



## CSIR-INDIAN INSTITUTE OF INTEGRATIVE MEDICINE, JAMMU

Web Address: <http://www.iiim.res.in>

ADVERTISEMENT NO 29/2021

APPLICATIONS ARE INVITED FOR THE POSTS OF Junior Secretariat Assistant (Gen/F&A/S&P)

**Date of Commencement of Online Application: 07/01/2022**

**Last Date for Receipt of Online Application: 28/01/2022 till 05:00 P.M**

**Last Date for Receipt of Hard Copy of Online Application: 07/02/2022**

**(For candidates residing in far flung areas viz North Eastern regions, Andaman & Nicobar Islands, Lakshadweep, Lahaul & Spiti Districts of Himachal Pradesh, U.T of Ladakh, etc. the last date of receipt of hard copy of Online Applications is 11.02.2022)**

CSIR-Indian Institute of Integrative Medicine, Jammu (CSIR-IIIM-Jammu), one of the constituent Institutes of the Council of Scientific & Industrial Research (CSIR), is a premier multi-disciplinary R&D Institute in India. This Institute is engaged in high-quality Research and Development with a primary focus on drug discovery from natural resources. Applications are invited in the prescribed Online Application Form from young and dynamic candidates, who are citizens of India for filling up the posts of 'Junior Secretariat Assistant (Gen/F&A/ S&P)' at CSIR-IIIM, Jammu and its branch Laboratory located at Srinagar. The details of the posts are as under:-

Post Code	Name of Post & Place of Posting	No. of Posts (s) & Reservation*	Essential qualifications	Level & Pay Matrix, & Gross Emoluments	Upper Age Limit not exceeding(As on 07.02.2022)
JSA-01	Junior Secretariat Assistant (Gen) at CSIR-IIIM, Jammu	04 Posts [UR]	Minimum 10+2/XIth Standard or its equivalent and proficiency in computer typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi [35 w.p.m./30 w.p.m. correspond to 10500KDPH/9000KDPH on an average of 5 key depressions for each word. Time allowed is 10 minutes].	Level-2 (19900-63200)  Gross Emoluments ₹30,830/- Approx**	28 Years
JSA-02	Junior Secretariat Assistant (Gen) at CSIR-IIIM, Branch Laboratory, Srinagar	01 Post [UR]			
JSA-03	Junior Secretariat Assistant (Gen) at CSIR-IIIM, Jammu	01 Post [OBC]	Minimum 10+2/XII Standard or its equivalent and proficiency in computer typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi [35 w.p.m./30 w.p.m. correspond to 10500KDPH/9000KDPH on an average of 5 key depressions for each word. Time allowed is 10 minutes].	Level-2 (19900-63200)  Gross Emoluments ₹30,830/- Approx**	31 Years
JSA-04	Junior Secretariat Assistant (F&A) at CSIR-IIIM, Jammu	01 Post [UR]	Minimum 10+2/XII Standard or its equivalent with Accountancy as one of the subjects and proficiency in computer typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi [35 w.p.m./30 w.p.m. correspond to 10500KDPH/9000KDPH on an average of 5 key depressions for each word. Time allowed is 10 minutes].	Level-2 (19900-63200)  Gross Emoluments ₹30,830/- Approx**	28 Years
JSA-05	Junior Secretariat Assistant (F&A) at CSIR-IIIM, Branch Laboratory, Srinagar	01 Post [UR]			
JSA-06	Junior Secretariat Assistant (S&P) at CSIR-IIIM, Jammu	01 Post [UR]	Minimum 10+2/XII Standard or its equivalent and proficiency in computer typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi [35 w.p.m./30 w.p.m. correspond to 10500KDPH/9000KDPH on an average of 5 key depressions for each word. Time allowed is 10 minutes].	Level-2 (19900-63200)  Gross Emoluments ₹30,830/- Approx**	28 Years

\*\* Approx total emoluments on minimum of scale including HRA, DA, TA, etc. as applicable.

