



CSIR-INDIAN INSTITUTE OF TOXICOLOGY RESEARCH

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LUCKNOW-226 001(UTTAR PRADESH)

Advt. No. IITR/1/2022

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CSIR-Indian Institute of Toxicology Research, Lucknow, a constituent laboratory of Council of Scientific & Industrial Research, which is an autonomous organization under the Department of Scientific & Industrial Research (DSIR), Ministry of Science & Technology, Government of India. CSIR-IITR is multidisciplinary research institute with the motto- Safety to Environment & Health and Service to Industry addresses problems critical to human health and environment.

Online applications are invited from eligible citizens of India for filling up the Administrative Posts as per details given below:-

Sl. No.	Post Code & Name of post	No. of Vacancy, Reservation Status and Age Limit	Essential Qualification	Scale of Pay & Total Emoluments
01	Post Code- A Junior Secretariat Assistant (General)	Vacancy = 05 UR=04 SC=01 Age Limit: 28 Yr*	10+2/XII or its equivalent and proficiency in computer type speed** of 35 w.p.m in English or 30 w.p.m. in Hindi and in using computer as per the prescribed norms fixed by DoPT from time to time.	Pay Level -2 Cell -1 of pay matrix as per 7 th CPC
02	Post Code- B Junior Secretariat Assistant (Finance & Account)	Vacancy = 02 UR=02 Age Limit: 28 Yr*	[**35 w.p.m/30 w.p.m correspond to 10500 KDPH/9000 KDPH. (Key Depression per Hour) on an average of 5 key depression for each word. Time allowed for typing test is 10 minutes, which is qualifying in nature]	Rs 32,057/- (Total emoluments on minimum of scale including HRA applicable to 'Y' city, DA, TA etc.)
03	Post Code- C Junior Secretariat Assistant (Store & Purchase)	Vacancy = 01 UR= 01 Age Limit: 28 Yr*		
04	Post Code- D Junior Stenographer	Vacancy = 02 UR= 02 Age Limit: 27 Yr*	10+2/XII or its equivalent and proficiency in stenography as per the prescribed norms fixed by DoPT.# (Please see sr. (3) under (B) proficiency test in stenography)	Pay Level -4 Cell -1 of pay matrix as per 7 th CPC Rs. 43,584/- Total emoluments on minimum of scale including HRA applicable to 'Y' city, DA, TA etc.)

* Age relaxation as per rules.

- **Date & Time of commencement of online applications** : 18-07-2022, 10.30 A.M.
- **Last date & Time of submission of online applications** : 18-08-2022, 05.30 P.M.

(1) **Selection Procedure:**

(a) **For Post Code A,B&C- Junior Secretariat Assistant (General/Finance & Account/Store & Purchase)**

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 open competitive written examination and choice of their preference for the post. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing.

(b) **For Post Code D - Junior Stenographer**

Eligible candidates will be invited for Competitive Written examination & Stenography Test. While the proficiency in stenography 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 stenography.

(2) **SYLLABUS/ MODE OF WRITTEN EXAMINATION FOR THE POST OF JUNIOR SECRETARIAT ASSISTANT (GENERAL/FINANCE & ACCOUNT/STORE & PURCHASE)**

(i) **Written Examination details** :- For posts of Junior Secretariat Assistant (General/Finance & Account/Store & Purchase) there will be two papers (Paper-I and Paper – II). The second paper will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper.

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
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 Judgment, 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.

(3) SYLLABUS/MODE OF WRITTEN EXAMINATION FOR THE POST OF JUNIOR STENOGRAPHER:

(i)

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	10+2/ XII
Total no. of Question	200
Time Allotted	Total 2 hours (2 hours and 40 minutes for the candidates eligible for scribe)

Competitive Written Examination will consist of only one Paper with three parts as details below :

Part	Subject	No. of questions	Maximum Marks	Negative Marks
I	General Intelligence & Reasoning	50	50	0.25 marks is deducted for every wrong answer
II	General Awareness	50	50	0.25 marks is deducted for every wrong answer
III	English Language & Comprehension	100	100	0.25 marks is deducted for every wrong answer

