



वै.औ.अ.प.-भारतीय समवेत औषध संस्थान
CSIR-Indian Institute of Integrative Medicine
 नहर मार्ग, जम्मू, जम्मू व कश्मीर (कें.शा.प्र.) - 180001
Canal Road, Jammu, Jammu & Kashmir (U.T.) - 180001



Advertisement No. 01R/2024 dated 10.09.2024

CSIR-Indian Institute of Integrative Medicine (CSIR-IIIM), Jammu, is a premier R&D Institute under Council of Scientific and Industrial Research (CSIR), an autonomous body under the Ministry of Science and Technology, Government of India. The Institute is engaged in high-quality Research and Development with a primary focus on drug discovery from natural resources

This Institute invites **OFFLINE** applications for recruitment to the posts of Security Officer, Security Assistant, Junior Stenographer, Junior Secretariat Assistant (General / Finance & Accounts) and Staff Car Driver as per the details given below.

CSIR-IIIM strives to have a work-force which reflects Gender balance and Woman candidates are encouraged to apply.

Candidates are advised to apply well in time without waiting for the last date. The application forms along with the documents should reach us on or before the last date of receipt of applications, i.e., 20.10.2024.

Details of Posts and Essential Qualification:

Post Code	Name of the Post	No. of posts and reservation status	Upper Age Limit	Pay Level & Pay Matrix
01	Security Officer	01-UR	35 years	Pay Level-7 (44900-142400) of 7 th CPC
02	Security Assistant	02-UR	28 years	Pay Level-6 (35400-112400) of 7 th CPC
03	Junior Stenographer	01-UR	27 years	Pay Level-4 (25500-81100) of 7 th CPC
04	Junior Secretariat Assistant (Gen.)*	01-ST	28 years	Pay Level-2 (19900-63200) of 7 th CPC
05	Junior Secretariat Assistant (F&A)**	01-UR#	28 years	Pay Level-2 (19900-63200) of 7 th CPC
06	Staff Car Driver	01-UR 01-SC	27 years	Pay Level-2 (19900-63200) of 7 th CPC

* General Administration ** Finance & Accounts

Subject to the final outcome of the O.A./321/2022 pending before the Hon'ble CAT, Jammu Bench.

THE ESSENTIAL, DESIRABLE QUALIFICATIONS, EXPERIENCE REQUIRED, JOB REQUIREMENTS AND SELECTION PROCEDURE FOR THE ABOVE POSTS, AS PER POST CODE, ARE AS UNDER:

01	SECURITY OFFICER
	<p>Essential Ex-Servicemen JCO (Subedar or higher rank) OR equivalent rank in other Para-military forces with minimum of 10 years' experience in security. However, number of years of experience shall be 05 years in case of Short Service Commissioned Officers and incumbents holding the position of Assistant Commandant in CRPF / BSF / ITBP etc. carrying the pay scale of Rs. 8000-13500 (prerevised).</p> <p>In the case of Inspector from Para Military Forces, the number of years of experience required shall be 10 years.</p> <p>Desirable Graduate with good oral and written communication skills including knowledge of computers and modern fire fighting and security monitoring systems.</p>

Job Requirements

Overall supervision and maintenance of day to day security arrangements of the Institute including campus estate and other related functions such as intelligence, vigilance, fire fighting and safety standards of the buildings, residential quarters, office premises, guest house, reception, etc.

Selection Procedure

1. The candidates fulfilling all necessary eligibility criteria as recommended by Screening Committee will be invited for the physical test.
2. Candidates who qualify the physical test will be allowed to appear for the written test.
3. There will be two papers in the written test (Paper-I and Paper-II).
4. Paper-I will be OMR Based or Computer Based Objective Type Multiple Choice Test whereas Paper-II will be subjective in Nature.
5. The threshold marks for Paper-I shall be 30%. The Second paper will be evaluated only for those candidates who secure the minimum threshold marks in the first paper.
6. The Selection Committee will also fix a minimum threshold marks in Paper-II which shall not be less than 35%, but the same should be communicated to the candidates before the test.
7. The final merit list would be prepared based on the performance of the candidates in Paper-II. Only those names would appear in the merit list who have secured more than the minimum threshold marks as fixed by the Selection Committee.
8. Medium of Exam – The question papers will be set bilingually (in English and Hindi) and the examination can be taken either in English or Hindi medium.
9. Standard of Exam – Graduation level.