**General information and conditions: -**

**1. Benefits under Council Service**

1. These posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), and Transport Allowance (TA) as admissible/applicable to CSIR employees posted at CSIR-IIIM, Jammu/Srinagar.
2. Council employees are also eligible for the accommodation of their entitled type as per CSIR allotment rules depending on availability in which case HRA will not be admissible.
3. In addition, Medical Reimbursement, Leave Travel Concession, Conveyance Advance, House Building Advance provisions are applicable, as per Govt. of India/CSIR Rules.
4. The post carries All India Transfer Liability. The appointees are liable to be posted in any of the Laboratories/Institutes/Extension Centers of CSIR situated in any part of the country as and when required.

**2. 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 hard copy 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 application should be accompanied by self attested copies of the relevant educational qualification, reservation category, etc. The prescribed qualifications should have been obtained through recognized Universities / Institutions. Incomplete applications/ applications received or not accompanied with the required certificates / documents **are liable to be rejected.**
- d. 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 an order/notification of the Competent Authority in this regard, ***to the effect that the qualification acquired by the candidate is equivalent to 10+2 / XIIth Standard for the purpose of applying for recruitment for posts under the Government of India***, in which the essential qualification prescribed for the Post is 10+2 / XIIth Standard, otherwise the application is liable to be rejected, outrightly.
- e. 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.
- f. The date for determining the upper age limit, qualifications and /or experience shall be the closing date prescribed for receipt of hard copy(s) of applications. i.e 07.02.2022 (11.02.2022 for candidates residing in far flung areas)

- g. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in Typing Test / Written Test.
- h. The decision of the Director **CSIR-IIIM Jammu** 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.
- i. The number of vacancies may vary (increase or decrease) at the time of actual selection.
- j. Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- k. **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**
- l. SC/ST/OBC/PWD/EWS (Economically Weaker Section) candidates are required to produce a copy of the relevant certificate in the prescribed format of Government of India (GOI) signed by the specified authority along with their hard copy of application form for the posts reserved for respective category.
- m. Mere fulfilling the minimum eligibility criteria will not entitle a candidate to be called for written examination / Typewriting test/ etc. In case large numbers of applications are received in response to the advertisement, a duly constituted Screening Committee shall lay down its own criteria to shortlist the candidates for Typing/ written test. Decision of CSIR-IIIM shall be final in this regard.
- n. Candidate must indicate whether any of their blood/ close relatives is working in CSIR-IIIM or in any other National Labs/. Instts of CSIR.
- o. Selected candidates are liable to be posted in any of the CSIR Labs/ Instts.
- p. The selected candidates will be on probation for a **period of two years** from the date of taking over charge of the post in the Institute. The probationary period may be extended or curtailed at the discretion of the Competent Authority.
- q. In case of the Boards/ Institutes awarding CGPA/SGPA/OGPA Grades etc, candidates are required to convert the same into percentage based on the formula prescribed by the Board.
- r. **No traveling allowance will be reimbursed for Typing Test/Written Examination.**
- s. Date of Typing Test/Written Test or any other updates as the case may be will be displayed on the CSIR-IIIM website
- t. These posts will be governed by the New Pension Scheme applicable w.e.f. 01.01.2004 as notified by the Government of India and adopted by CSIR and other instructions issued on the subject. However, persons selected from other Government Departments/Autonomous Bodies/Public Sector Undertakings/Central Universities having Pension Scheme on GOI pattern and who are presently being governed by old Pension Scheme will continue to be governed by the existing Pension Scheme i.e. CCS(Pension Rules), 1972.

### **3. Mode of Recruitment:**

The candidates fulfilling all necessary eligibility criteria as recommended by Screening Committee will be invited for a typing test followed by an OMR based or Computer based online Objective Type Multiple Choice Examination. Recruitment to these posts shall be made on the basis of the merit through the result of Competitive Written Examination.

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 written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing and have secured the minimum threshold marks in Paper I i.e Mental ability test.

#### **A: Written Examination.**

Mode of Examination	OMR based or Computer based online Objective Type Multiple Choice Examination
Medium of Questions	The questions will be set in both English and Hindi except the questions in English Language.
Standard of Examination	Class XII
Total No. of Questions	200
Total Time allotted	02 Hrs 30 min.

