

सीएसआईआर - राष्ट्रीय रासायनिक प्रयोगशाला CSIR - NATIONAL CHEMICAL LABORATORY

डॉ .होमी भाभा मार्ग / Dr. Homi Bhabha Road, पुणे / Pune - 411008



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

Registration & Login
Primary Details
Select Post Code
Educational & Employment Details
Fee Payment (if applicable)
Upload Certificate Details
Post Preference / Other Details
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)

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	[Rs 19,900 -	10+2/XIIth or its equivalent and proficiency in computer typing speed and in using computer as per the prescribed norms fixed DoPT from time to time.	
JSA	Junior Secretariat Assistant (Stores & Purchase)	UR-02, ST-01, EWS-01			0	63,200] DoPT fro of Pay Matrix as per VII CPC
	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

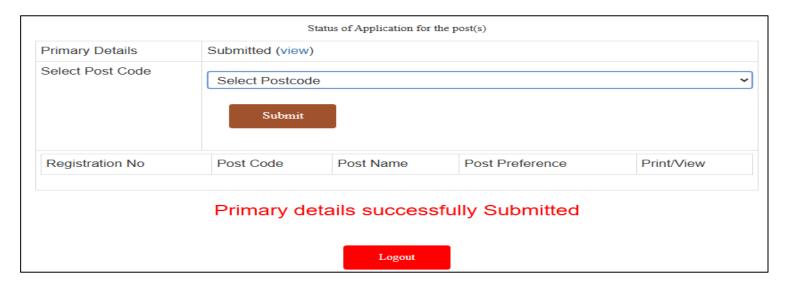
Step1: Registration & Login

New Registraion
Email Id
@ xxxxxxx@gmail.com
Password
Confirm Password
Register
Already have account? Click Here

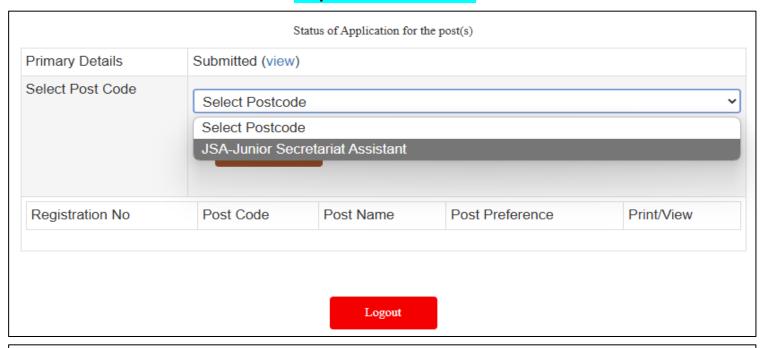
	Login to Your Account
Emai	lld
@	xxxxxxx@gmail.com
Passi	word
	Login

Step2: Primary Details

	Pı	rimary Details	
Name as per SSC / 10 th	h certificate		A XXXXXX XXXX
Name(Ever changed)			No ~
Father's Name			No
			AF
Mother's Name			AM
Date of Birth DOB as recorded in the need to be uploaded in		andard. Document for Age Pr	oof 19-11-1997
Age			27 years 5 months 16 days As on 05-05-2025
Place of Birth			Hyderabad
Citizenship			Indian
Gender			Male
Religion			Hinduism
Are you a Person with I Disability Certificate from of GOI, needed to be en	m Competent Authority	, as per the specified proform	na No ~
dystrophy d) autism, intellectual	nearing y including cerebral pal I disability, specific lear s from amongst person	isy, leprosy cured, dwarfism, ning disability and mental illn s under clauses (a) to (d) inc	
select			~
		government format from	OBC(NON Creamy Layer) 🕶
Photo Identity card num			111122223333
Are you Ex-Servicemen	1?		No Y
Length of service in Arm	med Forces		Years
			Months Days
Are you permanent Gov organization/ Public Sec		Bodies/ Semi Government byee?	No
If Yes, details of the Org	ganization, Post held		
Are you CSIR Employee	e?		No ~
If yes, the name of Insti	tute / lab & Designation	n	
Marital Status			Single
Are you staying abroad	(No
If yes, Country name			
Address of Correspond	ence:		
1-50	Chen	nai	Chennai
Tamil Nadu	€ 65020	01	
Copy correspondence Address of Permanent:		ent address	
1-100	Uppa	1	Hyderabad
Telangana	~ 65020	02	
Email id			xxxxxxx@gmail.com
Secondary Email id			temp@gmail.com
Mobile Number			+91 999999999
Alternative Mobile Num	ber		+91 999999999
Any relative in CSIR (If Yes pl. give name.po	est,Lab/Instt. of posting	Relationship)	Yes 💙
			Relationship
Name of relative	Post	Lab/Instt.	Relationship
Name of relative	Post Scientist	CSIR - XXXX	xxxxxxx