Physical Standards

Minimum Height Requirement	Male	Female
General	167 cms	157 cms
Hilly Area#	165 cms	155 cms
ST Category	162.5 cms	154 cms

Minimum Chest Requirement for Male Candidates	Exhaled	Inhaled
General	80 cms	85 cms
Hilly Area#	80 cms	85 cms
ST Category	77 cms	82 cms

Candidates belonging to hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Kashmir Valley, Leh & Ladakh regions, North Eastern States and Sikkim.

Physical Test Details

Physical Events	Male	Female
Running	1600m in 6 min 30 sec	800m in 4 min
Long Jump	3.65m in 3 chances	2.70m in 3 chances
Chin-ups	Minimum 06	Not Applicable
Push-ups	Minimum 12	Not Applicable
Sit-ups	Minimum 10	Minimum 10

Syllabus for Written Test

- **Paper-I (Time Allotted - 90 minutes)**

Subject	No. of Questions	Total Marks	Negative Marks
Mental Ability and Personality Assessment Test*	100	100	There will be no negative marks in this paper.

*This Test will be so devised so as to include General intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational judgment, etc.

- **Paper-II (Time Allotted - 2 hours)**

Subject	Maximum Marks
Comprehension	25
Report Writing	25
Security Regulations, Firefighting, etc.	25
General Awareness	25

Essential

Ex-servicemen, JCOs in Army or other Paramilitary Forces with minimum of five years experience in the work of security.

Desirable

Good verbal communication in Hindi & English and written communication skill with knowledge of computers and modern fire fighting and security monitoring systems.

Job Requirements

Broadly to look after day to day security and related matters of the office premises of CSIR-IIIM, Jammu or its Branch Lab at Srinagar, Guest House, Staff Quarters, Scientists Apartments, etc. and handling other related works, as and when assigned by authorities. Should have knowledge of working on computers.

Selection Procedure

1. The candidates fulfilling all necessary eligibility criteria as recommended by Screening Committee will be invited for Skill/Physical and Personality Assessment Test (PAT).
2. Candidates who qualify the Skill/Physical and PAT test will be allowed to appear for the open competitive written examination.

Stage-I: Skill/Physical and Personality Assessment Test**A. Physical Standards**

Minimum Height Requirement	Male	Female
General	167 cms	157 cms
Hilly Area#	165 cms	155 cms
ST Category	162.5 cms	154 cms

Minimum Chest Requirement for Male Candidates	Exhaled	Expanded
General	80 cms	85 cms
Hilly Area#	80 cms	85 cms
ST Category	77 cms	82 cms

Candidates belonging to hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Kashmir Valley, Leh & Ladakh regions, North Eastern States and Sikkim.

B. Physical Test

Physical Events	Male	Female
Running	1600m in 6 min 30 sec	800m in 4 min
Long Jump	3.65m in 3 chances	2.70m in 3 chances
Chin-ups	Minimum 06	Not Applicable
Push-ups	Minimum 12	Not Applicable
Sit-ups	Minimum 10	Minimum 10

C. Personality Assessment Test

Mode of Exam	OMR-Based or Computer Based Objective Type Multiple Choice Examination
Medium of Exam	The questions will be set both in English and Hindi.
No. Of Questions	100 Nos. (This Test will be so devised so as to include General intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational judgment, etc.)
Maximum Marks	100 Marks (One mark for every correct answer. There will be no negative marks for wrong answer.)
Standard of Exam	Class XII
Time Allotted	1 Hour 30 Minutes

The test will be qualifying in nature and those candidates who secure the minimum threshold marks (to be determined by Selection Committee) shall only be qualified. However, minimum threshold

marks shall not be less than 30% in any case.

