सीएसआईआर-राष्ट्रीय भूभौतिकीय अनुसंधान संस्थान
CSIR - NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
उप्पल रोड, हैदराबाद, तेलंगाना UPPAL ROAD, HYDERABAD -500 007, Telangana.

Recruitment for the positions of

JUNIOR SECRETARIAT ASSISTANT, JUNIOR STENOGRAPHER

Advertisement No. 4/2025 dated 30.05.2025

STEPS FOR ONLINE APPLICATION

Registration & Login

Primary Details

Select Post Code

Educational & Employment Details

Upload Certificate Details

Fee Payment (if applicable)

Other Details

Print / View

सीएसआईआर-राष्ट्रीय भूभौतिकीय अनुसंधान संस्थान
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Advertisement for Junior Secretariat Assistant and Junior Stenographer

Advertisement No. 4/2025

Commencement of Online Application

01.06.2025 (10:00 AM)

(Sunday)

Last date of submission of Online Application

30.06.2025 (06:00 PM)

(Monday)

For Advertisement

Click Here

for more details

Details

Post Code	Name of the Post	No. of posts and reservation status	Pay Scale	*Total Emoluments	**Upper Age Limit not exceeding (as on 30.06.2025)
JSA	Junior Secretariat Assistant (General)	EWS - 01	Level - 02 [Rs 19900 to 63200] of Pay Matrix as per VII CPC	Rs 38907/-* p.m.	28 years
JSG	Junior Stenographer	UR - 03	Level - 04 [Rs 25500 to 81100] of Pay Matrix as per VII CPC	Rs 52755/-* p.m.	27 Years

\# Out of the 03 posts of Junior Stenographer notified above, 01 post is reserved for Ex-servicemen (EXS).

* Total Emoluments means approximate total emoluments on minimum pay of the Pay Level including House Rent Allowance in Class 'X' City.

** Please see details of age relaxations under General Information and Conditions: Sl. No. 3 - Reservation Rules & Relaxations.

Step1: Registration & Login

New Registration

Email Id

@ xxx.xxx@gmail.com

Password

••••••

Confirm Password

••••••

Register

Already have account? Click Here

Login to Your Account

Email Id

@ xxx.xxx@gmail.com

Password

••••••

Login

Don't have account? Create an account

Reset Password? Click Here

Primary Details

Name as per SSC / 10th certificate	A XXXXXX XXXX
Name(Ever changed)	No
Father's Name	A F
Mother's Name	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	19-11-1997
Age	27 years 7 months 5 days
As on 24-06-2025
Place of Birth	Hyderabad
Citizenship	Indian
Gender	Male
Religion	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	No

☐ a) B=Blind, LV=Low Vision
☐ b) D=Deaf, HH=Hard of Hearing
☐ c) OA=One Arm , OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy=Muscular Dystrophy
☐ d) ASD=Autism Spectrum Disorder (Mild, Moderate), ID= Intellectual Disorder, SLD=Specific Learning Disability, MI=Mental Illness
☐ e) MD=Multiple Disabilities involving (a) to (d) above
Whether scribe required?

select

Category
SC/ST/OBC(NCL)/EWS Certificate in Central government format from competent authority needed to be enclosed	EWS
Photo Identity card number (AADHAAR)	111122223333
Are you Ex-Servicemen?	No
Length of service in Armed Forces	Years
Months
Days

Are you permanent Government/Autonomous Bodies/ Semi Government organization/ Public Sector Undertaking employee?	No
If Yes, details of the Organization, Post held	
Are you CSIR Employee?	No
If yes, the name of Institute / lab & Designation	
Marital Status	Single
Are you staying abroad	No
If yes, Country name	

Address of Correspondence:

1-50	Taramani	Chennai
Tamil Nadu	650201	

☐ Copy correspondence address into permanent address

Address of Permanent:

1-100	Uppal	Hyderabad
Telangana	650202	

Email id	xxx.xxx@gmail.com
Secondary Email id	temp@gmail.com
Mobile Number	+91 9999999999
Alternative Mobile Number	+91 9999999999
Any relative in CSIR
(If Yes pl. give name,post,Lab/Instt. of posting, Relationship)	Yes

Name of relative	Post	Lab/Instt.	Relationship	
A XXXXXX XXXX	Scientist	CSIR - XXXX	XXXXXXXX	Delete

Add Row

Submit   Logout

Status of Application for the post(s)

Primary Details	Submitted (view)
Select Post Code	Select Postcode ⌄
	Submit

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View

Primary details successfully Submitted

Logout

Step3: Select Post Code

Status of Application for the post(s)

Primary Details	Submitted (view)
Select Post Code	Select Postcode ⌄

Select Postcode
JSA-Junior Secretariat Assistant
JSG-Junior Stenographer

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View

Logout

Status of Application for the post(s)

Primary Details	Submitted (view)
Select Post Code	Select Postcode ⌄
	Submit
Educational and Employment details	Click here
Upload Certificate details	Click here

