

CSIR- INDIAN INSTITUTE OF INTEGRATIVE MEDICINE Canal Road, Jammu-180001(J&K) Web Address: <u>http://www.iiim.res.in</u> ADVERTISEMENT No. 03 /2015

APPLICATIONS INVITED FOR THE POSITIONS OF ASSITANT (Gen/S&P) Gr.III AND JUNIOR STENOGRAPHER Last date for receipt of applications is 29th May, 2015.

CSIR-Indian Institute of Integrative Medicine, Jammu, a constituent establishment of the Council of Scientific & Industrial Research, under the Ministry of Science and Technology, Govt. of India, invites applications from eligible citizens of India as per the details given below:

Post Code	Name of the post	Number of posts with reservation	Pay Scale	Essential Qualification
01	Assistant (Gen) Grade III	4 posts (UR-03, OBC-01)	PB-1-Rs.5200-20200 plus Grade Pay of Rs.1900/-	Qualification: 10+2/XII or its equivalent and typing speed on computer of 35 w.p.m. in English or 30 w.p.m. in Hindi**.
02	Assistant (S&P) Grade III	01 post (UR-01)	PB-1-Rs.5200-20200 plus Grade Pay of Rs.1900/-	Qualification: 10+2/ XII or its equivalent and typing speed on computer of 35 w.p.m. in English or 30 w.p.m. in Hindi **.
03	Junior Stenographer	05 Posts (UR-02, OBC-02, SC-01)	PB-1 - Rs.5200-20200 plus Grade Pay of Rs.2400/-	Qualification: 10+2/XII or its equivalent and speed of 80 w. p. m in short hand and typing speed on computer of 40 w.p.m. in English or 35 w.p.m. in Hindi

** 35 words per minute/ 30 words per minute correspond to 10500 KDPH/9000KDPH which is an average of 5 key depressions for each word. Time allowed is 10 minutes.

Mode of selection:

For post code 01 & 02

Selection process will comprise a written test, typing test (qualifying in nature) and interview. The candidates who obtain minimum qualifying marks in the written test and also qualify the typing test shall be called for interview. Weightage of interview marks would not exceed 25% of the total prescribed marks. The details about the written test/scheme of exam will be notified on the website in due course of time

For post code 03

Selection will be made on the basis of competitive proficiency test in English shorthand and typing speed on computer in English/ Hindi

GENERAL CONDITIONS:

- 1. The above post shall carry usual allowances as admissible to CSIR employees of the same status stationed at Jammu.
- 2. The posts will be governed by the New Pension Scheme applicable w.e.f.01.01.2004.

- 3. The maximum <u>age limit is 28 years</u>. There is no age limit for departmental candidates (CSIR employees) provided they possess the prescribed qualifications. The date for determining the age limit & qualifications shall be the last date of receipt of applications i.e. <u>29.05.2015</u>.
- 4. The number of vacancies indicated against each post is provisional which may be increased or decreased.
- 5. Relaxation in age limit for SC/ST/OBC/PWD and women etc. candidates will be as per Govt. of India rules.
- 6. Relaxation of 05 years will also be permissible to those who had ordinarily been domicile in the State of Jammu & Kashmir during the period from 1.1.1980 to 31.12.1989 subject to production of relevant certificate from concerned authority.
- 7. Relaxation in age for widows, divorced women and women judicially separated from their husbands and who are not re-married will be up to the age of 35 years and 40 years for members of SC/ST. The persons claiming age relaxation under this category would be required **to** produce the following documentary evidence:
 - (a) In case of widow, Death certificate of her husband together with the affidavit that she has not remarried since.
 - (b) In case of divorced women and women judicially separated from their husbands, a certified copy of the judgment / decree 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 that they have not remarried since.
- 8. The claim of the candidates for their belonging to SC/ST/OBC/PWD etc. categories will be considered subject to submission of self attested photocopies of their certificates in the prescribed format issued by the competent authority concerned in support of their claim for the relaxation in age etc. The closing date, i.e., **29.05.2015** for receipt of applications will be treated as the date of reckoning for OBC status.
- 9. 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. Any enclosure received separately subsequent to the receipt of the application cannot be connected therewith. No representation in this regard will be entertained.
- 10. An application fee of Rs.100/- (Rupees One hundred only) non-refundable is payable in the form of crossed Demand Draft with minimum validity of 03 months in favour of the Director, Indian Institute of Integrative Medicine, Canal Road, Jammu and Payable at Jammu. Candidates belonging to SC/ST/Women/PWD Category and regular employees of CSIR as well as identified Casual Workers in CSIR are exempted from payment of application fee. Fee once paid will not be refunded under any circumstances.
- 11. Applications from employees of Govt. Departments will be considered only if forwarded through proper channel along with vigilance clearance certificate certified by their employer that the applicant will be relieved within one month of the receipt of the appointment orders, if selected. However, advance copy of the application may be submitted before the closing date.
- 12. Candidate must ensure that he/she possesses educational qualification/experience in the relevant area as required in the post, for which he/she is applying, on the last date of receipt of application. Prescribed qualification must be obtained from a recognized Board/University/Organization.
- 13. If any Board/University/Institute gives Grade/CGPA/SGPA/OGPA then the candidate should convert the same into percentage as per the formula adopted by the Board/University/Institute.
- 14. The separate application form for the posts (i) Assistant (Gen) Grade III & Assistant(S&P) Grade III (Post code: 01&02) and (ii) Junior Stenographer (Post code: 03) are annexed herewith in the advertisement. In case a candidate fulfills the minimum qualification for the posts Assistant(Gen) Grade III & Assistant(S&P) Grade III, then he/she may apply on a single application form along with a single application fee; giving preference to the post in the application form. Otherwise, the decision for the allocation of the post shall be decided by the Institute. For (i) Assistant (Gen)

Grade III & Assistant(S&P) Grade III (Post code: 01&02) and (ii) Junior Stenographer (Post code: 03) separate application forms "<u>A</u>" & "<u>B</u>" respectively are to be forwarded along with separate application fee.

- 15. Mere fulfilling the minimum eligibility criteria will not entitle a candidate **to** be called for written/typewriting test/interview etc.
- 16. The details about the written test / scheme of exam will be notified on the website in due course of time.
- 17. Candidate must indicate as to whether any of their relative is working in CSIR or in any other National Labs./Instts. , of the CSIR.
- 18. Selected candidates shall be liable to serve in CSIR Labs./Instts., anywhere in India.
- 19. Canvassing in any form and/or bringing of any influence political or otherwise will be treated as disqualification for the post.
- 20. The decision of the Competent Authority of CSIR/IIIM, Jammu in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination/interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his /her agency.
- 21. The application on the format given below duly filled in and completed in all respects along with recent Photograph affixed on the application form together with self attested copies of educational certificates, mark-sheets, caste certificate, experience certificate, application fee etc. should reach the office of the Director, Indian Institute of Integrative Medicine, Canal Road, Jammu 180 001 on or before <u>29.05.2015</u>. The envelope should be super scribed with the name of the post & post code.

"INTERIM ENQUIRY SHALL NOT BE ATTENDED TO"

[Abbreviations used: UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Classes, PWD-Persons with disabilities]

> Sd/-ADMINISTRATIVE OFFICER