Science Communication for Scientific Research Journals/ Popular Science Magazine/ TV, Radio Production/ Research & Business Development/ Human Resource Development/ International Affairs/ Media & Outreach, etc.

Designation	No. of posts	Pay level	Upper age limit not exceeding as on last date of online submission of application (01.10.2017) (Relaxation as per rules)
Scientist	07 {4-UR, 1-ST,1-OBC & 1-PwD(HH/VH/OH)}	Pay matrix 11/1 Initial Pay Rs. 67,700/- as per 7 th CPC + usual allowances as per rules	32 Years
Sr. Scientist		Pay matrix 12/1 Initial pay Rs. 78,800/- as per 7 th CPC + usual allowances as per rules	37 years

Essential Qualification		Desirable Qualification	Job Requirement
Scientist	<ul style="list-style-type: none"> - Ph.D Submitted (Science/ Engineering) <p>OR</p> <ul style="list-style-type: none"> - ME/ M.Tech/ M.Vet. Sci./ MD 	<ul style="list-style-type: none"> - Degree/ Diploma in Science Communication/ Mass Communication/ Journalism/ Science Writing/ Production of radio/ TV programme/ Film production/ Management/ Foreign Language(s) - Experience of working in scientific/ academic/ media organization in the field of Science Communication programme/ activities/ publications, etc. - Experience of science writing/ editing of scientific research journals, magazines, publications, scripts evident from publications/ productions - Aptitude in science communication evident from writing science articles/ delivering lecturers/ presenting radio/ TV programs supported by copies/ list of programmes/ publications - Proficiency in English/ Hindi/ Indian language(s)/ Foreign Language(s) 	<ul style="list-style-type: none"> - Science communication activities including science writing, translation, editing of scientific journals/ magazines/ scripts, production of scientific and technical publications/ radio/ TV programmes, organization of outreach/ field programmes/ research, media related activities, etc.
Sr. Scientist	<ul style="list-style-type: none"> - Ph.D (Engineering) <p>OR</p> <ul style="list-style-type: none"> - Ph.D (Science) with 2 Yrs experience in relevant area <p>OR</p> <ul style="list-style-type: none"> - ME/ M.Tech/ M.D/ M.Vet.(Sci.) with 3 Yrs experience in relevant area 		

Note: Selection Committee depending upon the performance of the candidate may choose to place the candidate in any of the Pay Matrix mentioned above subject to meeting the minimum eligibility criteria specified.

GENERAL INFORMATION AND CONDITIONS

1. Benefits under Council service:

- a. 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.
- b. Scientist/ Sr. Scientist in Pay Band-3 (**Pre revised**) are eligible for 2 additional increments (without DA) and Professional update allowance of Rs.10000/- per annum
- c. In addition to the emoluments indicated against each category of posts, benefits such as applicability of New Pension Scheme 2004, reimbursements of Medical Expenses, Leave Travel Concession, Conveyance advance and House Building Advance are available as per CSIR rules.
- d. Scientists in CSIR are also permitted to undertake consultancy and sponsored R&D project activity. These activities give them scope to earn consultancy fee and honorarium as per CSIR guidelines governing these activities. Opportunities also arise for foreign deputations for training/presentation of papers/specific assignments etc.
- e. CSIR provides excellent opportunities to deserving candidates for career advancement under Assessment Promotion scheme for Scientists.
- f. Deserving candidates may be considered for advance increment as per CSIR Rules.

2. Other conditions

- 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 as on the last date of receipt of the applications. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts as on the last date of receipt of the applications. 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. 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. Completion of Ph.D. degree will be reckoned from the date of issue of provisional certificate/notification.

- c. 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 or not accompanied with the required certificates / documents are liable to be rejected.
- d. 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.
- e. 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.
- f. 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.
- g. The date for determining the upper age limit, qualifications and /or experience shall be the closing date prescribed for receipt of applications i.e. 1st October, 2017.