Stage-II: Competitive Written Examination

Those candidates who qualify in the Skill/Physical and Personality Assessment Test will be invited for Written Test/Competitive Written Examination. The Competitive Written Examination will be subjective in nature.

Medium of Exam	The questions will be set bilingually (in English and Hindi) and the examination can be taken either in English or Hindi medium.
Maximum Marks	100 Marks [Comprehension - 25 Marks Report Writing - 25 Marks Security Regulations, Firefighting, etc. - 25 Marks General Awareness - 25 Marks]
Standard of Exam	Class XII
Time Allotted	02 Hours

The Final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination and will consist of only those candidates who secure minimum threshold marks (to be determined by the Selection Committee) in competitive written examination. However, minimum threshold marks shall not be less than 35% in any case.

03 JUNIOR STENOGRAPHER

Essential

10+2/XII or its equivalent and proficiency in stenography as per the prescribed norms fixed by DOPT from time to time.

Desirable

Good written and verbal communication skills in English & Hindi; Ability to understand and accurately transcribe spoken English & Hindi; Ability to take dictations accurately at high speed.

Job Requirements

Stenographic work/ Administrative work in any of the division/section of the Institute as per the decision of the Competent Authority.

Selection Procedure

1. The candidates fulfilling all necessary eligibility criteria as recommended by Screening Committee will be invited for open competitive written examination followed by proficiency test in stenography.
2. The proficiency in Stenography will only be qualifying in nature.
3. The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination.
4. **Mode of Examination:** OMR Based or Computer Based Objective Type Multiple Choice Examination.
5. **Medium of Questions:** The questions will be set both in English and Hindi except the questions on English Language.
6. **Standard of Examination:** Class XII
7. **Total No. of Questions:** 200
8. **Time Allotted:** Total 2 hours (2 hours and 40 minutes for the candidates eligible for scribe).

Syllabus for Written Test

Competitive Written Examination will consist of only one paper with three parts as detailed below:

Subject	No. of Questions	Max. Marks	Negative Marks
General Intelligence & Reasoning	50	50	0.25 is deducted for every wrong answer.
General Awareness	50	50	0.25 is deducted for every wrong answer.
English Language & Comprehension	100	100	0.25 is deducted for every wrong answer.

Proficiency Test in Stenography

The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the

candidates in the Application Form) at the speed of 80 w.p.m. for the post of Junior Stenographer. The transcription time is as follows:

Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for the candidates eligible for scribe
English	50	70
Hindi	65	90

04/05 JUNIOR SECRETARIAT ASSISTANT [GEN/F&A]

Essential

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].

Desirable

Basic computer skills, especially proficiency in word processing software like Microsoft Word; Familiarity with office software, such as Excel, PowerPoint, and email applications.

Job Requirements

To provide assistance in the functions of General Administration/Finance & Accounts besides any other official work assigned by the Competent Authority.

Selection Procedure

1. The candidates fulfilling all necessary eligibility criteria as recommended by Screening Committee will be invited for a typing test followed by a Competitive Written Examination.
2. 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.
3. 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.
3. Final merit list will be prepared on the basis of marks (performance) in the competitive written examination in Paper II.
4. **Mode of Examination:** OMR Based or Computer Based Objective Type Multiple Choice Examination.
5. **Medium of Questions:** The questions will be set both in English and Hindi except the questions on English Language.
6. **Standard of Examination:** Class XII
7. **Total No. of Questions:** 200
8. **Time Allotted:** Total 2 hours 30 minutes

Syllabus for Written Test

• **Paper-I (Time Allotted - 90 minutes)**

Subject	No. of Questions	Total Marks	Negative Marks
Mental Ability Test*	100	200 (02 marks for every correct answer)	There will be no negative marks in this paper.

*This 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	Max. 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.

06 STAFF CAR DRIVER

Essential

SSC/10th standard or equivalent with:

- Possession of a valid driving license for LMV & HMV;
- Knowledge of motor mechanism;
- Experience of driving a motor car for at least 3 years

Desirable

The candidate should be able to remove minor defects in vehicles.

