



CSIR-National Geophysical Research Institute
(COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH)
Uppal Road, Hyderabad – 500 007



CSIR-National Geophysical Research Institute (CSIR-NGRI), Hyderabad, invites applications to fill up the vacancies in below mentioned posts:

ADVERTISEMENT No. 3/2017

37 posts of Technician – 1/ Group – II (1) in Level – 2 [Rs.19900-63200] of Pay Matrix

Qualification: SSC/10th standard with Science subjects with not less than 55 % marks plus ITI certificate in concerned trade or National/State trade certificate in concerned trade or 02 years full time experience as an apprentice training from a recognized Institution in the concerned trade.

Age : 28 years as on 29-09-2017 (relaxable as per Govt. of India /CSIR rules).

ADVERTISEMENT No. 4/2017

01 post of Assistant Engineer (Electrical)/ Gr.III(3) in Level-7 [Rs. 44900-142400] of Pay Matrix

Qualification: BE / B.Tech in Electrical Engineering or equivalent with not less than 55% marks.

Age : 30 years as on 29-09-2017 (relaxable as per Govt. of India /CSIR rules).

For more details, please visit CSIR-NGRI website: www.ngri.org.in **Last date for submission of Online Application is 29-09-2017 (Friday). No other mode of application will be entertained.**

(B.K. Kar)

Controller of Administration

Size: 8x5



CSIR-National Geophysical Research Institute
Uppal Road, Hyderabad – 500 006

CSIR-NGRI Advertisement No. 3/2017

Dated: 01-09-2017



Last Date for Online Application: 29-09-2017 (Friday)

Candidates are strongly advised to apply well in time without waiting for the last date for submission of Online Applications.

Persons with disabilities (PWD) fulfilling the eligibility conditions prescribed under GOI/ CSIR instructions are encouraged to apply.

Annexure – I to this Advertisement may be referred to regarding suitability of the Posts for Persons with Disability.

The CSIR-NGRI strives to have a work-force which reflects Gender balance and Woman candidates encouraged to apply.

CSIR-NGRI 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.

Applications are invited to fill up the vacancies in this Institute, of posts of Group – II (1) / Technician – 1 in Level – 2 [Rs.19900-63200] of Pay Matrix, in the trades as per the details mentioned below:

Post Code	Trade	No. of posts	Reservation status			
			UR	SC	ST	OBC
T-1	Plumber	04	02	--	01	01
T-2	Carpenter	02	01	--	--	01
T-3	Horticulture	01	01	--	--	--
T-4	Turner	01	--	--	--	01
T-5	Data Entry Operator/ Computer Operator & Programming Assistant/ PASSA	10	04	01	--	05*
T-6	Surveyor	02	01	--	--	01
T-7	Driver-cum-Mechanic (LMV)	04	02	01	--	01
T-8	Refrigeration & Air Conditioning	02	01	01	--	--
T-9	Electrician	04	02	--	01	01
T-10	Machinist (Grinder)	02	01	--	--	01
T-11	Event Management Assistant	01	01	--	--	--

T-12	Digital Photography	01	01	--	--	--
T-13	Mechanic-cum-Pump Operator	02	--	01	--	01
T-14	Institution Housekeeping	01	01	--	--	--
Total		37	18	04	02	13

* 01 post is reserved for PWD (OH) which is a backlog post.

Essential Qualification:

SSC/10th standard with Science subjects with not less than 55 % marks plus ITI certificate in the related trade in the above table or National/State trade certificate in related trade in the above table or 02 years full time experience as an apprentice training from a recognized Institution in related trade in the above table.

Desirable: Experience in relevant trade will be a Desirable Qualification for each post [from Post Code No. T-1 to T-14].

Note:

1. Apart from the trade related job requirements, a selected candidate will be posted to work in any Section / Division and at any place in India in any CSIR Laboratory / Institute or its field station (s).
2. A selected candidate may be required to work in shifts and will have to attend to emergencies at any odd hour.
3. He / She will also be required to assist in all interrelated activities of his/her duties (like preparation of proposal, estimation, tender, work execution, billing, co-ordination & liaisoning with other parties etc).
4. Candidates having Computer knowledge and working experience on relevant software in the concerned trade, supported by certificates, may be given preference.
5. It will be mandatory to the candidate who gets selected against Post Code T-1, T-2, T-7, T-8, T-9, T-13, T-14 to stay in the Institute's Colony and to attend to emergencies as and when required.

