



Council of Scientific and Industrial Research
CSIR-Fourth Paradigm Institute
NAL Campus, Belur, Bengaluru – 560037.

Advt. No.1/2021 dated 29.10.2021

(CSIR-4PI Website: www.csir4pi.in)

CSIR-Fourth Paradigm Institute (CSIR-4PI) is a premier research laboratory under the Council of Scientific and Industrial Research (CSIR) which is an Autonomous Body under Ministry of Science & Technology, Government of India. CSIR-4PI is looking for bright and motivated persons for filling up the following Administrative positions:

CSIR-4PI invites Online applications from Indian Nationals for filling up the following posts:

Post Code	Post	No. of posts & Reservation	Essential Qualification & Age	Scale of Pay in PB-1
AD-01	Junior Secretariat Assistant (Gen. Admin. and Stores & Purchase)	04 posts (Gen. Admin – 3 UR S&P – 1 UR)	10+2 / XII standard / PUC or its equivalent with typewriting speed of 35 w.p.m. in English OR 30 w.p.m. in Hindi. on Computer * Age: Not more than 28 years	Pay in the level matrix 2 of 7 th CPC (₹19900 - ₹63200) [Gross emoluments approximately ₹30000/- pm]
AD-02	Junior Secretariat Assistant (F&A)	1 Post - UR	10+2 / XII standard / PUC or its equivalent with Accountancy as one of the subject and typewriting speed of 35 w.p.m. in English OR 30 w.p.m. in Hindi. on Computer * Age: Not more than 28 years	- do -
AD-03	Junior Stenographer (English)	02 Posts - UR	10+2 / XII standard / PUC or its equivalent with a speed of 80 w.p.m in shorthand in English and Transcription in 50 mts and 35 w.p.m. in type-writing in English on Computer Age: Not more than 27 years	Pay in the level matrix 4 of 7 th CPC (₹25500 - ₹81100) [Gross emoluments approximately ₹38000/- pm]

Note: * 35 w.p.m./30 w.p.m. correspond to 10500 KDPH/ 9000KDPH on an average of 5 key depression for each word. (Time allowed 10 mts) which is qualifying test

Job requirement:

Post Code: AD 01 & 02 Candidates are required to provide assistance in the functions of General Administration / Stores & Purchase/Finance & Accounts beside any other official work as and when assigned as per the requirement of the post.

Post Code: 03 -To provide secretarial / stenographic assistance / Typing or other official work as & when assigned.

Desirable: A Degree in Arts / Science / Commerce with proven working knowledge of computers preferably MS Office, MS Word, MS Excel, Power Point etc.

Online application together with Application fee, wherever applicable and uploaded self attested copies of certificates and testimonials, etc, only will be entertained. To apply for the post the candidate mandatorily is required to fill in specially designed online Application Form available on our website:

www.csir4pi.in

It may be noted that the short-listing of candidates to be called for Written Test for post code AD-01&02 / post code AD-03 (Stenographer) will be based on the details entered in the Online Application Form only. Hence, candidates are advised to fill in the electronic applications form carefully.

SELECTION PROCEDURE:

Post Name	Selection Procedure
Junior Secretariat Assistant (Gen./F&A/S&P)	The candidates fulfilling all necessary eligibility criteria as recommended by the Screening/Selection Committee will be invited for open competitive written examination and typing test. The Proficiency in computer typing speed and in using computer will only be qualifying in nature: the final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing.

Syllabus for the post of Junior Secretariat Assistant (Gen./F&A/S&P):

For these posts, there will be two papers (Paper-I and Paper-II). Paper I will be qualifying in nature. The Second paper (Paper II) will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper (Paper I) and Final merit list will be drawn based on the performance of candidates in Paper-II.

