



सीएसआईआर -केन्द्रीय चर्म अनुसंधान संस्थान
CSIR- CENTRAL LEATHER RESEARCH INSTITUTE

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् Council of Scientific & Industrial Research

अडयार,चेन्नै, तमिळ्नाडु, भारत Adyar, Chennai-600 020 Tamil Nadu, -India

No.4(104)/2016-EI

Dated: 10/02/2017

Last date for payment of fees: 10.03.2017
Last date for receipt of Applications: 17.03.2017

Advertisement No.1/2017

Central Leather Research Institute, Adyar Chennai, is a premier institute under the Council of Scientific and Industrial Research (CSIR), involved in multidisciplinary R&D programmes of both basic and applied nature across scientific disciplines for economic, environmental and societal benefits for the people of India.

Applications are invited for the following administrative post:

Name of the post	Scale of Pay, Grade Pay & Total emoluments* (per month) (pre-revised)	No. of posts and Reservation & Post Code	Maximum Upper Age Limit**
Junior Stenographer	PB-1 Rs.5200-20200 plus Grade Pay Rs.2400/- Gross Rs.29,676/- approx.	2 Posts JS -1701-UR JS-1702-OBC	28 Years -UR 31 Years -OBC

* On minimum of scale including House Rent Allowance as applicable for Chennai City.

** Please see age relaxation under Relaxation column

Pay scales due for revision subject to adoption and recommendations of 7th Pay Commission by CSIR.

Essential Qualifications:

10+2/XII pass or equivalent and speed of 80 w.p.m. in shorthand and 35/40 w.p.m. in typewriting in Hindi/English.

Type writing test (on computer)	35/40 w.p.m. in typewriting in Hindi (or) English (10 minutes) 35/40 w.p.m. correspond to 10500 KDPH /12000 KDPH (key Depressions per Hour) on an average of 5 key depressions for each word.
Shorthand test	Dictation: 10 Minutes @ 80 words per minute Translation: 50 Minutes (English) 65 Minutes (Hindi)

Applicants must attach the relevant copies of certificates viz. typewriting certificate, shorthand certificate and 10+2/XII pass or equivalent certificates along with the application. Applications without the proof of typing & shorthand will not be considered.

Desirable Qualifications:

- Graduation or equivalent,
- Knowledge of MS Office

CSIR-CLRI CAN ADOPT SHORT LISTING CRITERIA TO RESTRICT THE NUMBER OF CANDIDATES TO BE CALLED FOR WRITTEN/SKILL TEST TO A REASONABLE NUMBER BY ANY OR MORE OF THE FOLLOWING METHODS:

- On the basis of higher educational qualifications than the minimum prescribed in the advertisement and/or
- By holding a written test in General English & General Knowledge and/or
- Any other methodology as deemed fit by Screening Committee

Selection Procedure

Shortlisted candidates will be called for Proficiency Tests.

General information and conditions:-

A. Benefits under Council service:

1. These posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), 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.
2. In addition to the emoluments indicated against each category of posts, benefits such as applicability of New Pension Scheme 2004, reimbursements of Medical Expenses, Leave Travel Concession, Conveyance Advance and House Building Advance are available as per GoI/CSIR rules.

B. Other conditions:

1. The applicant must be a citizen of India.
2. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the closing date of applications. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post as on the last date of submission of the applications. No enquiry asking for advice as to eligibility will be entertained.
3. All applications received will be screened and suitable number of candidates will be shortlisted for proficiency test. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for written test / proficiency test. The duly constituted Screening Committee may adopt its own criteria for short-listing the candidates. The candidate should therefore, mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with documents. Completion of Course / Degree will be reckoned from the date of issue of provisional certificate/notification of result.
4. The application should be accompanied by attested copies of the relevant educational qualification, technical qualification, experience etc. Incomplete Applications / Applications received or not accompanied with the required certificates / documents are liable to be rejected.
5. 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.
6. 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.**
7. The date for determining the upper age limit, qualifications and /or experience shall be the last date of submission of applications.
8. Persons with disabilities (PwD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
9. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for written test.
10. The decision of the Director, CSIR-CLRI in all matters relating to eligibility, acceptance or rejection of applications mode of selection and conduct of examination will be final and binding on the candidates.
11. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.
12. **Candidates who opt to take test Typing / Stenography test in Hindi will be required to learn English Typing/Stenography and vice-versa after their appointment.**

NO INTERIM ENQUIRY OR CORRESPONDANCE WILL NORMALLY BE ENTERTAINED.

C. Relaxations:

1. The upper age limit is relaxable upto 03 years for OBC post as per Government orders in force only in those cases where the post are reserved for respective categories, on production of relevant certificate in the prescribed format signed by the specified authority at the time of skill test.
2. No upper age limit for the regular employees working in CSIR Laboratories and 5 years relaxable for staff working in Institutes, Government Departments, autonomous bodies and Public Sector Undertakings provided their applications forwarded through proper channel.
3. As per GOI provisions, age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands, the upper age limit is relaxable up to the age of 35 years (up to 38 years for members of Other Backward Class in respect of the posts reserved for them) for Widows, divorced Women and Women Judicially

separated from their Husbands 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.
4. Age relaxation to Physically Handicapped (PH)/Persons with Disabilities (PWD): Age relaxation of 10 years (total 13 years for OBC in respect of the posts reserved for them). The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government.
 5. Relaxations in the upper age limit are applicable to all the categories as per Government of India instructions including Ex-Servicemen subject to the fulfilment of conditions prescribed for availing the same.
 6. 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.

D. How to apply :

1. Eligible candidates are required to apply in the format provided in CLRI website <http://www.clri.org>
2. Applications from employees of Government Departments will be considered only if forwarded through proper channel, certified by the employer that the applicant, if selected will be relieved within one month of the receipt of the appointment orders. Also, vigilance clearance should also be recorded. However, advance copy of the application may be submitted before the closing date. Applications routed through proper channel should reach CLRI at the earliest.
3. 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 by CLRI.
4. Candidates are required to pay application fee of Rs 100/- through SBI Collect by ONLINE/SBI Branch. The candidates belonging to SC/ST/PWD/Women/CSIR Employees category are exempted from submission of application fee.
5. The last date for making application fees through SBI Collect is **10.03.2017**. This date will be the same for the candidates belonging to far-flung areas.
6. Candidates applying for more than one post must submit separate application form for each post indicating the Code Number of the post. Each application must be accompanied by SBI Collect payment receipt.
7. Filled in application duly accompanied by attested copies of the certificates, mark sheets, testimonials in support of age, education qualifications, and caste certificate, if applicable along with one recent passport size self-signed photograph affixed together with SBI Collect Payment Receipt (if applicable) should be sent in an envelope superscribed "Application for the post of Junior Stenographer " by post to the address:- **Section Officer E.I, CSIR-Central Leather Research Institute, Sardar Patel Road, Adyar, Chennai- 600 020 Tamil Nadu, India** to reach on or before **17.03.2017**.
8. Application once made will not be allowed to be withdrawn and fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
9. Incomplete applications (i.e. *without photograph, unsigned application fee, applicable certificates etc.*) will not be entertained and will be summarily rejected.

E. Following documents must be attached along with application form:

1. Copy of SBI Collect Payment Receipt, wherever applicable.
2. A recent Passport sized colour photograph of the candidate pasted on the form and signed across in full.
3. Self attested photocopy of Date of Birth Certificate.
4. Self attested photocopies of educational qualification(s) certificate(s).
5. Self attested photocopy of latest Community/Caste certificate etc. in the prescribed form issued by the Competent Authority, if applicable.

Sr Controller of Administration