
	CSIR- National Institute of Oceanography Dona Paula 403004, Goa, India Web: www.nio.org , Email: ocean@nio.org , Tel: 91-832-245-0450, Fax: 91-832-245-0602	
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Advertisement No: REC-02/2017

CSIR-NIO invites applications from Indian nationals to fill up the following posts at CSIR-NIO, Goa as per the details given below:

Post Code No.	Designation	Total Posts & Reservation category	Level in Pay Matrix as per 7 CPC	Upper Age Limit in years
A-101	Assistant (G) Grade III	02 [01- UR 01-OBC]	Level . 2 of Pay Matrix [Pre-revised PB-1 Rs.5,200-20,200/-+ GP 1900/-]	28*[UR]
A-102	Junior Stenographer	03 [UR-03]	Level . 4 of Pay Matrix [Pre-revised PB-1 Rs.5,200-20,200/- + GP 2400/-]	28*[UR]
T-201	Nursing Sister [Gr. II(1)]	01 [UR-01]	Level . 2 of Pay Matrix [Pre-revised PB-1 Rs.5,200-20,200/- + GP 1900/-]	28* [UR]

*Age relaxation applicable as per Government of India rules. *Age as on 04/09/2017

** HRA & TA as payable at Goa.

Details :

Post Code: A-101

Post Location: NIO (HQ) Goa

Present total monthly emoluments at Goa: Rs. 20,696/- (Pay + DA) plus other allowance as admissible under the rules.

Minimum and Essential Qualification :10+2/12th Class/XII or equivalent qualification from recognized Board or University and a typing speed of 35 w.p.m in English or 30 w.p.m in Hindi on Computer.

Desirable qualification:

1. Proficiency in computer, preferably in MS Office i.e. MS Word , MS Excel, and Power Point etc.
2. Certificate course in computer operations from either Government institutions or other reputed private institutions.

Selection Procedure for the Posts Codes A-101: The selection will be made based on the written test and Typing test of which the typing test is of qualifying nature only. The written test will be conducted for those who are shortlisted by the duly appointed screening committee. The question paper for the written exam will be of objective type consisting of 100 objective type questions each carrying equal mark. The syllabus for the written examination is **Indian History, Indian Geography, General Science, Indian Constitution, General Knowledge and Current affairs, Basic Arithmetic skills, Basic English knowledge skills, Comprehension in English etc.**

The written examination will be held in Goa only. Those who qualify in the written test, will be called for proficiency test in typing. The typing test is of qualifying nature and the speed limit for the typing test will be of 35 w.p.m in English/30 w.p.m in Hindi on computer. The final merit list will

be made from candidates who have qualified in typing test and on the basis of total marks obtained in the written test.

Post Code : A-102:

Post Location: NIO (HQ) Goa

Present total monthly emoluments at Goa: Rs. 26,520/- (Pay + DA) plus other allowance as admissible under the rules.

Minimum and Essential Qualification:

10+2/12th class /XII or its equivalent with Shorthand speed of 80 w.p.m in English and typing speed of 40/35 w.p.m in English/Hindi on computer.

Job Requirement : The selected candidates are required to provide Stenographic/General/ Clerical assistance.

Selection Procedure : The applications will be screened by the Screening Committee and only those who have essential qualifications will be called for shorthand and typing test. The certificates of typing and shorthand are compulsorily required to be enclosed. The application without shorthand and typing certificates will be rejected. The Selection will be made on the basis of competitive proficiency test on English Shorthand and Typing test in English /Hindi .

Post Code : T-201:

Post Location: NIO (HQ) Goa

Present total monthly emoluments at Goa: Rs. 20,696/- (Pay + DA) plus other allowance as admissible under the rules.

Minimum and Essential qualification: SSC/10th standard with Science subjects with 55% marks and Diploma in General Nursing & Midwifery of three years full time duration from recognized Institute. The candidate must be registered with the respective State Nursing Councils in India.

Desirable: Work experience as Nurse in registered Hospital/Nursing Home. Knowledge of handling ECG machine and having working knowledge of Computers.

Job Requirement: The incumbent to the position is required to render assistance to the Medical Officers of NIO Dispensary in providing nursing care and attention to the staff of the Institute and their families including Council pensioners, besides attending to the tasks such as administering injections, intravenous fluids, dressing, testing, ECG etc. as per the directions of the Medical Officers. She would also be required to attend to off-duty emergencies. She may also be required to stay in NIO Colony to undertake any other work related to the functioning of the NIO dispensary from time to time.