Job Requirements

The incumbent will be required to drive and maintain light and heavy motor vehicles.

Selection Procedure

The candidates fulfilling all necessary eligibility criteria as recommended by Screening Committee will be invited for skill test. Those who qualify in the skill test will be invited for a written test. The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination.

Syllabus for Written Exam

Subject	No. of Questions	Total Marks	Negative Marks
General Intelligence	25	75 (03 marks for every correct answer)	One negative mark for every wrong answer.
Quantitative Aptitude	25	75 (03 marks for every correct answer)	One negative mark for every wrong answer.
General Awareness	25	75 (03 marks for every correct answer)	One negative mark for every wrong answer.
English Language	25	75 (03 marks for every correct answer)	One negative mark for every wrong answer.

- i. **Mode of Examination:** OMR Based or Computer Based Objective Type Multiple Choice Examination.
- ii. **Medium of Questions:** The questions will be set both in English and Hindi except the questions on English language.
- iii. **Standard of Examination:** Class X
- iv. **Total No. of Questions:** 100
- v. **Total Time Allotted:** 90 minutes

A. BENEFITS UNDER COUNCIL SERVICE:

- i. The 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 entitled type as per CSIR house allotment rules depending upon availability in which case HRA will not be admissible.
- ii. In addition to the emoluments indicated against each category of posts, benefits such as reimbursement of Medical expenses, Leave Travel Concession, House Building Advance etc. are available as applicable to Council employees.
- iii. The posts will be governed by the National Pension System (erstwhile New Pension Scheme) applicable w.e.f. 01.01.2004 as notified by the Government of India and adopted by CSIR vide their letter number 17/68/2001-E.II, dated 23.12.2003 and other instructions issued on the subject.

B. GENERAL CONDITIONS AND INFORMATION:

- i. The applicant must be a citizen of India.
- ii. All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the posts as on the last date of offline applications. No enquiry asking for advice as to eligibility will be entertained.
- iii. Merely fulfilling the minimum prescribed qualifications and experience will not vest a right in a candidate for being called for Written Test and Proficiency / Skill Test or appointment. If on verification either before or after at any of the stages of selection process, it is found that any candidate does not fulfil any of the eligibility conditions, his/her candidature will be summarily cancelled forthwith.
- iv. Applicants working in Government Departments/Autonomous Bodies/Public Sector Undertakings shall be required to produce a 'No Objection Certificate' from their employer at the time of document verification, failing which their candidature will NOT be considered. The date of such document verification will be intimated in due course.
- v. 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.

- vi. If any document / certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested is to be submitted.
- vii. In case of Universities/Institutes awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their University/Institute.
- viii. Persons With Benchmarks Disabilities (PwBD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- ix. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post.
- x. The number of vacancies indicated against each Post Code is provisional and may vary either way at the time of selection.
- xi. Incomplete/unsigned applications and/or those without required certificates/documents are liable to be rejected.
- xii. This is for information that, if any declaration given or information furnished by any candidate proved to be false or if he/she is found to have wilfully suppressed any material information, his/her candidature may be cancelled at any stage and/or he/she will be liable to removal from service after joining at any stage, and such other action as may be deemed necessary may be taken by the Competent Authority.
- xiii. The date for determining the upper age limit, qualification and / or experience shall be the closing date prescribed for offline application.
- xiv. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.
- xv. The decision of the CSIR-IIIM / CSIR 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.
- xvi. The Director, CSIR-IIIM reserves the right to cancel the advertisement without assigning any reason thereof or reserves the right not to fill up any of the posts, if required. The numbers of vacancies indicated above are tentative and may increase or decrease.
- xvii. Further, all the subsequent information / notification / corrigendum / addendum regarding this recruitment drive will be hosted on the Institute's website only. Hence, applicants are requested to follow the Institute website i.e. <https://iiim.res.in> for updates.

xviii. NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.

