



Recruitment for the positions of JUNIOR SECRETARIAT ASSISTANT  
Advertisement No: **NCL/01/2025/ADMIN-JSA**  
**STEPS FOR ONLINE APPLICATION**

1

Registration & Login

2

Primary Details

3

Select Post Code

4

Educational & Employment Details

5

Fee Payment (if applicable)

6

Upload Certificate Details

7

Post Preference / Other Details

8

Print / View



सीएसआईआर - राष्ट्रीय रासायनिक प्रयोगशाला  
CSIR - NATIONAL CHEMICAL LABORATORY  
डॉ. होमी भाभा मार्ग / Dr. Homi Bhabha Road,  
पुणे / Pune - 411008



## Advertisement for JSA

Advertisement No. NCL/01/2025/ADMIN-JSA

Commencement of Online Application

**07-04-2025  
(10:00 AM)**

(Monday)

Last date of submission of Online Application

**05-05-2025  
(06:00 PM)**

(Monday)

For Advertisement

[Click Here](#)

for more details

### Details

Post Code	Name of the Post	No. of posts and reservation status	Upper Age Limit	Pay Level/Pay Matrix	Minimum Educational/ Essential Qualification
JSA	Junior Secretariat Assistant (General)	UR-05, OBC(NCL)-02, SC-02, ST-01, EWS-01	28 years	Level-02 [Rs 19,900 - 63,200] of Pay Matrix as per VII CPC	10+2/XIth or its equivalent and proficiency in computer typing speed and in using computer as per the prescribed norms fixed by DoPT from time to time.
	Junior Secretariat Assistant (Stores & Purchase)	UR-02, ST-01, EWS-01			
	Junior Secretariat Assistant (Finance & Accounts)	UR-02, SC-01			

=>Out of 18 posts of Junior Secretariat Assistant (Gen/S&P/F&A), 01 post is reserved for Ex-Servicemen

## Step1: Registration & Login

### New Registraion

Email Id

@ xxxxxxx@gmail.com

Password

.....

Confirm Password

.....

Register

Already have account? [Click Here](#)

### Login to Your Account

Email Id

@ xxxxxxx@gmail.com

Password

.....

Login

Don't have account? [Create an account](#)

## Step2: Primary Details

### Primary Details

Name as per SSC / 10 <sup>th</sup> certificate		<input type="text" value="A XXXXXX XXXX"/>							
Name(Ever changed)		<input type="text" value="No"/>							
Father's Name		<input type="text" value="A F"/>							
Mother's Name		<input type="text" value="A M"/>							
Date of Birth DOB as recorded in the Matriculation/ 10th standard. Document for Age Proof need to be uploaded in the online application		<input type="text" value="19-11-1997"/>							
Age		<input type="text" value="27 years 5 months 16 days"/> <small>As on 05-05-2025</small>							
Place of Birth		<input type="text" value="Hyderabad"/>							
Citizenship		<input type="text" value="Indian"/>							
Gender		<input type="text" value="Male"/>							
Religion		<input type="text" value="Hinduism"/>							
Are you a Person with Disability (with disability of 40% or more) Disability Certificate from Competent Authority, as per the specified proforma of GOI, needed to be enclosed in case of PwBD		<input type="text" value="No"/>							
<input type="checkbox"/> a) blindness and low vision(VH) <input type="checkbox"/> b) deaf and hard of hearing <input type="checkbox"/> c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy <input type="checkbox"/> d) autism, intellectual disability, specific learning disability and mental illness <input type="checkbox"/> e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness. Whether scribe required? <input type="text" value="select"/>									
Category SC/ST/OBC(NCL)/EWS Certificate in Central government format from competent authority needed to be enclosed		<input type="text" value="OBC(NON Creamy Layer)"/>							
Photo Identity card number (AADHAAR)		<input type="text" value="111122223333"/>							
Are you Ex-Servicemen?		<input type="text" value="No"/>							
Length of service in Armed Forces		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50px;">Years</td> <td></td> </tr> <tr> <td>Months</td> <td></td> </tr> <tr> <td>Days</td> <td></td> </tr> </table>		Years		Months		Days	
Years									
Months									
Days									
Are you permanent Government/Autonomous Bodies/ Semi Government organization/ Public Sector Undertaking employee?		<input type="text" value="No"/>							
If Yes, details of the Organization, Post held		<input type="text"/>							
Are you CSIR Employee?		<input type="text" value="No"/>							
If yes, the name of Institute / lab & Designation		<input type="text"/>							
Marital Status		<input type="text" value="Single"/>							
Are you staying abroad		<input type="text" value="No"/>							
If yes, Country name		<input type="text"/>							
Address of Correspondence:									
<input type="text" value="1-50"/>	<input type="text" value="Chennai"/>	<input type="text" value="Chennai"/>							
<input type="text" value="Tamil Nadu"/>	<input type="text" value="650201"/>								
<input type="checkbox"/> Copy correspondence address into permanent address									
Address of Permanent:									
<input type="text" value="1-100"/>	<input type="text" value="Uppal"/>	<input type="text" value="Hyderabad"/>							
<input type="text" value="Telangana"/>	<input type="text" value="650202"/>								
Email id		<input type="text" value="xxxxxxx@gmail.com"/>							
Secondary Email id		<input type="text" value="temp@gmail.com"/>							
Mobile Number		+91 <input type="text" value="9999999999"/>							
Alternative Mobile Number		+91 <input type="text" value="9999999999"/>							
Any relative in CSIR (If Yes pl. give name,post,Lab/Instt. of posting, Relationship)		<input type="text" value="Yes"/>							
Name of relative	Post	Lab/Instt.	Relationship						
<input type="text" value="A XXXXXX XXXX"/>	<input type="text" value="Scientist"/>	<input type="text" value="CSIR - XXXX"/>	<input type="text" value="XXXXXXXXXX"/>						
			<input type="button" value="Delete"/>						

