



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/2025 dated 24.01.2025

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 **ONLINE** applications for recruitment to the post of Hindi Officer and Junior Secretariat Assistant (Stores & Purchase) as per the details given below.

Opening Date of Online Applications: 24.01.2025	Closing Date of Online Applications: 23.02.2025
Last date of receipt of hard copy of online generated applications: 02.03.2025	
(For candidate residing in far flung areas viz North Eastern Regions, Andaman & Nicobar Islands, Lakshadweep, Lahaul & Spiti District of Himachal Pradesh, UT of Ladakh etc., the last date of receipt of hard copy of online application is 07.03.2025)	

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

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	Hindi Officer	01-UR	35 years*	Pay Matrix Level-10 (56100-177500)
02	Junior Secretariat Assistant (S&P)	01-OBC	28 years*	Pay Matrix Level-2 (19900-63200)

Abbreviations: UR-Unreserved; OBC-Other Backward Class; S&P-Stores & Purchase

* Upper age limit is relaxable as per Govt/CSIR rules.

THE ESSENTIAL & DESIRABLE QUALIFICATION, JOB REQUIREMENT AND SELECTION PROCEDURE FOR THE POST IS AS UNDER:

01	HINDI OFFICER
	<p>Essential</p> <p>(i) Master's degree from a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree from a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree from a recognized University in any subject other than Hindi or English with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree from a recognized University in any subject other than Hindi or English with English medium and Hindi as a compulsory or elective subject or as a medium of an examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree from a recognized University in any subject other than Hindi or English with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.</p> <p style="text-align: center;">AND</p> <p>(ii) Three years' experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central Government or State Governments' or Union Territories or Autonomous Bodies or Statutory Organizations or Public Sector Undertakings or Universities or recognized research or educational Institutions.</p> <p style="text-align: center;">OR</p>

Three years' experience of teaching in Hindi and English or research in Hindi or English under Central Government or State Governments or Union Territories or autonomous bodies or statutory Organizations or Public Sector Undertakings or Universities or recognized research or educational institutions.

Desirable

- a) Studied one of the languages other than Hindi included in the EIGHTH SCHEDULE of the constitution at 10th Level from a recognized board.
- b) Administrative experience.
- c) Experience of organizing Hindi classes or Workshops for noting drafting.

Job Requirements

The Hindi Officer will be responsible for ensuring compliance of the Official Language Policy of the Central Government in CSIR-IIIM in accordance with the Official Language Act 1963 as amended upto-date and rules & orders issued by the Central Government in this regard. Further, any other work as may be assigned by Higher Authorities from time to time.

Selection Procedure

1. The candidates fulfilling all necessary eligibility criteria as recommended by Screening Committee will be invited for a Written Examination followed by Interview to be conducted by the duly constituted Screening Committee. **Written test and the Interview shall carry a 75:25 weightage.**
2. Upto 12 candidates, scoring the highest marks and meeting the threshold marks of 50% in the written examination, will be called for interview, to be held at Jammu.
3. Maximum time for written exam will be 2 hour and maximum marks will be 300.
4. Maximum marks for interview will be 100.
5. The questions in Written Examination will be MCQ type.
6. The medium for exam will be HINDI.
7. There will be negative marks for every wrong answer. Total 1/3 marks will be deducted for every wrong answer from the total marks.

Syllabus for the Exam

1. संघ की राजभाषा नीति, संवैधानिक प्रावधान, राष्ट्रपति के आदेश -1960, राजभाषा संकल्प -1968 (राजभाषा अधिनियम, नियम एवं वार्षिक राजभाषा कार्यक्रम)
2. राजभाषा हिन्दी के संवर्धन हेतु कार्यरत सरकारी संस्थाएँ, समितियाँ एवं योजानाएँ
3. राष्ट्रभाषा और राजभाषा
4. हिंदी भाषा एवं साहित्य का विकास
5. हिंदी के प्रमुख साहित्यकार एवं कृतियाँ
6. हिंदी साहित्य की आधुनिक प्रवृत्तियाँ / विमर्श
7. देवनागरी लिपि का इतिहास एवं विकास
8. हिंदी भाषा एवं साहित्य के विकास में देवनागरी लिपि एवं अनुवाद का योगदान
9. वाक्य संरचना, व्याकरण एवं वर्तनी
10. हिंदी से अंग्रेजी एवं अंग्रेजी से हिंदी में अनुवाद, वाक्यांश/ पारिभाषिक शब्दावली
11. वैज्ञानिक एवं तकनीकी प्रकृति के अनुवाद और शब्दावली
12. हिंदी से संबंधित आईटी टूल्स
13. ई-गवर्नेंस में हिंदी
14. हिंदी संबंधी सामान्य ज्ञान