General Information and Conditions:

1. Benefits under Council Service:

- a) These posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA) [in case staying in Institute's Colony, HRA will not be paid], 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) 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) Individuals holding above posts are entitled for Career Advancement on the basis of Flexible Complementary Scheme of CSIR.
- d) 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 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. Age Limit and Relaxation:

- a) The upper age limit is 28 years for each post as on the last date of online submission of application i.e. 29-09-2017.
- b) The upper age limit is however, relaxable up to 5 years for SC/ST and 03 years for OBC as per Government orders in force only in those cases where the posts are reserved for respective categories, on production of relevant certificate in the prescribed format signed by the specified authority. The SC/ST/OBC candidates who apply against unreserved vacancies will not be eligible for age relaxation.
- c) 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.
- d) **Age relaxation to Persons With Disability (PWD):** 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) for the posts identified suitable to be held by persons with respective categories of disabilities, in accordance with the relevant rules for those persons with disability who have handicap of 40% or more and possess the relevant certificate issued by the appropriate authority to this effect.
- e) 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 Castes / Scheduled Tribes and up to 38 years for members belonging to the Other Backward Classes (Non Creamy Layer) in respect of the posts reserved for them) for Widows, divorced Women and Women Judicially separated from their Husbands and 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 as and when asked for. The OBC candidate should produce the non creamy layer (NCL) certificate valid for appointment of posts under the Central Government.
- g) Upper age limit will be relaxable to the ex-servicemen as per the rules of Government of India and as applicable to CSIR.
- h) Relaxation in age, over and above the stipulated limit, educational qualification and/or experience in cases of exceptionally meritorious candidates would be allowed with the prior approval of the Director General, CSIR.
- i) 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.

3. 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 various 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 further recruitment process.
- c) All the qualifications/experience and other details of a candidate must be supported by valid documents. The prescribed qualifications should have been obtained through recognized Universities / Institutions etc.
- 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 these posts.
- 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 submission of Online application i.e. **29-09-2017(Friday)**
- h) The period of experience in a discipline/area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed essential qualifications prescribed for that Grade/Post.
- i) Candidate must ensure that he/she possesses essential qualification/experience in the relevant area as required in the category/post, for which he/she is applying, on the last date of online application.
- j) Applications from candidates working in Government Departments, Autonomous bodies, Public Sector Undertakings and Government Funded Research Agencies will be considered along with requisite No Objection Certificate (NOC).
- k) Any discrepancy found, at any stage of this recruitment process, between the information given in application and as evident in original documents, will make the candidate ineligible for the posts.
- l) The CSIR-NGRI reserves the right not to fill up all the posts or part thereof, if it so desires. The number of vacancies indicated above is provisional and may increase or decrease at the time of actual selection.
- m) The decision of the CSIR-NGRI in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of screening test (s) / trade test will be final and binding on the candidates.

4. Mode of Selection:

- a) Trade Test (s) will be held for preparation of merit list for selection to the above said posts.
- b) Mere fulfilment of educational qualifications and experience does not entitle a candidate to be called for Trade Test (s).
- c) A Screening Committee will be constituted which will adopt its own criteria for short-listing the candidates to be called for Trade Test (s). The candidates should therefore, mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed, supported by documents.
- d) **In the event of number of applications being large, NGRI-CSIR will adopt short listing criteria to restrict the number of candidates to be called for further process, 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 the Screening Committee.

5. How to Apply:

- a) Eligible candidates are required to apply ONLINE through our website <http://www.ngri.org.in>. No other mode of application will be considered.
- b) Candidates are advised to go through the instructions for online filling of the application carefully.
- c) Online Application will be available on CSIR-NGRI website www.ngri.org.in (**Opens on 01-09-2017 (Friday) from 09.30 a.m. and Closes on 29-09-2017 (Friday) at 06.00 p.m.**).
- d) Candidates are required to pay Rs.100/- online through the link available under the payment option in online application. No other mode of payment of application fee is permissible. **SC/ST/PWD/ Women/CSIR Employees are exempted from payment of application fee.**
- e) Candidate is also required to upload his/her recent passport size scanned photograph (20-40 kb) and his / her scanned signature in black ink (10-20 kb) at the specified respective places for the same in the online application.
- f) In case of Universities/Institute awarding CGPA/SGPA/OGPA grades etc., candidates are required to convert the same into percentage based on the formula as per their University/Institute.
- g) The above details are to be mentioned by the candidates at the appropriate place in the on-line application format, while submitting the same.
- h) Candidates should keep a copy of the application print-out and payment details, if any, for their record. Print-out of Application and payment details will not be available after **06.00 p.m. on 29-09-2017 (Friday)**.

