



CSIR- National Institute of Oceanography
Dona Paula 403004, Goa, India
Website: www.nio.org, Tel: 91-832-2450 417



Advertisement No: REC-01/2021

Date of issue of Advt. : 11/08/2021

Commencement of online application: 11/08/2021

Last date for receipt of online application: 13/09/2021

The CSIR-National Institute of Oceanography (CSIR-NIO) is a premier research laboratory under the banner of Council of Scientific and Industrial Research which is an autonomous body under Ministry of Science & Technology, Government of India. The CSIR-NIO is looking for sincere, enthusiastic and dedicated individuals and invites applications from Indian nationals to fill up the following posts at CSIR-NIO, Goa and its Regional Centres (RC's) at Mumbai, Kochi and Visakhapatnam:-

A- Description of the post

Post Code No.	Designation	Total Posts & Reservation category	Approx. Monthly Emoluments	Upper Age Limit in years as on last date of receipt of online application
A-21101	Junior Secretariat Assistant (General)	7 Posts (UR-4, OBC-2, ST-1)	Pay Level 2 (19900-63200)	28*[UR]
A-21102	Junior Secretariat Assistant (Finance & Accounts)	3 Posts UR-2, OBC-1	Approximate monthly emoluments Rs. 28000/- Excluding HRA and other allowances	
A-21103	Junior Secretariat Assistant (Stores & Purchase)	5 Posts UR-3, OBC-2		

*Age relaxation applicable as per Government of India rules. *Age as on 13/09/2021.

B: Detailed Educational and Skill Requirements

1) Post Code: A-21101

Minimum Educational Qualification

10+2/XII or its equivalent and proficiency in Type writing Test at the speed @ 35 w.p.m in English (or) @ 30 w.p.m.in Hindi. The type writing test will be on computer.

The time allotted for typing will be 10 minutes. 35/30 w.p.m. corresponds to 10500/9000 KDPH on an average of 5 key depression for each word.

Desirable Qualification

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

Post Location: NIO (HQ) Goa/Regional Centre at Kochi/Mumbai/Visakhapatnam.

Job requirement: - The selected candidates are required to provide assistance in functioning of General Administration and any other work assigned to them by the authorities.

2) Post Code: A-21102

Minimum Educational Qualification

10+2/XII or its equivalent with Accountancy as a subject and proficiency in Type writing Test at the speed @ 35 w.p.m in English (or) @ 30 w.p.m.in Hindi. The Type Writing test will be on computer.

The time allotted for typing will be 10 minutes. 35/30 w.p.m. corresponds to 10500/9000 KDPH on an average of 5 key depression for each word.

Desirable Qualification

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

Post Location: NIO (HQ) Goa/Regional Centre at Kochi/Mumbai/Visakhapatnam.

Job requirement: - The selected candidates are required to provide assistance in functioning of Finance & Accounts and any other work assigned to them by the authorities.

3) Post Code: A-21103

Minimum Educational Qualification

10+2/XII or its equivalent and proficiency in Type writing Test at the speed @ 35 w.p.m in English (or) @ 30 w.p.m.in Hindi. The type writing test will be on computer.

The time allotted for typing will be 10 minutes. 35/30 w.p.m. corresponds to 10500/9000 KDPH on an average of 5 key depression for each word.

Desirable Qualification

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

Post Location: NIO (HQ) Goa/Regional Centre at Kochi/Mumbai/Visakhapatnam.

Job requirement: - The selected candidates are required to provide assistance in functioning of Stores & Purchase and any other work assigned to them by the authorities.

C) Selection Procedure for the Posts Codes A-21101; 21102; 21103: The selection will be made based on the written test and typing test on computer. The questions will be set both in English and Hindi except the questions on English language. The written test will be conducted for those candidates who are shortlisted by the selection/screening committee of the laboratory. **The written test will be held in Goa only.** The written exam consists of 2 papers (Paper-1 and Paper-2). The second paper will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper. Kindly see the following table for more details:-

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-1 (Time Allotted- 90 Minutes)

Subject	Number 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 devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgement etc.