02 JUNIOR SECRETARIAT ASSISTANT [S&P]

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 Stores & Purchase Division 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.
1. Final merit list will be prepared on the basis of marks (performance) in the competitive written examination in Paper II.
2. **Mode of Examination:** OMR Based or Computer Based Objective Type Multiple Choice Examination.
3. **Medium of Questions:** The questions will be set both in English and Hindi except the questions on English Language.
4. **Standard of Examination:** Class XII
5. **Total No. of Questions:** 200
6. **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.

Note: The methodology for resolution of 'Tie Cases' wherever two or more candidates have secured equal aggregated marks shall be in terms of CSIR guidelines on the subject notified vide Letter No.5-1(211)/2014-PD dated 30.05.2023.

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 and Children's Education Allowances etc. are also available as per CSIR/Govt. of India (GoI) Rules as applicable to the Council Servants.
- iii. The selected candidates will be governed by the 'National Pension System' or Extant Pension System based on defined contributions as adopted by CSIR for its employees.

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 closing date of online 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/Typing Test/Interview 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 upload a 'No Objection Certificate' from their employer at the time of application, failing which their candidature will NOT be considered.
- 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 uploaded.
- 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 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 is 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 online applications.
- 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**. The candidates claiming such relaxation must upload caste/category certificate issued by the Competent Authority at the time of application.
- ii. For the post of **Hindi Officer**: Upper age limit is relaxable up to five years to Council/Government Departments/ Autonomous Bodies/ Public Sector Undertaking employees in accordance with the instructions and orders issued by Govt. of India/CSIR from time to time in this regard.
- iii. For the post of **Junior Secretariat Assistant**: There is no age limit for departmental candidates (CSIR employees) provided they possess the prescribed qualifications. No relaxation of age limit for applicants under employment of Central Govt./State Govt./Autonomous Bodies will be allowed.
- iv. 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 upload following documentary evidence at the time of application:
 - 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.
- v. 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 upload 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.
- vi. Relaxation in case of ex-servicemen will also be applicable as per provisions of CSIR/Gol.
- vii. SC/ST/OBC/EWS/PwBD/Ex-servicemen candidates are required to upload the certificates in the prescribed format signed by the specified authority valid for appointment of posts under the Central Government.
- viii. Temporary/contractual employees working in CSIR laboratories/Institutes, Government Departments, Autonomous Bodies and Public Sector Undertakings should mention "NO" in the Government Employee Status.
- ix. **The cut-off date for determining the age, qualifications and experience shall be the closing date for online applications.**

D. HOW TO APPLY:

- i. Eligible candidates are required to apply ONLINE by accessing the website <https://recruit.iim.res.in> or <https://iiim.res.in>. Candidates are advised to carefully read the step-by-step application procedure outlined below before proceeding with their application.
- ii. Candidates are required to remit non-refundable application fee of ₹500/- (Rupees Five Hundred Only) (wherever applicable) through **State Bank Collect (SB Collect)**.
- iii. SC/ST/PwBD/Women/Ex-Servicemen/CSIR Employees (only regular employees) are exempted from submission of application fee.
- iv. Candidates who wish to apply for more than one Post Code must submit separate application for each post alongwith Application Fee thereof (if applicable).
- 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. **Applicants working in Government Departments shall be required to upload a 'No Objection Certificate' from their employer while applying, failing which their candidature will NOT be considered. CSIR-IIIM will not accept any person on lien or deputation basis.**
- vii. **The step-by-step application procedure is as under:**

Step 1: Payment of Application Fee: Candidates must remit the application fee of ₹500/- (wherever applicable) through SB Collect by clicking on the link [here](#). On the SB Collect homepage, type 'Indian Institute of Integrative Medicine' in the search box and click on the suggested result. Under the payment category option, select '**APPLICATION FEE - Advt. 01R/2025**' and enter all the required details on the next page. After completing the payment, candidates should retain the e-receipt as it must be sent along with the hard copy of the application.

