



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(107)/2018-EI

Dated: 28.09.2018

Advertisement No.2/2018**Last Date for receipt of applications - 05.11.2018**

The CSIR-Central Leather Research Institute (CLRI), Chennai was established in the year 1942 with its headquarters at Chennai and its Regional Centres at Ahmedabad, Jalandhar, Kanpur and Kolkata. CSIR-CLRI is one of the Constituent Laboratories of the Council of Scientific & Industrial Research (CSIR), which is an Autonomous Body under the Department of Scientific & Industrial Research, Ministry of Science & Technology, Government of India. CLRI, today, is a central hub in Indian Leather Sector with direct roles in Education, Research, Training, Testing, Designing, Forecasting, Planning, Social empowerment and leading in Science and Technology relating to leather.

CLRI wishes to induct enthusiastic, talented persons, with proven technical skills & achievements and zeal for innovative administrative support to Research & Development activities of CLRI for the posts of Junior Secretariat Assistant (General) & Junior Secretariat Assistant (Stores & Purchase).

Post Code	Name of the Post	No. of Posts and Reservation	Pay Level & Pay	Total Emoluments* (Per Month)	Maximum Upper Age Limit** (as on last date of receipt of application form)
JSA01	Junior Secretariat Assistant (General)	01 post OBC	Pay Level -2 Rs 19,900/-	Rs 28,563/-	28 Years
JSA02	[§] Junior Secretariat Assistant (Stores & Purchase)	01 post UR	Pay Level -2 Rs 19,900/-	Rs 28,563/-	

[§] Anticipated vacancy and will be filled subject to vacation of the post by the individual.

* Approximate emoluments on minimum of scale including HRA applicable to Chennai city.

** Please see age relaxation under Relaxation Column

Posts are tenable at CLRI as mentioned against the area, however based on the need and requirements candidates would be posted in Headquarters viz., Chennai or in its Regional Centres at Ahmedabad, Jalandhar, Kanpur and Kolkata.

Sl. No	Post Code, Reservation and Name of the Post.	Essential Qualifications
1	JSA01 OBC Junior Secretariat Assistant (General)	10+2/XII or equivalent and typing speed using computer for English Typing @ 35 w.p.m. OR Hindi Typing @ 30 w.p.m.
2	JSA02 UR Junior Secretariat Assistant (Stores & Purchase)	[35w.p.m. correspond to 10500 KDPH / 9000 KDPH (Key Depressions per Hour) on an average of 5 key depressions for each word.]

UR: Unreserved **OBC:** Other Backward Class. Apart from qualifications indicated above, any other recognized qualification, which is equivalent to the prescribed qualification, shall be treated on par with that qualification subject to production of required document.

General information and conditions:-

I. Benefits under Council service:

a.	These posts carry usual allowance 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.
b.	In addition to the emoluments indicated against each category of posts, benefits such as New Pension Scheme, reimbursements of Medical Expenses, Leave Travel Concession and House Building Advance are available as per CSIR rules.
c.	CSIR provides excellent opportunities to deserving candidates for career advancement under Administrative Services (Recruitment & Promotion) Rules, 1982.

II. Other conditions:

a.	The applicant must be a citizen of India
b.	All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of the applications. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts as on the last date of receipt of the applications. No enquiry asking for advice as to eligibility will be entertained.
c.	The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Written Test. 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.
d.	The application should be accompanied by self-attested copies of the relevant educational qualification, experience. The prescribed qualifications should have been obtained through recognized Universities / Institutions etc. Incomplete applications or applications received not accompanied with the required certificates / documents are liable to be rejected
e.	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.
f.	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
g.	The date for determining the upper age limit, qualifications and / or experience shall be the last date for receipt of applications.
h.	Persons with Disabilities (PwD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply
i.	Any discrepancy found between the information given in application and as evident in original document will make the candidate ineligible for appearing in Written Test.
j.	The decision of 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

k. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.

l. **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED**

III. Mode of examination and syllabus: Recruitment to these posts will be made on the basis of result of competitive written examination and proficiency in computer typing speed and in using computer. The proficiency in computer typing speed and in using computer will only be qualifying in nature, the final merit list will be prepared on the basis of the performance of the candidates in the competitive examination. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing.