Status of Application for the post(s)

Primary Details	Submitted ( <a href="#">view</a> )			
Select Post Code	<input type="text" value="Select Postcode"/>			
<input type="button" value="Submit"/>				
Registration No	Post Code	Post Name	Post Preference	Print/View

**Primary details successfully Submitted**

**Step3: Select Post Code**

Status of Application for the post(s)

Primary Details	Submitted ( <a href="#">view</a> )			
Select Post Code	<input type="text" value="Select Postcode"/>			
<input type="button" value="Submit"/>				
Registration No	Post Code	Post Name	Post Preference	Print/View

Status of Application for the post(s)

Primary Details	Submitted ( <a href="#">view</a> )			
Educational and Employment details	<a href="#">Click here</a>			
Online Payment	<a href="#">Click here</a>			
Upload Certificate details	<a href="#">Click here</a>			
Registration No	Post Code	Post Name	Post Preference	Print/View
<input type="text" value=""/>	JSA	Junior Secretariat Assistant	<a href="#">Click Here</a>	---

**Post Code Applied**

## Step4: Educational and Employment Details

### EDUCATIONAL QUALIFICATION

S.NO.	Qualification	University/Board	Subjects Studied/ Thesis Topic	% of Marks <small>CGPA / SGPA must be converted into percentages</small>	Date of Passing (DD-MM-YYYY)	Remarks <small>(1st/2nd Class, 1st Class with Distinction, University top etc)</small>	Mode of study	Upload Certificate
1	10/SSC	Andhra Prad	Maths Science S	80	25-03-2012	1st Class with Distinction	Regular	Choose File <small>SSC-Mr.A-X...X-XXXX.pdf</small>
2	10 + 2 / XII / Diploma	Board of Intern	Mathematics, Ph	75	01-02-2014	1st Class with Distinction	Regular	Choose File <small>Inter-Mr.A-X...X-XXXX.pdf</small>

### DETAILS OF EXPERIENCE

Note: In case of still working, select application closing date (05-05-2025) in date of leaving field.

Note: Experience must follow Chronological Order (Old to New)

Type of Organization	Name of the Organization	Position Held	Period of Service		Nature of Work	Remuneration	
			From	To			
Private	XXXX - XXXX	Sale Execut	02-05-202	20-07-2	Sales	25000	Delete

The above given details are true.