Paper-2 (Time Allotted- 1 Hour)

Subject	Number 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

A merit list will be drawn based on minimum qualifying marks fixed by selection committee for the written test. The candidates who secure minimum qualifying marks will then be called for typing test on computers which will be of qualifying nature only.

Final merit list will be drawn based on performance in written test and upon qualifying in typing test on computer, keeping in view the number of posts to be filled. Cut off/qualifying marks will be fixed by selection committee. Offer of appointment will be issued to candidates based on final merit list recommended by selection committee & approval by Appointing Authority.

General Information

D : 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), NPS 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 etc. are available as per rules of CSIR.

E: Age Relaxation:

1. There is no age limit for CSIR employees to apply for the post provided they possess the prescribed qualifications.
2. 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. OBC candidate should provide latest certificate in prescribed format as in Annexure-II and Undertaking as in Annexure-III. SC/ST candidates should provide certificate issued by competent authority.

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 (upto 40 years for members of Scheduled Castes/Scheduled Tribes) 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 person with Disabilities: Age relaxation of 10 years is allowed to divyang persons suffering from, blindness and low vision, deaf and hard of hearing, locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy, autism, intellectual disability, specific learning disability and mental illness, multiple disabilities from amongst persons under above clauses including deaf-blindness for appointment to the above posts (15 yrs in case of SC/ST and 13 years in case of OBC) as per GoI rules applicable from time to time. The person claiming age relaxation under this would be required to produce a certificate in prescribed proforma (See Annexure-IV) 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.
5. The Age relaxation for Ex-Servicemen will be as per GoI rules

F: 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.

3. The applicant should submit/upload scanned copy of the certificates towards the minimum educational qualifications, viz, Class X, XII and any other qualification mentioned by him in the application and the experience certificates as claimed by him failing which the application shall be summarily rejected. The prescribed qualifications should have been obtained through recognized Universities / Institutions etc.
4. The candidates belonging to OBC category are required to submit/upload the 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 are 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/uploaded.
6. The candidate will have to produce certificate of equivalence of qualification issued by competent authority, in case he claims to be possessing qualifications equivalent to class XII.
7. The date of determining the upper age limit, qualifications and /or experience shall be the closing date prescribed for receipt of online applications.
8. Person with disabilities (PWD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
9. The medium of typing test and medium of written examination will be the same and once opted cannot be changed at later stage.
10. The number of vacancy is provisional and may vary at the time of selection.
11. Any discrepancy found between the information given in application and as evident in original documents will make candidate ineligible for appearing in the Written Examination.
12. No travelling allowance will be paid to candidates to appear for written test or Typing Test.
13. Selected candidates may be posted in CSIR-NIO, Goa or any of its regional centers (Mumbai/Kochi/Visakhapatnam).
14. The selected candidates may also be liable to serve in CSIR Hqtr/Any other CSIR Lab/Institute.
15. The Director, CSIR-NIO reserves the right of not making any appointment against any of the advertised post(s) if suitable candidates are not found or cancel the recruitment process at any stage.

16. The decision of the Director, CSIR-NIO in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of examination will be final and binding on all the candidates.
17. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.
18. **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**

G : How to apply:

1. Eligible candidates are required to apply ONLINE through our website <https://www.nio.org>.
2. Online Application will be available on our website <http://www.nio.org> from 11/08/2021 till 13/09/2021 (5.30 p.m.).
3. Candidates are required to pay application fee of Rs.100/- online by clicking the URL given on CSIR-NIO website. **The last date for submitting online application is 13/09/2021 till 5.30 P.M for all candidates.** The candidates belonging to **SC/ST/PWD/Women/CSIR Employees are exempted from payment of application fee.** On making payment, the receipt generated should be uploaded along with the other certificates. Candidates may note that the application fee has to be paid before 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 have to submit separate application for each post [Post Code] and pay application fee along with all other relevant certificates.
5. The printout of the computer generated application duly signed and accompanied by self attested copies of the certificates, mark sheets, in support of Age, Education Qualifications, Experience if any, 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 Junior Secretariat Assistant [GEN/F&A/S&P]" as applicable by post to the address 'The Administrative Officer, CSIR- National Institute of Oceanography, Dona Paula, Goa-403004'. The Last date to receive the hard copy of the application by post is **27/09/2021**. The last date to receive the hard copy of the application by post for candidates from far flung areas i.e. North Eastern India, Lakshadweep and Andaman & Nicobar Islands etc is **04/10/2021**.
6. Application once submitted shall not be allowed to be withdrawn and fees paid will not be refunded on any account nor can it be held in reserve for any other recruitment or selection process.

7. Applications from employees of Central Government/State Government/PSU/Autonomous Bodies 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 in the forwarding letter. These documents may be attached with the application while submitting online.
8. 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.
9. Candidates should specifically note that the applications received after the closing date for any reason whatsoever (such as envelope wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by CSIR-NIO.
10. Candidates are required to ensure that scanned documents uploaded by them are clearly visible.

Check List of the documents to be attached to online application and Computer Generated Printout addressed to CSIR-NIO

1. Signed print copy of the submitted online application form.
2. Receipt of fee paid, wherever applicable.
3. Self attested photocopy of Birth Certificate/10th Standard Mark sheet (Reflecting date of birth).
4. Self attested photocopy of HSSC/12th Standard mark sheet.
5. Self attested photocopies of Certificate of SC/ST/OBC/PWD in prescribed format wherever applicable.
6. Self attested photocopies of experience certificates if any.
7. Letter of Forwarding Application "Through Proper Channel" and No Objection Certificate in case of Government servants.

NOTE:- Any further information regarding this advertisement like date, time and venue of tests, addendum/corrigendum or any variation in number of post/cancellation of post etc. will be made available through CSIR-NIO website: <https://www.nio.org/> only. Therefore, candidates are advised to keep visiting regularly the website of the Institute accordingly.

Sd/-

ADMINISTRATIVE OFFICER

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 Stipendary 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, 2021.

Signature of the Candidate

Place:

Date:

Declaration/undertaking not signed by Candidate will be rejected

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.

Date -

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

This is certified that Shri / Smt./ Kum. son / wife / daughter of Shri
..... age Sex..... identification mark(s)
..... 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)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re – assessment of this case is not recommended / is recommended after a period of years months*.

3. Percentage of disability in his / her case is per cent.

4. Sh. / Smt. / Kum. meets the following physical requirement for discharge of his / her duties :-

- | | |
|---|----------|
| (i) F- can perform work by manipulating with fingers. ... | Yes / No |
| (ii) PP – can perform work by pulling and pushing. ... | Yes / No |
| (ii) L – can perform work by lifting. | Yes / No |
| (iv) KC – can perform work by kneeling and crouching. ... | Yes / No |
| (v) B – can perform work by bending. | Yes / No |
| (vi) S – can perform work by sitting. | Yes / No |
| (vii) ST – can perform work by standing. | Yes / No |
| (viii) W – can perform work by walking. | Yes / No |
| (ix) SE – can perform work by seeing. | Yes / No |
| (x) H – can perform work by hearing / speaking. | Yes / No |
| (xi) RW – can perform work by reading and writing. ... | Yes / No |

(Dr.) (Dr.) (Dr.)

Member

Member

Chairperson

Medical Board

Medical Board

Medical Board

Countersigned by the

Medical Superintendent / CMO /
Head of Hospital (with seal)

*Strike out which is not applicable.

The medium of typing test and medium of written examination will be the same and once opted can not be changed at latter stage