#### **Paper-I ( Time allotted — 90 minutes )**

Subject	No. of Questions	Maximum Marks	Negative Marks
Mental Ability Test*	100	200 (2 marks for every correct answer).	<u>There will be no negative marks in this paper.</u>

\*Mental Ability Test consisting of General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgment, etc.

The Paper II will be evaluated only for those candidates who secure minimum threshold marks (to be determined by the Selection Committee) in the Paper I.

#### **Paper-II ( Time allotted — 01 hour)**

Subject	No. of Questions	Maximum Marks	Negative Marks
General Awareness	50	150 (3 marks for every correct answer).	One negative mark for every wrong answer.
English Language	50	150 (3 marks for every correct answer).	One negative mark for every wrong answer.

## B Proficiency Test

### Proficiency in computer typing speed and in using computer

English typing speed of 35 w.p.m. OR Hindi typing speed of 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)

The final merit list will be prepared only on the basis of marks obtained by the candidates in Paper-II. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing and have secured the minimum threshold marks fixed by the Selection Committee for paper I i.e Mental Ability Test.

### 3. Age & other Relaxations :

- (a) The upper age limit is relaxable up to 05 years for SC/ST and 03 years for OBC as per Government orders in force only in those cases where the posts are reserved for respective categories, on the production of relevant certificate in the prescribed format signed by the specified authority at the time of Typing Test / OMR/Computer Based Written Examination.
- (b) There is no age limit for departmental candidates provided they possess the prescribed qualifications.
- (c) As per GOI provisions, for Widows, Divorced Women and Women Judicially separated from their Husbands; who are not re-married, the upper age limit is relaxable up to the age of 35 years for General Category (up to 40 years for members of Scheduled Castes/Scheduled Tribes and up to 38 years for members belonging to the Other Backward Classes in respect of the posts reserved for them). The persons claiming age relaxation under this sub-Para would be required to produce the following documentary evidence:
- (i) In the 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 that they have not remarried since.
- (d) Age relaxation to Persons with Disabilities (PWD): Age relaxation of 10 years is allowed (total of 15 years for SCs/STs and 13 years for OBCs in respect of the posts reserved for them) to blind, deaf-mute, and orthopedically handicapped persons for appointment to Group 'A' / 'B' / 'C' / 'D' posts/services. The persons claiming age relaxation under this sub-Para would be required to produce a certificate in prescribed Performa 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 possessing the latest **Disability Certificate issued by Medical Board duly constituted by Central or State Government.**
- (e) SC/ST/OBC/PWD/EWS candidates are required to produce original certificates in the prescribed format signed by the specified authority at the time of Typing Test/ OMR/Computer Based Written Examination. The OBC candidate should produce the certificate valid for appointment to post under the Central Government as per latest instructions issued by the DOPT (GOI).
- (f) Age relaxation to Ex-Servicemen will be granted as per GOI and CSIR orders.

#### **4. How to apply:**

- i) Candidates are required to apply ONLINE ONLY through our website <http://www.iiim.res.in> followed by sending a hard copy of the online application duly signed along with copies of mark sheets, certificates, fee payment receipt, and other testimonials etc.
- ii) Online application will be available on our website <http://www.iiim.res.in> from 07.01.2022 to 28.01.2022 .
- iii) Interested candidates are advised to apply in time to avoid last minute rush.
- iv) Candidates applying for more than one post code must submit separate applications indicating the post code of the post in the application form. Each application should be accompanied by a separate SB Collect payment receipt.
- v) The computer generated application duly signed by the candidate and accompanied by self attested copies of the certificates, mark sheets, testimonials in support of Date of Birth, education qualifications, experience, Category Certificate and fee payment receipt, if applicable along with one recent passport size self-signed photograph affixed should be sent in an envelope super scribed "**APPLICATION FOR THE POST OF \_\_\_\_\_ (Post Code\_\_\_)**" so as to reach the **Senior Controller of Administration, CSIR-Indian Institute of Integrative Medicine, Canal Road, Jammu-180001, (J&K)** on or before **07.02.2022 (11.02.2022 for candidates residing in far flung areas)** . Applications once submitted 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.