Selection Procedure: The selection will be made based on the written test and skill test/ Trade Test of which the Skill test / Trade test is of qualifying nature only. The written test will be conducted for those who are shortlisted by the screening committee. The written exam will be of objective type questions and consisting of 100 questions each carrying equal mark .The syllabus for the written test is General nursing , General awareness/knowledge, Basis Arithmetic , Basic English and Current affairs etc. The candidates qualified in written test will have to appear in Skill/Trade Test. The Skill/Trade Test will be of qualifying nature and the final merit will be made based on the total marks scored in the written test. **The examination will be held in Goa only.**

General Information

Benefits under CSIR Service:

1. The post, as above, carry Pay and Allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc., as admissible to Central Government employees at the place of posting and as made applicable to CSIR. Council accommodation will be allotted as per priority to be reckoned from the date of joining/availability, in which case HRA will not be admissible.
2. In addition to the emoluments indicated above, benefits such as reimbursement of medical Expenses, Leave Travel Concession/Computer are available as per rules of CSIR.
3. The ~~new~~ Pension Scheme+ based on defined contributions as adopted by CSIR for its employees will be applicable to the successful candidate. However, persons selected from other Government departments / Autonomous Bodies / Public Sector Undertakings / Central Universities having Pension Scheme on GOI pattern will continue to be governed by the existing Pension Scheme i.e CCS (Pension) Rules, 1972.

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 last date of receipt of the applications. They are advised to satisfy themselves before applying that they possess at least the essential qualification laid down for the post as on the last day of the receipt of the applications. No enquiry asking for advice as to eligibility will be entertained. The prescribed essential qualification is only the minimum qualification and mere possession of the same does not entitle the candidates to be called for written test. The duly constituted Screening Committee will adopt its own criteria for short -listing the candidates for written tests. The shortlisted candidates will be called for the written test and those who qualify in the written test will be called for Skill Test/Typing Test/ Trade Test as the case may be. The Skill Test/Typing Test/Trade Test is of qualifying nature only. The final merit list will be drawn based on the marks obtained in the 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.
3. The application should be accompanied by self attested copies of the relevant educational qualifications, experiences. The prescribed qualifications should have been obtained through recognized Universities / Institutions. etc. Incomplete applications /applications received or not accompanied with the required certificates / documents are liable to be rejected.
4. The candidates belonging to OBC category is required to submit the attested copy of the recently obtained OBC certificate in the prescribed format [Format enclosed] and also submit an Undertaking / Declaration in the prescribed format enclosed with this advertisement. Applications without OBC certificates in the prescribed format will be rejected by the screening committee and the candidates will not be shortlisted/called for written test.
5. 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.

6. The date of determining the upper age limit, qualifications and /or experience shall be the closing date prescribed for receipt of applications.
7. Person with disabilities (PWD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
8. The number of vacancy is provisional and may vary.
9. Any discrepancy found between the information given in application and as evident in original documents will make candidate ineligible for appearing in the Skill Test/Typing Test/Trade Test as the case may be.
10. No travelling allowance will be paid to candidates to appear for either written test or Skill test / Typing Test / Trade Test.
11. Selected candidates may be posted in Goa. However, they may be transferred to any of the regional centers of the Institute [Kochi, Mumbai & Vishakhapatnam].
12. Director, CSIR-NIO reserves the right of not making any appointment against any of the advertised post(s) if suitable candidates are not found.
13. The decision of the Director, CSIR-NIO in all matters relating to eligibility, acceptance or rejection, of applicants, mode of selection, conduct of examination/ interview will be final and binding on the candidates.
14. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post .
15. NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.

Age Relaxation:

1. There is no age limit for CSIR employees to apply for the post provided they possess the prescribed qualifications .
2. Upper age limit is relaxable up to five years for the regular employees working in, Government Department, Autonomous Bodies and Public Sectors Undertakings.
3. Relaxation in age will be allowed to SC/ST/OBC candidates as per Government of India rules notified from time to time. However, Age relaxation is allowed to SC/ST/OBC candidates only in cases where the posts are reserved for them. Age relaxation of 3 years is allowed for OBC candidates and 5 years is allowed for SC/ST Candidates provided that the candidates enclose the OBC/SC/ST certificates along with the applications.

4. 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 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.

5. Age/relaxation to physically handicapped (PH): Age relaxation of 10 years is allowed to blind, deaf-mute and orthopedically handicapped persons for appointment to the above posts. The person claiming age relaxation under this 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 for Group 'C' posts to be filled by Direct Recruitment.

6. Relaxations of five years will also be permissible to those who had ordinarily been domiciled in the Kashmir and Jammu 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.