Submit
Logout
Main

### Status of Application for the post(s)

Primary Details				<a href="#">Submitted (view)</a>	
Educational and Employment details				Submitted	
Online Payment				<a href="#">Click here</a>	
Upload Certificate details				<a href="#">Click here</a>	

Registration No	Post Code	Post Name	Post Preference	Print/View
[REDACTED]	JSA	Junior Secretariat Assistant	<a href="#">Click Here</a>	---

Education & Employee details successfully Submitted

Logout

## Step5: Fee Payment (if applicable)

### Status of Application for the post(s)

Primary Details				<a href="#">Submitted (view)</a>	
Educational and Employment details				Submitted	
Online Payment				<a href="#">Click here</a>	
Upload Certificate details				<a href="#">Click here</a>	

Registration No	Post Code	Post Name	Post Preference	Print/View
[REDACTED]	JSA	Junior Secretariat Assistant	<a href="#">Click Here</a>	---

Logout

A non-refundable application fee of Rs. 500/- (Five Hundred only), which is exclusive of GST and processing fees/transaction charges, wherever applicable may be deposited through the link available in the online application. The candidates belonging to SC/ST / PwBD / Women / Permanent CSIR Employees / Ex Servicemen are exempted from payment of the application fee. No other mode of payment is allowed like DD, Challan, Postal Orders etc. Application once made will not be allowed to be withdrawn and application fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.

<https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=6567&categoryName=EXAM%20FEE%20OF%20RECRUITMENT%20OF%20JSA>

## Step6: Upload Certificate Details

### Certificates upload

Photo:



(PHOTO Maximum Size should be 100 KB)

[Choose File](#) Photo-Mr.XXX-XXX.png

Signature:

(SIGNATURE Maximum Size

should be 50 KB)

[Choose File](#) sign-image.png

a.Proof of Date of Birth	<a href="#">Choose File</a> DOB-Mr.A-X...X-XXXX.pdf
b.Aadhar Card	<a href="#">Choose File</a> Aadhar-Mr.A...X-XXXX.pdf
c.Caste/Category(wherever applicable) in the prescribed format [ <a href="#">click here</a> ]	<a href="#">Choose File</a> Caste-Mr.A...X-XXXX.pdf
d.Name change certificate (wherever applicable)	<a href="#">Choose File</a> No file chosen
e.No Objection Certificate (wherever applicable) in the prescribed format [ <a href="#">click here for format</a> ]	<a href="#">Choose File</a> No file chosen
f.Widow/Divorced women/Judicially separated women- (wherever applicable) relevant certificates for the same	<a href="#">Choose File</a> No file chosen
g. Ex-servicemen- (wherever applicable) relevant certificates/full discharge book	<a href="#">Choose File</a> No file chosen
h.PwBD certicate (wherever applicable) along with the necessary Annexures in the prescribed format [ <a href="#">click here for format</a> ]	<a href="#">Choose File</a> No file chosen
i.Acknowledgement of the Application Fees paid (wherever applicable)	<a href="#">Choose File</a> Payment-re...r.XX-XXX.pdf
j.Any relevant documents	<a href="#">Choose File</a> Documents-...X-XXXX.pdf

I, hereby, declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be cancelled and action can be initiated against me.

[Submit](#)

[Logout](#)

[Main](#)

### Status of Application for the post(s)

Primary Details	Submitted ( <a href="#">view</a> )			
Educational and Employment details	Submitted			
Online Payment	Done			
Upload Certificate details	Submitted			
Registration No	Post Code	Post Name	Post Preference	Print/View
	JSA	Junior Secretariat Assistant	<a href="#">Click Here</a>	---

**Upload Certificates details successfully Submitted**

[Logout](#)

## Step7: Post Preference / Other Details

### Other Details for Junior Secretariat Assistant

Preferences for this post

JSA (Finance & Accounts) ▼

JSA(General) ▼

JSA (Stores & Purchase) ▼

Reset Preference

Medium of **Typing Test**

English ▼

Challan/ Receipt Number:

XXXAYYDD999999

Challan Date

10-04-2025

Submit

Main

#### Status of Application for the post(s)

Primary Details			Submitted (view)	
Educational and Employment details			Submitted	
Online Payment			Done	
Upload Certificate details			Submitted	
Registration No	Post Code	Post Name	Post Preference	Print/View
██████████	JSA	Junior Secretariat Assistant	Submitted	<a href="#">Print/View</a>

Data Updated Successfully

Logout

## Step8: Print/View

#### Status of Application for the post(s)

Primary Details			Submitted (view)	
Educational and Employment details			Submitted	
Online Payment			Done	
Upload Certificate details			Submitted	
Registration No	Post Code	Post Name	Post Preference	Print/View
██████████	JSA	Junior Secretariat Assistant	Submitted	<a href="#">Print/View</a>

Logout

Print/View is only visible after submitting the Educational and Employment Details, and Upload certificate Details and Fee payment (if applicable) and Other Details.