



**CSIR-ADVANCED MATERIALS AND PROCESSES RESEARCH INSTITUTE  
BHOPAL**



(Council of Scientific and Industrial Research)  
Hoshangabad Road, Near Habibganj Naka, Bhopal – 462 026 (M.P.)

**Advertisement No. RECT-1/2015**

CSIR-AMPRI, Bhopal a unit of Council of Scientific and Industrial Research (CSIR), is a premier scientific organization involved in conducting high quality research in the area of Advanced Materials and is engaged in developing promising technologies. It is an autonomous organization under the Ministry of Science & Technology, Govt. of India.

Applications are invited from eligible citizens of India for following posts at CSIR-AMPRI, Bhopal as per details given below:

Post Code	Name of the post & Category	Total number of posts	Pay Scale	Essential Qualification
01	Assistant (General) Gr.III <b>Group-'C'</b>	<b>01 post.</b>	PB- 1- Rs.5200-20200 plus Grade Pay of Rs.1900/-	<b>Qualification:</b> 10+2/XII or its equivalent and typing speed on computer of 35 w.p.m. in English or 30 w.p.m. in Hindi**. Knowledge of Hindi typing and experience in working on computer will be given preference.
02	Assistant (Finance & Accounts) Gr.III <b>Group-'C'</b>	<b>01 post.</b>	PB- 1- Rs.5200-20200 plus Grade Pay of Rs.1900/-	<b>Qualification:</b> 10+2/XII or its equivalent with Commerce as one of the subjects and typing speed on computer of 35 w.p.m. in English or 30 w.p.m. in Hindi**. Knowledge of Hindi typing and experience in working on computer will be given preference.
03	Assistant (Stores & Purchase) Gr.III <b>Group-'C'</b>	<b>01 post.</b>	PB- 1 - Rs.5200-20200 plus Grade Pay of Rs. 1900/-	<b>Qualification:</b> 10+2/XII or its equivalent and typing speed on computer of 35 w.p.m. in English or 30 w.p.m. in Hindi**. Knowledge of Hindi typing and experience in working on computer will be given preference.
04	Jr. Stenographer	<b>01 post.</b>	PB- 1 - Rs.5200-20200 plus Grade Pay of Rs. 2400/-	<b>Qualification:</b> 10+2/XII or its equivalent and speed 80 w.p.m. in Shorthand (English) and 40 w.p.m. in English typewriting. Knowledge of Hindi stenography/typing and experience in working on computer will be given preference.

\*\* 35 words per minute/ 30 words per minute correspond to 10500 KDPH/9000KDPH on an average of 5 key depressions for each word. Time allowed is 10 minutes.

**GENERAL CONDITIONS:**

1. The above posts shall carry usual allowances as admissible to CSIR/GOI employees, as have been made applicable to CSIR employees of the same status stationed at Bhopal.
2. The prescribed **age is 28 years**. There is no age limit for departmental candidates (CSIR employees) provided they possess the prescribed qualifications. The last date for determining the age limit & qualifications shall be the last date of receipt of applications i.e. **16<sup>th</sup> March 2015**.
3. The number of vacancies indicated against each post / category is provisional and may vary at the time of selection.
4. Relaxation in age limit for SC/ST/OBC/PwD and Women etc. candidates will be as per Govt. of India rules.
5. Relaxation of 05 years will also be permissible to those who had ordinarily been domiciled in Kashmir division of the State of Jammu & Kashmir during the period from 1.1.1980 to 31.12.1989 subject to production of relevant certificate from concerned authority.
6. 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 and 40 years for members of 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.
7. The claim of the candidates for their belonging to SC/ST/PwD/OBC etc. categories will be considered subject to submission of self attested photocopies of their certificates in the prescribed format issued by the competent authority concerned in support of their claim for the relaxation in age etc. The closing date, i.e. **9<sup>th</sup> March 2015** for receipt of applications will be treated as the date of reckoning for OBC status.
  8. 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. Any enclosure received separately subsequent to the receipt of the application cannot be connected therewith. No representation in this regard will be entertained.
  9. **An application fee of Rs.100/- (Rupees One hundred only) non-refundable is payable in the form of crossed Demand Draft with minimum validity of 03 months in favour of the "Director, CSIR-AMPRI, Bhopal" and payable at Bhopal. Candidates belonging to SC/ST/Women/PwD Category and regular employees of CSIR as well as identified Casual Workers in CSIR are exempted from payment of application fee. Fee once paid will not be refunded under any circumstances.**
  10. Applications from Employees of Govt. Departments will be considered only if forwarded through proper channel alongwith vigilance clearance certificate certified by their employer that the applicant will be relieved within one month of the receipt of the appointment orders, if selected. However, advance copy of the application may be submitted before the closing date.
  11. Candidate must ensure that he/she possesses educational qualification/experience in the relevant area as required in the category/post, for which he/she is applying, on the last date of receipt of application.
  12. The posts will be governed by the New Pension Scheme applicable w.e.f. 01.01.2004.
  13. Mere fulfilling the minimum eligibility criteria will not entitle a candidate to be called for written/typewriting test/interview etc.
  14. Selection process to the post will comprise of a written test, stenography/typing test (qualifying in nature) and interview. The candidates who obtain minimum qualifying marks in the written test and also qualify the typing test shall be called for interview. Weightage of interview marks would not exceed 25% of the total prescribed marks. The details about the written test /scheme of exam will be notified on the website in due course.
  15. Candidate must indicate as to whether any of their blood/close relatives is working in CSIR or in any other National Labs./Instts of the CSIR.
  16. Selected candidates shall be liable to serve in CSIR Labs./Instts anywhere in India
  17. Canvassing in any form and/or bringing of any influence political or otherwise will be treated a disqualification for the post.
  18. The decision of the Competent Authority of CSIR-AMPRI in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of examination/interview 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.
  19. The application on the format given below duly filled in and completed in all respects along with recent Photograph affixed on the application form together with self attested copies of educational certificates, mark-sheets, caste certificate, experience certificate, application fee etc. should reach the office of the **Controller of Administration, CSIR-Advanced Materials & Processes Research Institute, Hoshangabad Road, Near Habibganj Naka, Bhopal – 462026 (M.P.)** on or before **16<sup>th</sup> March 2015**. The envelope should be superscribed with the name of the post & post code.

"INTERIM ENQUIRY SHALL NOT BE ATTENDED TO"

Controller of Administration