How to apply:

1. Eligible candidates are required to apply ONLINE through our website <http://www.nio.org>.
2. Online Application will be available on our website <http://www.nio.org> till **04.09.2017 (5.30 p.m.)**.
3. Candidates are required to pay application fee online by clicking the URL given on CSIR-NIO website. **The last date for submitting online application is 04/09/2017 till 5.30 P.M.** The last date will be the same for the candidates belonging to far-flung areas also. The candidates belonging to **SC/ST/PWD/Women/CSIR Employees are exempted from submission of application fee.** On making payment, the receipt generated should be enclosed along with the application. Candidates may note that the application fee has to be paid after submitting the application online **except by candidates who are exempted from payment of application fee.**
4. Candidates who wish to apply for more than one post has to submit separate application for each post [Post Code] and pay application fee along with all other relevant certificates.

5. This computer generated application (Print-out) duly signed and accompanied by attested copies of the certificates, mark sheets, in support of age, education qualifications, experience, **receipt of fee paid**, along with one recent passport size self-signed photograph affixed in the space provided for should be sent in an envelope superscribed "**Application for the post of Assistant [G] Grade III/Junior Stenographer/Nursing Sister**" by post to the address:- The Controller of Administration, CSIR-National Institute of Oceanography, Dona Paula, Goa-403004. **The last date to receive the hard copy of the application by post is 11.09.2017 (Monday) by 5.30 pm.**
6. Application once submitted will not be allowed to be withdrawn and fees paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
7. 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. 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 NIO at the earliest.
8. 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 CSIR-NIO.
9. Incomplete applications (i.e. without photograph, unsigned and without payment of application fee, applicable testimonials/certificates etc.) will not be entertained and will be summarily rejected.

Check List: Following documents must be attached along with application form sent by speed post:

1. Signed Print copy of the submitted ONLINE application Form+
2. Receipt of fee paid, where applicable.
3. Self attested photocopy of Birth Certificate/X Std Mark sheet
4. Self attested photocopies of education qualifications certificates.
5. Self attested photocopies of caste certificates, if applicable.
5. Self attested photocopies of experience certificates, if any

Sd/-
Controller of Administration

DISABILITY CERTIFICATE

As per ANNEXURE – I to OFFICE MEMORANDUM No. 336035/3/2004- Estt(Res) dated 29th December, 2005 from the Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training

NAME AND ADDRESS OF THE INSTITUTE / HOSPITAL

Certificate No. 0 0 0 0 0 0

Date - 0 0 0 0 0 0 .

Recent Photograph Of
the candidate showing
the disability duly
attested by the
Chairperson of the
Medical Board

This is certified that Shri / Smt./ Kum. 0 0 0 0 0 0 0 0 0 0 0 0 . son / wife / daughter of Shri 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 .age 0 0 0 Sex 0 0 0 0 0 identification mark(s) .0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 is suffering form permanent disability of following category: -

A. Locomotor or cerebral palsy:

- (i) BL . Both legs affected but not arms.
- (ii) BA . Both arms affected
 - (a) Impaired reach
 - (b) Weakness of grip
- (iii) BLA . Both legs and both arms affected
- (iv) OL . One leg affected (right or left)
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (v) OA . One arm affected
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (vi) BH . Stiff back and hips (Cannot sit or stoop)
- (vii) MW . Muscular weakness and limited physical endurance.

B. Blindness or Low Vision:

- (i) B - Blind
- (ii) PB - Partially Blind

C. Hearing impairment:

- (i) D - Deaf
- (ii) PD - Partially Deaf

(Delete the category, whichever is not applicable)

Contd.. 2/-

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (OBC) APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Km* _____ son/ daughter of _____ of village _____ District/Division _____ in the _____ State _____ belongs to the _____ Community which is recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary . Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India . Extraordinary- part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.

Shri/Smt./Km. _____ and/or his family ordinarily reside(s) in the _____ District/Division of the _____ State. This is also to certify that he/she does not belong to the per sons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide Govt. of India, DOP&T O.M.No.36033/3/2004 dated 09.03.2004 and 14.10.2008.

Dated:

District Magistrate or
Deputy Commissioner etc.

Seal:

NOTE-I:

- (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificate are indicated below:-
 - (i) District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate /Additional Chief Presidency Magistrate/Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar.
 - (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

NOTE-II:

The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuring that the candidate does not fall in the creamy layer. The OBC candidates should furnish the relevant OBC Certificate in the prescribed format prescribed for Central Government jobs issued by the competent authority on or before the Closing Date as stipulated in the Notice.

OBC Undertaking
Declaration/undertaking - for OBC Candidates only

I, _____ son/daughter of Shri _____ resident of village/town/city _____ district _____ State hereby declare that I belong to the _____ community which is recognised as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93- Estt. (SCT), dated 8/9/1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt.(Res.) dated 9/3/2004. I also declare that the condition of status/annual income for creamy layer of my parents/guardian is within prescribed limits as on financial year ending on March 31, 2017.

Signature of the Candidate

Place:

Date:

Declaration/undertaking not signed by Candidate will be rejected