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
	JSA	Junior Secretariat Assistant	Click here	Click Here	---

Post Code Applied

Logout

Step4: Educational and Employment Details

EDUCATIONAL QUALIFICATION

S.NO.	Qualification	University/Board	Subjects Studied	% of Marks (CGPA / SGPA must be converted into percentages)	Date of Passing (DD-MM-YYYY)	Date of Passing (DD-MM-YYYY)	Remarks (1st/2nd Class, 1st Class with Distinction, University top etc)	Mode of study	Upload Certificate
1	10/SSC	Andhra Prad ⌄	Maths Science !	80	25-03-2012	25-03-2012	1st Class with Distinction	Regular ⌄	Choose File SSC.pdf
2	10 + 2 / XII / Diploma	Board of Interm	Mathematics, Pt	75	05-04-2014	05-04-2014	1st Class with Distinction	Regular ⌄	Choose File Inter.pdf
3	UG				dd-mm-yyyy	dd-mm-yyyy		select ⌄	Choose File No file chosen
4	PG				dd-mm-yyyy	dd-mm-yyyy		select ⌄	Choose File No file chosen
5	other				dd-mm-yyyy	dd-mm-yyyy		select ⌄	Choose File No file chosen
6	DCA	XXXXX	Computer Applc	65	25-03-2016	25-03-2016	2nd Class	Regular ⌄	Choose File DCA.pdf

DETAILS OF EXPERIENCE

Note: In case of still working, select application closing date (30-06-2025) 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 From	To	Nature of Work	Remuneration	
Private ⌄	XXXX - XXXX	Sale Executi	02-05-202	20-07-2	Sales	25000	Delete

Add Row

☑ The above given details are true.

Submit   **Logout**   **Main**

Status of Application for the post(s)

Primary Details	Submitted (view)
Select Post Code	Select Postcode ⌄ **Submit**
Educational and Employment details	Submitted
Upload Certificate details	Click here

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
▓▓▓▓▓	JSA	Junior Secretariat Assistant	Click here	Click Here	---

Education & Employee details successfully Submitted

Logout

Step5: Upload Certificate Details

Certificates upload

Photo:

(PHOTO Maximum Size should be 100 KB)

Choose File Photo.png

Signature:

(SIGNATURE Maximum Size should be 50 KB)

Choose File sign.png

a.Proof of Date of Birth (Only SSC/Matriculation/10th Standard / SSLC / HSC Certificate or Birth Certificate issued by appropriate government authority will be accepted as age proof of Date of Birth)	Choose File DOB.pdf
b.Aadhar Card	Choose File Aadhar.pdf
c.Caste/Category(wherever applicable) in the prescribed format [click here]	Choose File Caste.pdf
d.Name change certificate (wherever applicable)	Choose File No file chosen
e.No Objection Certificate (wherever applicable) in the prescribed format [click here for format]	Choose File No file chosen
f.Widow/Divorced women/Judicially separated women- (wherever applicable) relevant certificates for the same	Choose File No file chosen
g. Ex-servicemen- (wherever applicable) relevant certificates/full discharge book	Choose File No file chosen
h.PwBD certicate (wherever applicable) along with the necessary Annexures in the prescribed format [click here for format]	Choose File No file chosen
i.Any relevant documents	Choose File Documents.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)
Select Post Code	Select Postcode ⌄
	Submit
Educational and Employment details	Submitted
Upload Certificate details	Submitted

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
▓▓▓▓▓	JSA	Junior Secretariat Assistant	Click here	Click Here	---

Upload Certificates details successfully Submitted

Logout

step6: Fee Payment (if applicable)

Status of Application for the post(s)

Primary Details	Submitted (view)
Select Post Code	Select Postcode ⌄
	Submit
Educational and Employment details	Submitted
Upload Certificate details	Submitted

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
▓▓▓▓▓	JSA	Junior Secretariat Assistant	Click here	Click Here	---

Logout

SBI   SB Collect

HOME   TRANSACTION HISTORY   FAQ'S   CUSTOMER SUPPORT

Payment Progress

Select Payee → Enter Payment Details → Verify Payment Details → Complete Payment → Print Receipt

NATIONAL GEOPHYSICAL RESEARCH INSTITUTE | UPPAL ROAD, HYDERABAD, , HYDERABAD-500007

Enter Payment Details

Payment Category* :

--Select any Category--

--Select any Category--
CSIR INTEGRATED SKILL INITIATIVE PROGRAMS AT NGRI
WORKS SECTION
APPLICATION FEE FOR JSA /Jr Steno/Security Astt.