(ii) **#Proficiency Test in Stenography :** The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the Application Form) at the speed of 80 w.p.m. for the post of Junior Stenographer. The transcription time is as follows:-

S.No.	Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for the candidates eligible for scribe
1	English	50	70
2	Hindi	65	90

Evaluation of Transcripts of Stenography Tests-Nature of Mistakes

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes} / 2) \times 100}{\text{Numbers of words in the master passage}}$$

Percentage will be rounded off to two decimal places. For example 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00

(iii) **EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TESTS-NATURE OF MISTAKES**

1. FULL MISTAKES:- The following mistakes are treated as full mistakes:-

- Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.

- b. Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/figure dictated which have been replaced/substituted by other words(s) figure(s). However, if a figure is written correctly either In numeral or words both will be acceptable and will not counted as mistake.
- c. Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.

(iv) **HALF MISTAKES:- The following are treated as half mistakes:-**

- a. Wrong spelling, including transposition of letters in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as single half mistake.
- b. Using singular or plural noun and vice versa.
- c. Use of small letter at the beginning of the sentences.

NOTE

- a) More than one error in a single word: all the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
- b) Every passage will be accompanied by a list of words which can be spelt/written in more than one form. All the spellings/forms of words will be acceptable and not counted as error. For example the word 'Honorable' is written as Hon'able, Hon., Honourable and hon.- all these forms will be treated as correct.
- c) CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.
- d) The above guidelines will be valid for Hindi Stenography Skill Test also.

4) Benefits under Council Service:

- a. These positions carry Pay and Allowances at Central Government rates as applicable to the employees of Council stationed at Lucknow. In addition, other benefits such as Leave Travel Concession (LTC) and Reimbursement of medical expenses are also available as per CSIR Rules.
- b. All new entrants will be governed by the 'National Pension System' based on defined contributions for new entrants recruited in 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. Provided they were in Govt. Service prior to 01.01.2004 and are covered by CCS (Pension) Rules, 1972.

5) Age Limit and Relaxation:

- a. The age of the candidate should not be below 18 years and should not be above the prescribed upper age limit as on last date of submission of the online application. There is no age limit for regular CSIR employees provided they possess the prescribed qualifications.
- b. The upper age limit is relaxable upto 05 years for SC as per Government order in force, only in those cases where the post is reserved for respective categories, on production of relevant certificate in the prescribed format signed by the specified authority.
- c. Age relaxation to Persons with Disability (PwDs): Age relaxation of 10 years for appointment (total 15 years for SCs only in those cases where the post is reserved for respective categories) is allowed to PwBD persons and other specified disabilities as per Central Govt. rules subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years. 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 relevant Group posts to be filled by Direct Recruitment by Selection.

- d. Relaxation in upper age limit to Ex-Servicemen will be applicable as per Government of India rules.
- e. 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 (up to 40 years for members of Scheduled Castes 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 that they have not remarried since.

6) General Conditions:

- a. The applicant must be a citizen of India.
- b. All applicants must fulfill the essential qualification of the post and other conditions stipulated in the advertisement as on the last date of submission of online applications i.e. **18.08.2022**. They are advised to satisfy themselves before applying that they possess at least the essential qualification laid down for the post as on the last date of submission of online application. No enquiry asking for advice as to eligibility will be entertained.
- c. The appointment is in the Indian Institute of Toxicology Research, Lucknow, under the Council of Scientific & Industrial Research (CSIR), which is an Autonomous Body. However, selected candidates may also be liable to serve in CSIR Hqrs/ Any other CSIR Lab/Institutes as and when need arises.
- d. **Only online mode of application will be invited. No other means of application will be entertained.**
- e. Only self attested required documents should be uploaded in online application form.
- f. The prescribed essential qualification should be obtained through recognized Universities/Institutions/Board etc.
- g. Without application fee (if applicable), photograph not uploaded properly or any means of incomplete application will be summarily rejected and no correspondence will be entertained in this regard.
- h. A Government employee will upload an undertaking from his/her current employer that he/she will be relieved within one month of receipt of the appointment order, if he/she selected for respective post. However, NOC, vigilance clearance certificate will be submitted by candidate at later stage as required by CSIR-IITR.
- i. Physically Handicapped/Disability certificate (PWD) in prescribed proforma issued by the competent authority by Person with disabilities is eligible for appointment to the post on the basis of prescribed standards of Medical Fitness. The Competent Authority to issue Physically Handicapped/Disability certificate (PWD), shall be a Medical Board duly constituted by the Central or a State Government.