Step 2: Registration on the Portal: After successful payment, candidates must register on the Online Recruitment Portal for the relevant post, by accessing the link [here](#). Upon registration, candidates will receive an email confirmation along with a verification link. Candidates must click the verification link to confirm their email address. Note that without email verification, they will not be able to log in.

Step 3: Filling the Application Form and Document Upload: After logging in, candidates must complete all sections of the application form, including Personal Details, Educational Details, Experience Details, and Payment Reference/Transaction Number and Date. The candidates

must upload their latest photograph, signature and all relevant documents including the payment receipt. After filling details in each section or making changes to saved information, candidates must click the 'Save Details' button to update their entries in the system.

The candidates are required to upload a recent (i.e. not more than three months old) scanned colour passport size photograph in JPEG format with image dimension of 300px (width) x 400px (height). The photograph should be without cap and both ears should be clearly visible. The applications without photograph are liable to be rejected.

The candidates are required to upload their signature in JPEG format with image dimension of 300px (width) x 100px (height). The applications without signature are to liable be rejected.

Step 4: Review and Submit: After filling all the details and uploading the requisite documents, candidates must review all the filled details and uploaded documents carefully, ensure all details are correct, then click the 'I Agree' button under the Declaration section and select 'Final Submit.'

Note: Without clicking on 'Final Submit,' the application form will remain incomplete. After final submission, no changes will be allowed.

Step 5: Sending the Hard Copy: After submitting the online application, candidates must send a hard copy of the online generated application form along with self-attested copies of all required documents, certificates, and testimonials to the following address by registered/speed post, in an envelope superscribed '**Application for the post of _____, Post Code _____, Advt. No. _____**':

**Sr. Controller of Administration,
CSIR-Indian Institute of Integrative Medicine,
Canal Road, Jammu, J&K - 180001**

The hard copies should reach CSIR-IIIM on or before the last date of receipt of hard copies of applications. Candidates should retain a copy of their Online Application and proof of sending it to CSIR-IIIM.

- viii. The candidates are advised to submit the Online Application with utmost care to ensure that all certificates (including mark sheets) of 10th, 12th, Undergraduate, Postgraduate, Diploma/Certificate Courses, experience (if applicable) along with SB collect Payment Receipt (if applicable) are uploaded as per requirement.
- ix. Any discrepancy found between the information given in application and as evident from the supporting documents submitted will render candidate ineligible to the post.
- x. 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 alongwith the approved notification of conversion formula issued by the said University/Institution.
- xi. Candidates are advised not to apply more than once for a Post. In spite of this, if a candidate applies for a post more than once, he will have to pay application fee on each count (if applicable). In such a situation the candidate's latest application will be considered and all other previous application(s) will be rejected as invalid.
- xii. **Documents to be sent to CSIR-IIIM after submission of Online Application Form:**
 - a) Printout of the Online Application form.
 - b) Printed copy of e-receipt for the application fee of ₹500/- (wherever applicable), with the applicant's name, parentage, and post code written on the back of the e-receipt.
 - c) Colour photograph stapled on the Application Form and signed across (Candidates are advised to retain two additional copies of the same photograph for future reference).
 - d) Self-Attested photocopy of Date of Birth Certificate.
 - e) Self-Attested photocopies of all educational qualification certificates and all marksheets (semester/year wise).
 - f) Self-Attested photocopies of experience certificate(s), if any.
 - g) Self-Attested photocopy of caste/community/disability /weaker section certificate, if applicable.
 - h) In case of widow/divorced women/judicially separated women or Ex-servicemen, the relevant certificate to be attached.
 - i) No objection certificate (NOC) (from Govt./Autonomous Body/Public Sector employees) if employed/proper channel application, wherever applicable.

**Sd/-
Senior Controller of Administration**