- i) Application once made will not be allowed to be withdrawn and fee once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
- j) Only a single application will be entertained from each candidate for each postcode. IN CASE A CANDIDATE SUBMITS MULTIPLE ONLINE APPLICATIONS FOR A SINGLE POSTCODE WITH DIFFERENT REGISTRATION NUMBERS AND/OR WITH DIFFERENT EMAIL IDS, ONLY THE LATEST COMPLETED APPLICATION WILL BE CONSIDERED.
- k) A candidate can apply for multiple postcodes subject to fulfilling all eligibility criterion attached to each individual post code. The candidate needs to submit the primary details only once in online application even while applying for more than one post code. However, candidate needs to fill the application (except primary details) again and pay the application fee separately for each post code.
- l) Applications from employees of Government Departments will be considered only if No Objection Certificate is attached with the application with a certificate 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 in the said NOC.
- m) Incomplete applications (i.e. without photograph, unsigned, without application fee, if applicable, and without the attachments as mentioned under point 6 below etc.) will not be entertained and are liable to be summarily rejected.

6. Following documents are required to be uploaded as a single PDF (not more than 15 MB) as attachment to the application:

- a) SSC / 10th certificate (reflecting Date of Birth also)
- b) SSC / 10th Mark Sheet
- c) ITI/Trade/Apprentice Training Certificate
- d) Caste certificate, wherever applicable, in prescribed format as provide by the Govt. of India
- e) Experience Certificate(s), if any
- f) Certificate (s) related to higher qualification, if any
- g) Other relevant certificates(s), if any.

No hard copy of application or any document is required to be sent.

Any further information regarding this Advertisement like date, time and venue of Screening Test, if any/Trade Test (s), any addendum / corrigendum or any variation in number of posts / cancellation of post(s) etc. will be made available through CSIR-NGRI website www.ngri.org.in only. Therefore the candidates are advised to keep a regular watch accordingly.

Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post (s).

NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED

Controller of Administration

Sl.	Trades	No. of Posts	Reservation status				Suitability for PwD	
			UR	SC	ST	OBC	Physical Requirement	Categories of PwD
1.	Plumber	04	02	--	01	01	S.ST.W.PP.L.KC.MF.SE.C	OL.LV.HH.
2.	Carpenter	02	01	--	--	01	S.ST.W.BN.L.MF.SE.KC	HH.OL
3.	Horticulture	01	01	--	--	--	ST. SE. MF. L. PP	OA.OL.LV.HH
4.	Turner	01	--	--	--	01	S.ST.BN.MF.SE	OL.LV.HH
5.	Data Entry Operator/ Computer Operator & Programming Assistant/ PASSA	10	04	01	--	05*	S.ST.W.MF.SE. RW.H	OA.OL.OAL.BL.LV.HH
6.	Surveyor	02	01	--	--	01	S.ST.W.L.MF.SE.RW.C	OA.OL.HH
7.	Driver-cum-Mechanic (LMV)	04	02	01	--	01	Not identified suitable for PwDs	
8.	Refrigeration & Air Conditioning	02	01	01	--	--	S.ST.BN.MF.SE	OL.LV.HH
9.	Electrician	04	02	--	01	01	S.ST.W.BN.PP.L.KC.MF.SE.RW.H	HH,OL
10.	Machinist (Grinder)	02	01	--	--	01	S.ST.W.BN.KC. MF.SE.C	OA.OL.HH
11.	Event Management Assistant	01	01	--	--	--	S.SE.RW.MF.ST.W.H.C	OA.OL.BL.HH,B
12.	Digital Photography	01	01	--	--	--	S.ST.W.MF.SE.H.C.	OL.HH
13.	Mechanic-cum-Pump Operator	02	--	01	--	01	S.ST.W.L.PP.MF.SE.C.BN.KC	OL.HH,OA,B,LV
14.	Institution Housekeeping	01	01	--	--	--	S.ST.W.BN.MF.L.PP.SE.C	OA.OL.BL.B.LV.HH
Total		37	18	04	02	13		

* 01 post is reserved for PWD (OH) which is a backlog post.

Note: Physically handicapped candidate will be considered to be eligible for appointment only if he/she (after such physical examination as the appointing authority may prescribe) is found to satisfy the requirements of physical and medical standards for the concerned post(s) to be allocated to the physically handicapped candidate(s) by the CSIR-NGRI.

Abbreviation used:

S : Sitting	C : Communication	OAL: One Arm One Leg
ST: Standing	BN : Bending	BL : Both Legs
W : Walking	RW : Reading & Writing	SC : Scheduled Caste
PP: Pulling & Pushing	H : Hearing	ST : Scheduled Tribe
L: Lifting	OL : One Leg	OBC : Other Backward Class (Non Creamy Layer)
KC : Kneeling & Crouching	OA : One Arm	PwD : Persons with Disability
MF : Manipulation by Fingers	HH : Hearing Handicap	UR : Unreserved
SE : Seeing	LV : Low Vision	