Mode of examination	OMR Based or Computer Based Objective Type Multiple Choice Examination.
Medium of Questions	The questions will be set both in English and Hindi except the Questions on English language.
Standard of Exam	Class XII / PUC
Total No. of Questions	200
Total Time Allotted	2 hours 30 minutes

Paper-I (Time Allotted-90 minutes)

Subject	No. of Questions	Maximum Marks	Negative Marks
Mental Ability Test*	100	200 (two marks for every correct answer)	There will be no negative marks in this paper.

* Mental Ability Test will be so devised so as to include General intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational judgement etc.

Paper -II (Time Allotted-1 hour)

Subject	No. of Questions	Maximum Marks	Negative Marks
General Awareness	50	150 (Three marks for every correct answer)	One negative mark for every wrong answer
English Language	50	150 (Three marks for every correct answer)	One negative mark for every wrong answer

Post Name	Selection Procedure
Junior Stenographer (English)	As per ASRP rules 2020, the candidates fulfilling all necessary eligibility criteria as recommended by the Screening/Selection Committee will be invited for open competitive written examination and typist test. The proficiency in stenography (which includes translation through computer typing) will only be qualifying in nature; the final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing. The detailed selection procedure will be notified separately on the Institute website well before specified written/shorthand test.

Please Note: i) The Screening / Selection Committee duly constituted by Competent Authority will fix the criteria for shortlisting of candidates at CSIR-4PI. ii) The nature of Written examination / test viz., written test, qualifying typing test, shorthand test will be intimated in due course and will be intimated to shortlisted candidates in CSIR-4PI website. The decision of Competent authority at CSIR-4PI/CSIR in conducting of examinations will be final and binding on candidates.

I. AGE LIMIT & RELAXATION: -

1. Maximum age for applying for the post of Junior Secretariat Assistant is **28 years** and in respect of Junior Stenographer is **27 years**.
2. There is no age limit for departmental candidates (CSIR employees) provided they possess the prescribed qualifications. The Upper age limit is also relaxable up to forty years for appointment to Group C posts for the regular employees working in other Government Departments, Autonomous Bodies and Public Sector Undertakings who have rendered not less than 3 years regular and continuous service as on closing date in accordance with the instructions and orders issued by the Government of India/CSIR from time to time in this regard.
3. Relaxation of five years will also be permissible to those who had ordinarily been domiciled in the Kashmir division of the erstwhile 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. Relaxation of upper age limit for Persons with Disabilities (PWD) and Ex-Servicemen, etc., will be applicable as per GOI rules.
5. Relaxation in age for widows, divorced women and women judicially separated from their husbands and who are not re-married will be up to the age of 35 years (40 years for members of SC/ST if the post is reserved for SC/ST). The persons claiming age relaxation under this category would be required to produce the following documentary evidence:
 - (a) In case of widow, death certificate of her husband together with the affidavit that she has not remarried since.
 - (b) In case of divorced women and women judicially separated from their husbands, a certified copy of the judgment / decree 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 that they have not remarried since.

II. BENEFITS UNDER COUNCIL SERVICE:

1. The positions carry Pay and Allowances at Central Government rates as applicable to the employees of Council stationed at Bengaluru. In addition, other benefits such as Leave Travel Concession (LTC) and Reimbursement of medical expenses are also available as per CSIR rules.
2. All New Entrants will be governed by the "New Pension Scheme" based on defined Contributions for new entrants recruited in Central Government Services on or after 1-1-2004, 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. Provided they were in Govt. Service prior to 01.01.2004 and are covered by CCS (Pension) Rules, 1972.
3. The competent authority reserves the right to amend, delete and add terms and conditions to this advertisement at any stage of selection process by intimating the same to candidates.