- j. The selected candidates will be on probation for a period of TWO YEAR from the date of taking over charge of the post in the Laboratory. The probationary period may be extended or curtailed at the discretion of the Competent Authority.
- k. Candidate must ensure that he/she possesses essential educational qualification and prescribed proficiency speed in typing for the post, for which he/she is applying, on the last date of **online** receipt of application.
- l. In respect of equivalent clause in Essential Qualification, 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.
- m. If any document/certificate furnished 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.
- n. Candidate must indicate as to whether any of their blood/close relatives is working in CSIR-IITR or in any other National Laboratory/Institutes of the CSIR.
- o. **Canvassing in any form and/or bringing of any influence political or otherwise will be treated as disqualification for the post.**
- p. The decision of the Competent Authority of CSIR-IITR in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination 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.
- q. Applications 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.
- r. Candidates who are applying for the post of JSA(Gen./F&A/S&P) will give their choice of preference and his/her selection will be only as per their choice of preference according to their merit. Choice of preference will be available on online application form.
- s. No travelling allowance will be paid to candidates to appear for written test/Typing test.
- t. The date of determining the upper age limit, qualifications and/ or experience shall be the closing date of online application.
- u. Candidates applying for the above posts are advised to visit the website www.iitrindia.org regularly for latest updates.

7) How to Apply:

- a. Eligible candidates are required to apply online only through our website <http://www.iitrindia.org>
- b. Online Application will be available on our website <http://www.iitrindia.org> from **18.07.2022 upto 18.08.2022**
- c. If the candidate does not have a valid email id, he/she should create a new valid email id before applying ONLINE and keep active it for further correspondence.

- d. Candidate are required to pay application fee of Rs. 100/- online (non-refundable) by clicking the URL given on CSIR-IITR website. The last date for submitting online application is **18.08.2022** till 5.30 P.M.
The fee is to be deposited online through State Bank Collect only. The transaction number generated after successful payment of fee is required to be mentioned in the online application. The candidates are advised to download the E-receipt and preserve it. Steps for online fee payment are given in online application form instructions on CSIR-IITR website. The candidates belonging to SC/ST/PwD/Women/Ex. Servicemen/CSIR Employees are exempted from submission of application fee.
- e. A scanned copy of a recent colour photo graph of the candidate of frontal view on plain background is needed to be uploaded in the application. The size of the photograph in 3.5cm x 4.5cm. File size should not more than 500kb in jpg format. Instruction regarding uploading signature is available on online application form.
- f. After completely filling and submitting the online application form, candidates need to take printout of the filled application in PDF format by clicking 'Save' and 'pdf' button/icon. "**APPLICATION NUMBER**" is generated on the printed online application form. Candidates need to note down the same carefully and preserve it for future correspondence.
- g. There is no need to send the hard copy of application to CSIR-IITR, Lucknow, however candidates are requested to keep the copy of application with them and produce it whenever asked by CSIR-IITR.
- h. Following documents must be uploaded in online application form:-
- i. Fee receipt of Rs. 100/- as application fee, where applicable.
 - ii. Self Attested copies of certificates of Date of Birth, Educational qualification, Mark sheet, Service certificate for ex-servicemen etc.
 - iii. Self Attested copy of *Caste Certificate in Govt. of India (GOI) format*.
 - iv. Self attested copy of *Disability certificate (PwBD) issued by competent authority*, if applicable.
 - v. Self Attested copies of higher qualification acquired, experience, if any

"INTERIM ENQUIRIES WILL NOT BE ENTERTAINED"