STAGE 1: WRITTEN TEST

Mode of Examination	Objective Type Multiple Choice Examination.
Medium of Questions	The questions will be set both in English and Hindi except the questions on English Language.
Standard of Exam	Class XII
Total No. of Questions	200
Total Time Allotted	2 hours 30 minutes

Paper – I (Time allotted- 90 minutes)

Subject	No of Questions	Maximum Marks	Negative Marks
Mental Ability Test *	100	200 (two marks for every correct answer)	There will be no negative marks in this paper

*Mental Ability Test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgment etc.

Paper – II (Time allotted- 1 Hour)#

Subject	No of Questions	Maximum Marks	Negative Marks
General Awareness	50	150 (Three marks for every correct answer)	One negative mark for every wrong answer
English Language	50	150 (Three marks for every correct answer)	One negative mark for every wrong answer

Paper II will be evaluated only for those candidates who secure the minimum threshold marks in the Paper- I.

STAGE 2: PROFICIENCY TEST

Proficiency in computer typing speed and in using computer

English typing @ 35 w.p.m. **OR** Hindi Typing @ 30 w.p.m.

Time allowed – 10 minutes

(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).

IV. Relaxations:

a.	The upper age limit is relaxable upto 03 years for OBC as per Government orders in force only in those cases where the posts are reserved for OBC category , on production of relevant certificate in the prescribed format signed by the specified authority at the time of Written Test
b.	Upper age limit is also relaxable upto five years for the regular employees working in Government Departments, Autonomous Bodies and Public Sector Undertakings.

c.	There is no age limit for departmental candidates (CSIR employees) provided they possess the essential qualification .
d.	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 upto 38 years for members belonging to the Other Backward Classes in respect of the posts reserved for OBC) for Widows, divorced Women and Women Judicially separated from Husband who are not remarried. The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence: 1. In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since. 2. In case of divorced Women and Women judicially separated from husband, 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 have not remarried since.
e.	Age relaxation to Physically Handicapped (PH)/Persons with Disabilities (PWD): Age relaxation of 10 years is allowed (total 13 years for OBCs in respect of the post reserved for them) to physically handicapped persons for appointment to Junior Secretariat Assistant. 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 the degree of physical disability. The relaxation to PwD candidates is applicable for those whose 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.
f.	Relaxation in age, over and above the stipulated limit, educational qualification and/or experience may be considered in case of exceptionally meritorious candidate(s) or if sufficient number of candidates possessing the requisite qualification and/or experience is not available to fill up the posts.
g.	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.
h.	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.
V. How to apply:	
a.	Link to download Application Form is available on the CLRI website http://www.clri.org
b.	Eligible candidate may download the application form and should fill the form in all respects.
c.	Candidates are required to pay application fee of Rs.100/- through SB Collect by ONLINE/SBI Branch. The candidates belonging to SC/ST/PWD/Women/CSIR Employees category are exempted from submission of application fee. The instructions for payment through SB Collect is available in CLRI website.
d.	Filled in application accompanied by attested copies of the certificates, mark sheets, age, education qualifications, OBC non -creamy layer Certificate (if applicable) caste/community certificate and SBI Collect Payment Receipt, if applicable along with one recent passport size self-signed photograph affixed should be sent in an envelope superscribed “ Application for the post of “_____” ” 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 05.11.2018. Application must be accompanied by SB Collect Payment Receipt.
e.	In case of universities/institute awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their University/Institute
f.	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.
g.	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.
h.	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.
i.	Incomplete applications (i.e. without photograph, unsigned, without application fee, without applicable testimonials etc.) will not be entertained and will be summarily rejected.
VI. Following documents must be attached along with application form sent by post:	
a.	Copy of SBI Collect Payment Receipt, if applicable.
b.	Color photograph pasted on the form and signed across in full.
c.	Self-Attested photocopy of Date of Birth Certificate.
d.	Self-Attested photocopies of educational qualification(s) certificate(s).
e.	Self-Attested photocopy of OBC non-creamy layer certificate, caste/community certificate, if applicable
f.	Self-Attested photocopies of experience certificate(s), if any.
ADMINISTRATIVE OFFICER	

[Application fee payment procedure](#)

[Click here SBI Collect online payment link](#)