III. GENERAL CONDITIONS:

1. The appointment is in the CSIR-Fourth Paradigm Institute (CSIR-4PI), NAL Belur Campus, Bengaluru - 560 037, under the Council of Scientific & Industrial Research (CSIR), which is an Autonomous Body under Ministry of Science & Technology, Govt. of India.
2. Candidates applying for more than one post should submit separate online application form for each post along with prescribed application fees and copies of self attested certificates and testimonials for each post.
3. A Non-refundable application fee of Rs.100/- (Rupees One Hundred only) is payable separately for each post (candidates belonging to SC/ST/PWD/Women and regular employees of CSIR are exempted from payment of application fee) in the form of online payment.
4. The date of determining the age limit / qualifications shall be the closing date prescribed for receipt of completed online applications in CSIR-Fourth Paradigm Institute i.e. **November 27, 2021**.
5. Online Applications from the candidates working in Government Departments, Autonomous bodies, Public Sector Undertakings and Government Funded Research Agencies will be considered only if hard copy of the same is forwarded through proper channel with a clear certificate that the applicant will be relieved within one month of receipt of appointment order on immediate absorption basis, if selected. Vigilance clearance should also be recorded in such cases. Application through proper channel must reach us on or before 14.12.2021. However, advance copy of the online application may be sent before the closing date i.e. 27.11.2021 otherwise the online application will be rejected.
6. The appointees are liable to be posted in any of the Laboratories / Institutes of CSIR situated in other parts of India as per the decision of Competent Authority/CSIR-4PI/CSIR.
7. The selected candidates will be on probation for a period of ONE YEAR from the date of taking over charge of the post in the Institute. The probationary period may be extended or curtailed at the discretion of the Competent Authority.
8. The selected candidates will not be permitted to apply for appointment elsewhere or in this Institute during the probationary period and if they have already applied for any posts in

any other organization, they may have to intimate the details of such applications, immediately after joining the Institute.

9. Mere fulfilling the minimum eligibility criteria will not entitle a candidate to be called for written test /typewriting test/Short hand test, etc. The Institute reserves the right to call for Written test / Typing test/ Short hand test to only those candidates who in its opinion are likely to be suitable and will not entertain any correspondence in this regard.
10. Only outstation candidates (within India) called for final written test/typing test/Shorthand test as the case may be, only will be reimbursed Travelling Allowance (TA) as admissible under rules i.e. a single second class railway fare (by mail or express) each way from their place of residence or from the place of undertaking the journey whichever is nearer to Bengaluru on production of proof of journey as per rules.
11. **Candidates may note that the applications in the following cases will be outrightly rejected:**
 - a. Applications not meeting minimum qualifications, age, etc.
 - b. Applications not accompanied with prescribed application fees (exempted for SC/ST/PWD/Women and CSIR candidates);
 - c. Without the requisite information & copies of **self attested marks cards/certificates**, etc., as per the online application format; and
 - d. Those received after the due date.
12. CSIR-Fourth Paradigm Institute reserves the right not to fill any of the posts / fill only few posts. The number of vacancies indicated above, may vary at the time of actual selection. The decision of Competent Authority, CSIR-Fourth Paradigm Institute will be final in all stages of Selection of above said positions.
13. Applications for the above posts are required to be submitted in the online format only. Print a copy of application applied for your reference.
14. 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. In this regard, the decision of Competent Authority CSIR-4PI is final and binding on candidates.
15. As the Screening of applications will be done on the basis of information furnished by the applicants, it is necessary that only accurate, full and correct information is furnished by the applicants in the Online Electronic Application Form. **Furnishing of wrong / false information will be a disqualification and CSIR-4PI will NOT be responsible for any of the consequences of furnishing such wrong/false information.** FURTHER, IT IS REQUESTED THAT CANDIDATES MAY REGISTER ONLINE IMMEDIATELY ON SEEING THE ADVERTISEMENT TO AVOID LAST DAY RUSH / DISAPPOINTMENT..
16. For any technical issue while applying online, the candidates can send an e-mail to: recruit@csir4pi.in (or can call to: 080-25086121 **only in exigency**).
17. Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.

INTERIM ENQUIRIES WILL NOT BE ENTERTAINED.

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CONTROLLER OF ADMINISTRATION