Back

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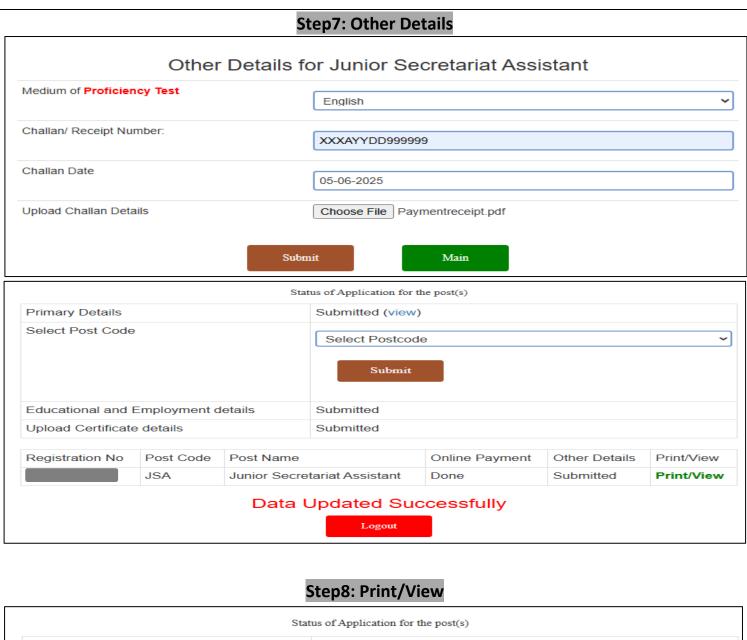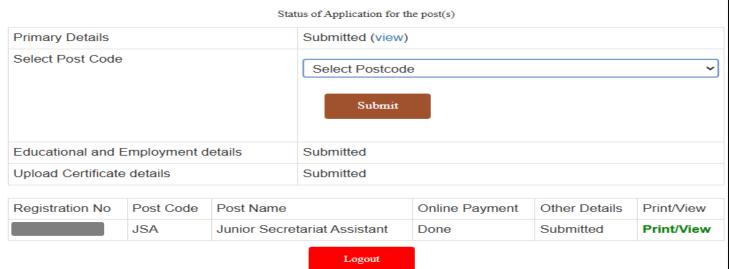

Candidates are required to remit the application fee of Rs.500/- in favour of "Director, CSIR-NGRI" through online payment system only viz., SB Collect by using the following link:https://onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=20666 (Govt. Departments -> All India -> National Geophysical Research Institute -> Application Fee for the post of JSA / Junior Stenographer vide Advt No. 04/2025) and downloaded copy of e-receipt of the same must be uploaded in the portal for successful submission of online application. Candidates eligible for both Junior Stenographer and Junior Secretariat Assistant (JSA) must apply separately for each post code and pay the respective application fee (if applicable). A candidate can apply for multiple postcodes subject to fulfilling all eligibility criterion attached to each individual post code. However, candidate needs to fill the application (except primary/registration details) with the requisite application fee separately for each post code.

Step7: Other Details

Other Details for Junior Secretariat Assistant

Medium of **Proficiency Test**	English
Challan/ Receipt Number:	XXXAYYDD999999
Challan Date	05-06-2025
Upload Challan Details	Choose File Paymentreceipt.pdf

[Submit] [Main]

Status of Application for the post(s)

Primary Details	Submitted (view)
Select Post Code	Select Postcode
	[Submit]
Educational and Employment details	Submitted
Upload Certificate details	Submitted

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
	JSA	Junior Secretariat Assistant	Done	Submitted	**Print/View**

Data Updated Successfully

[Logout]

Step8: Print/View

Status of Application for the post(s)

Primary Details	Submitted (view)
Select Post Code	Select Postcode
	[Submit]
Educational and Employment details	Submitted
Upload Certificate details	Submitted

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
	JSA	Junior Secretariat Assistant	Done	Submitted	**Print/View**

[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.

Candidates who are eligible and wish to be considered for both Junior Stenographer and Junior Secretariat Assistant (JSA) posts may apply accordingly.

Select Post Code

Status of Application for the post(s)	
Primary Details	Submitted (view)
Select Post Code	Select Postcode ⌄
	Select Postcode
	JST-Junior Stenographer
Educational and Employment details	Submitted
Upload Certificate details	Submitted

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
▓▓▓▓▓	JSA	Junior Secretariat Assistant	Done	Submitted	**Print/View**

Logout

Junior Stenographer post code applied

Other Details

Other Details for Junior Stenographer

Medium of **Proficiency Test**	English ⌄
Challan/ Receipt Number:	XXXAYYDD999991
Challan Date	02-06-2025
Upload Challan Details	Choose File Payment-re…r.XX-XXX.pdf

Submit   **Main**

Print/View

Status of Application for the post(s)	
Primary Details	Submitted (view)
Educational and Employment details	Submitted
Upload Certificate details	Submitted

Registration No	Post Code	Post Name	Online Payment	Other Details	Print/View
▓▓▓▓▓	JSA	Junior Secretariat Assistant	Done	Submitted	**Print/View**
▓▓▓▓▓	JST	Junior Stenographer	Done	Submitted	**Print/View**

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.