C. RELAXATIONS:

- i. The upper age limit is relaxable up to 5 years for SC/ST and 03 years for OBC as per Government orders in force only in those cases where the post is reserved for respective categories, on production of relevant certificate in the prescribed format signed by the specified authority at the time of test/examination.
- ii. There is no age limit for departmental candidates (CSIR employees) provided they possess the prescribed qualifications.
- iii. As per GOI provisions, age relaxation for Widows, Divorced Women and Women judicially separated from Husbands who are not remarried, the upper age limit is relaxable up to the age of 35 years (up to 40 years for members of SC/ST in respect of the posts reserved for them). The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence at the time of test/examination:
 - 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 judgement / 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.
- iv. Age relaxation for persons with benchmark disabilities (PwBD): Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates, only in those cases where the post is reserved for respective categories) in upper age limit shall be allowed to persons suffering from (a) blindness or low vision (b) deaf and hard of hearing (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy (d) autism, intellectual disability, specific learning disability and mental illness; (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness. The age concession to the persons with disabilities shall be admissible irrespective of the fact

whether the post is reserved for person with disabilities or not. 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 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 each individual such posts.

- v. Relaxation in case of ex-servicemen will also be applicable as per provisions of CSIR/Gol.
- vi. SC/ST/OBC/EWS/PwBD/Ex-servicemen candidates are required to produce a copy of the certificate in the prescribed format signed by the specified authority valid for appointment of posts under the Central Government at the time of test/examination/document verification.
- vii. No relaxation of age limit for applicants under employment of Central Govt./State Govt./Autonomous Bodies will be allowed.
- viii. Relaxations are permissible in Upper age limit to some other categories as per instruction of Gol/DoPT/CSIR.
- ix. **The cut-off date for determining the age, qualifications and experience shall be the last date for receipt of offline applications, i.e. 20.10.2024.**

D. HOW TO APPLY:

- i. Eligible candidates are required to apply offline using the form attached as Annexure-A. No other mode of application will be accepted.
- ii. Candidate has to remit application fee of Rs.500/- (Rupees Five Hundred Only) (wherever applicable) by way of Demand Draft/Banker's Cheque drawn in the name of '**Director, CSIR-IIIM, Jammu**' payable at Jammu.
- iii. SC/ST/PwBD/Women/CSIR Employees (only regular employees) are exempted from submission of application fee.
- iv. The duly filled application form, demand draft/banker's cheque along with self-attested copies of all testimonials/Certificates/marks sheets in support of qualification, experience, date of birth, driving license etc. in a sealed cover super scribed "Application for the post of _____" should reach the Sr. Controller of Administration, CSIR-Indian Institute of Integrative Medicine, Canal Road, Jammu, J&K - 180001 on or before the closing date of this advertisement, i.e., 20.10.2024.
- v. 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 subsequent recruitment or selection process.
- vi. **Application 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 wherein 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 CSIR-IIIM, Jammu within 30 days from the closing date of advertisement.**
- vii. Candidates should specifically note that the applications, received after the closing date for any reasons whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained.
- viii. Incomplete applications (i.e. without photograph, unsigned and without application fee without requisite particulars, without applicable testimonials and without self attested photograph and documents etc.) will not be entertained and will be summarily rejected.
- ix. Following documents must be attached along with application form (Annexure-A) sent by post :-
 - a) Demand Draft/Banker's Cheque of Rs. 500/- as application fee.
 - b) Latest coloured scanned photograph from front of the candidate on the form and signed across in full.
 - c) Self Attested photocopy of Date of Birth Certificate.
 - d) Self Attested photocopies of educational qualifications/certificates.
 - e) Self Attested photocopy of Caste/Category Certificate.
 - f) Self Attested photocopy of valid Driving License (for the post of Driver).
 - g) Self Attested photocopy of Experience Certificate
 - h) Self Attested photocopy of discharge summary in respect of Ex-Service Men/Para-Military Personnel.
 - i) Synopsis Sheet (Annexure-B) duly filled-in and signed by the Applicant.

Sd/-

Senior Controller of Administration