- h. 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 Grade.
- i. Persons with disabilities (PWD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- j. In case a candidate is staying abroad, his/her candidature may be considered in absentia by the Selection Committee on his/her written request.
- k. The Selection Committee may choose to place the candidate in any of the Pay Matrix mentioned above depending upon the performance of the candidate and subject to meeting the minimum eligibility criterion specified.
- l. 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 Railway Station on production of Rail Tickets/Rail Ticket Numbers or any other proof of journey.
- m. 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.
- n. The decision of the CSIR-NISCAIR/CSIR Headquarters 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.
- o. Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- p. Candidates should keep a printout of the online application for their record.
- q. **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.**

3. Relaxations :

- a. The upper age limit is relaxable upto 05 years for SC/ST, 03 years for OBC and 10 years for PwD as per Government orders in force only in those cases where the post are reserved for respective categories, on production of relevant certificate in the prescribed format signed by the specified authority at the time of interview.
- b. Upper age limit is also relaxable upto five years for the regular employees working in CSIR laboratories / institutes, Government Departments, autonomous bodies and public sector undertakings.
- c. As per GOI 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 upto 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.
- d. Age relaxation to Physically Handicapped (PH) persons: Age relaxation of 10 years is allowed (total 15 years for SCs/STs and 13 years for OBCs in respect of the posts reserved for them) to blind, deaf-mute and orthopedically handicapped persons. The persons claiming age relaxation under this sub-para would be required to produce a certificate in 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 for each individual Group 'A' posts to be filled by Direct Recruitment by Selection.

- e. Relaxation in age, over and above the stipulated limit, educational qualification and / or experience may be considered in case of exceptionally meritorious candidates or if sufficient number of candidates possessing the requisite qualification and/ or experience are not available to fill up the posts.
- f. 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. How to apply :

- a. Eligible candidates are required to apply ONLINE through our website <http://www.niscair.res> in or can apply offline by using the print out of the application form available with this advertisement.
- b. If the candidate does not have a valid email id, he/she should create a new valid email id before applying online.
- c. Online Application will be available on our website from 9:00 AM, 2nd September 2017 to 5:30PM, 1st October 2017.
- d. Candidates are required to arrange for a crossed Demand Draft for Rs.500/ drawn on any nationalized bank and valid for at least 3 months in favour of "Director, NISCAIR" payable at New Delhi. The following details must be filled up on back side of Demand Draft (i) Candidate's Name, (ii) Candidate's Category, (iii) Post Applied For. The candidates belonging to SC/ST/PH/Women/CSIR Employees/Abroad Candidates category are exempted from submission of application fee.
- e. 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.
- f. 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.
- g. In case candidate wants 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 reapply before the closure of Application Date as per advertisement. Please remember to take fresh print out after modifying any details.
- h. 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 together with Demand Draft (if applicable) should be sent in an envelope superscripted "APPLICATION FOR THE POST OF -----" by post to the address:- The Administrative Officer, National Institute of Science Communication and Information Resources (NISCAIR), Pusa Campus, Dr. K S Krishnan Marg, New Delhi – 110012. Candidates applying for more than one post must submit separate application form for each post indicating the Code No. of the post. The hard copy(s) of each application must be accompanied by separate Demand Draft(s).
- i. 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.
- j. 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. Also, 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 NISCAIR at the earliest.

- k. Candidates should specifically note that the applications received after the closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by NISCAIR.
- l. Incomplete applications (i.e. without photograph, unsigned and application fee, applicable testimonials etc.) will not be entertained and will be summarily rejected.
- 5. Following documents must be attached along with application form sent by post:
 - a. Demand Draft of Rs. 500/- as application fee, where applicable.
 - b. Coloured photograph pasted on the form and signed across in full.
 - c. Self Attested photocopy of Date of Birth Certificate.
 - d. Self Attested photocopies of education qualifications certificates.
 - e. Self Attested photocopy of caste certificate, if applicable.
 - f. Self Attested photocopies of experience certificates, if any.

-sd-

Administrative Officer