#### **5.Payment:**

Candidates are to deposit a non- refundable fee of Rs. 100/- (Rupee One hundred only) online through **SBI Collect** from the following link only.  
<https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=310473>

The SBI Collect reference number generated after the successful payment of fee is required to be mentioned in the online application. The candidates are advised to download the E-receipt (SB Collect receipt) and enclose it along with the hard copy, which is to be sent to the Institute by Speed Post.

**The candidates belonging to SC/ST/PWD/Women/CSIR Employees are exempted from payment of application fee.**

The following details must be mentioned on the backside of printed copy of generated acknowledgement of remitted application fee.

- i) 1. Candidate's Name    2. Application No.    3. Post code Applied for    4. Candidate's category
- ii) *The last date for receipt of hard copy of application is **07.02.2022**. (For candidates residing in far flung areas viz North Eastern regions, Andaman & Nicobar Islands, Lakshadweep, Lahaul & Spiti Districts of Himachal Pradesh, U.T of Ladakh, etc. the last date of receipt of hard copy of Online Applications is **11.02.2022**)*
- iii) In case of Universities/Institute/Boards awarding Grades etc., candidates are required to convert the same into percentage based on the formula given by their University/Institute/Board, which is to be supported also by relevant documents. In the absence of any formula being available, it may be considered either as a linear scale (example: Grade of 8.65 =86.5% and vice versa) or any other formula may be considered by CSIR-IIIM to arrive at the percentage of marks. Institute's decision in this regard will

be final and binding on the applicants.

- iv) After completely filling the online application form, the candidate must submit and take printout of the online generated filled application form. Candidates need to note down the application number for future communication. **The candidate must sign the computer-generated application form while sending the hardcopy of the application.**
- v) Applications from the employees of Government Departments will be considered only if forwarded through proper channel **within 15 days from the closing date prescribed for receipt of applications**, with a vigilance clearance certificate and a certificate from the employer that the applicant, if selected will be relieved within one month of the receipt of the appointment orders. However, advance copy of the application may be submitted before the closing date. Applications routed through proper channel should reach **CSIR-IIIM, Jammu** at the earliest.
- vi) 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 the Institute.
- vii) **Incomplete applications** (i.e. without photograph and not signed across in full, without application fee, applicable testimonials and unsigned applications, etc.) shall not be entertained and will be summarily rejected.
- viii) Any discrepancy / mismatch found at any stage between the information given in the application form and attached (self attested) documents/certificates or as evident in original documents (which may be called upon for verification purpose at any stage by CSIR-IIIM will make the candidate ineligible for appearing in the typing test & OMR/Computer based objective Type Multiple Choice Written Examination.

**6. Following documents must be attached along with application form sent by post:**

- a. One colour photograph pasted on the form and signed across by the candidate in full.
- b. Self-attested photocopy of Certificate (HS/HSSC/Birth Certificate) proving Date of Birth.
- c. Printed copy of SBI Collect / Google Pay Reference number.
- d. Self Attested photocopies of Certificates & Marks Sheets (semester wise / year wise) in support of minimum qualification and any other higher qualification.
- e. Self Attested photocopy of category certificate, if applicable. In case of widow / divorced women / judicially separated women, the relevant certificate may be attached. Attested copy of disability certificate issued by the Competent Authority in the form prescribed by the GoI.
- f. NOC in case of employees working in Govt. Departments/Autonomous Bodies/Public Sector Undertakings.
- g. Candidates applying for more than one post must submit separate Application form for each Post indicating the Post Code number by indicating all the post codes in every application submitted by the candidate.

Failure to submit the above mentioned documents will render the application liable to be rejected.

Any update regarding this Advertisement will be uploaded on CSIR-IIIM website only. Hence, candidates are advised to keep checking the website for updates regularly.

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[ANJUM SHARMA]

Senior Controller of Administration