Step3: Select Post Code

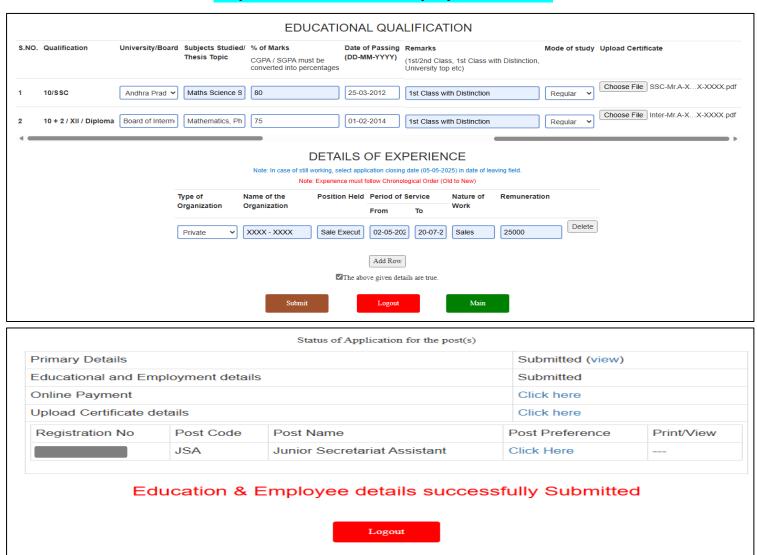


Status of Application for the post(s)				
Primary Details	ary Details Submitted (view)			
Educational and Em	nployment details	5	Click here	
Online Payment			Click here	
Upload Certificate d	letails		Click here	
Registration No	Post Code	Post Name	Post Preference	Print/View
	JSA	Junior Secretariat Assistant	Click Here	

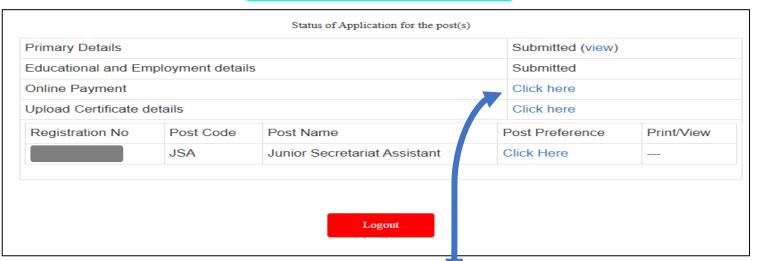
Post Code Applied

Logout

Step4: Educational and Employment Details



Step5: Fee Payment (if applicable)



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: Signature: Signature (SIGNATURE Maximum Size should be 50 KB) Choose File sign-image.png (PHOTO Maximum Size should be 100 KB) Choose File | Photo-Mr.XXX-XXX.png a.Proof of Date of Birth Choose File DOB-Mr.A-X...X-XXXX.pdf b.Aadhar Card Choose File Aadhar-Mr.A...X-XXXX.pdf c.Caste/Category(wherever applicable) in the prescribed format [click Choose File Caste-Mr.A-...X-XXXX.pdf d.Name change certificate (wherever applicable) Choose File No file chosen e.No Objection Certificate (wherever applicable) in the prescribed Choose File No file chosen format [click here for format] Choose File No file chosen f.Widow/Divorced women/Judicially separated women- (wherever applicable) relevant certificates for the same g. Ex-servicemen- (wherever applicable) relevant certificates/full Choose File No file chosen discharge book h.PwBD certicate (wherever applicable) along with the necessary Choose File No file chosen Annexures in the prescribed format [click here for format] i.Acknowledgement of the Application Fees paid (wherever applicable) Choose File Payment-re...r.XX-XXX.pdf j.Any relevant documents Choose File 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 (view)		
Educational and En	nployment details	5	Submitted	
Online Payment			Done	
Upload Certificate d	letails		Submitted	
Registration No	Post Code	Post Name	Post Preference	Print/View
	JSA	Junior Secretariat Assistant	Click Here	

Upload Certificates details successfully Submitted

Logout

Step7: Post Preference / Other Details

	Other De	tails for Junior Secretaria	nt Assistant	
Preferences for this pos		JSA (Finance & Accounts)		~
	_	JSA(General)		~
		osa(General)		
	L	JSA (Stores & Purchase)		~
		Reset Preference		
Medium of Typing Test		English		~
Challan/ Receipt Number	er:	XXXAYYDD999999		
Challan Date	[1	0-04-2025		
		Submit Main Status of Application for the post(s)		
Primary Details		Status of Application for the posit(s)	Submitted (view)	
Educational and Emp	olovment details		Submitted (view)	
Online Payment	projimoni dotano		Done	
Upload Certificate de	etails		Submitted	
Registration No	Post Code	Post Name	Post Preference	Print/View
	JSA	Junior Secretariat Assistant	Submitted	Print/View
	Ι	Data Updated Successfu	lly	

Step8: Print/View

ed	Submitted Done	5	nplovment details	Educational and En		
	Dono		Educational and Employment details			
	Done			Online Payment		
ed	Submitted		letails	Upload Certificate of		
erence Print/View	Post Preference	Post Name	Post Code	Registration No		
Print/View -	Submitted	Junior Secretariat Assistant	JSA			
				Registration No		

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