

**SEMICONDUCTOR TECHNOLOGY AND APPLIED RESEARCH
CENTRE**

(A UNIT OF SITAR)

Government of India Society

ISO 9001:2008 Certified Organization

P.O. Box No. 1640, Doorvani Nagar, Bangalore – 560 016

Advt. No. 01/2013

Closing Date : 23.11.2013 (Saturday) by 5.30 PM

SEMICONDUCTOR TECHNOLOGY AND APPLIED RESEARCH CENTRE (A UNIT OF SITAR), Bangalore, a Government of India Society, involved in the production and manufacture of Silicon based Application Specific Integrated Circuits for the Electronic Industry invites applications for the following post:

Sl. No.	Post	No. of posts	Pay Scale
1.	COORDINATOR (Reserved for OBC)	1	Rs.9300-34800 (PB - 2) Grade Pay Rs. 4200 Gross pay P.M. at the minimum of the scale: Rs. 25,650/- + HRA, Transport Allowance etc.

Note: In addition to above pay, LTC, EPF, GSLIS, CHSS, Gratuity and other benefits as per rules of the society in force from time to time shall be applicable.

POST – COORDINATOR – 1 Post - Reserved for OBC

Qualification:

Essential: Bachelors Degree from a recognized University.

Desirable: 1. Candidates with B. Com will be preferred.

2. Experience in Administration / Purchase / Accounts / Stores in Govt. / PSU / large private sector organization.

2. Candidates have to submit latest Caste Certificate issued by competent authority in the format specified by Government of India along with the application form. It should be clearly specified in the OBC certificate that the candidate does not belong to ‘**creamy layer**’.

3. **Age Limit not exceeding 28 years as on 15.10.2013.**

The upper age limit is 28 years subject to age relaxation to OBC / Persons with Disabilities / Ex-servicemen / Central Govt. employees as per instructions of Govt. of India from time to time.

4. The applicants should ensure that they satisfy the eligibility criteria. The prescribed Essential Qualification is bare minimum and mere possession of it does not entitle candidates to be called for interview. Where number of applications received in response to this advertisement is large, it will not be possible to interview all the candidates. STARC may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications / experience / achievements / specialization higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, mention all qualifications / experience /

achievements / specialization in relevant field including those over and above the minimum qualifications. STARC may also conduct a written test for short-listing the applications. The appointment, however, will be subject to the completion of formalities like medical examination, character & antecedents verification etc.

5. **Applications received after the due date, unsigned applications, applications not in the prescribed format, applications without photograph, applications without certificates / mark sheets as proof of age & qualifications, applications without caste certificate, advance copy of applications if not followed by the copy through proper channel, applications without IPO / Demand Draft wherever applicable and applications incomplete in any respect, will not be considered. Resumes forwarded through e-mail will not be considered.**
6. STARC, Bangalore reserves the right not to fill the post, if it so decides. Number of posts declared above is likely to vary at the time of recruitment.
7. Only Indian nationals are eligible.
8. (a) Self attested copies of certificates & mark sheets regarding date of birth / age, qualifications and experience should be attached along with the application form. Applications without Pass certificate will be rejected.
(b) Provisional Certificate issued by University will only be accepted, wherever the University has not issued Degree Certificate.
(c) Candidates, however, will be required to produce all original certificates & mark sheets for verification at the time of interview.
9. **DEMAND DRAFT / INDIAN POSTAL ORDER TO BE DRAWN IN FAVOUR OF 'SITAR, BANGALORE' PAYABLE AT BANGALORE ONLY. APPLICATIONS RECEIVED WITH DRAFT / IPO IN ANOTHER NAME WILL NOT BE ACCEPTED.**
10. **CANDIDATES WORKING IN GOVERNMENT / PUBLIC SECTOR UNDERTAKINGS / AUTONOMOUS ORGANIZATIONS (INCLUDING DEPARTMENTAL CANDIDATES) MUST APPLY THROUGH PROPER CHANNEL. IN CASE THE APPLICATION IS NOT FORWARDED THROUGH PROPER CHANNEL, THEY SHALL BE INTERVIEWED ONLY IF THEY PRODUCE "NO OBJECTION CERTIFICATE".**
11. Selected candidates have the liability to serve anywhere in India.
12. **CANVASSING IN ANY FORM WILL DISQUALIFY THE CANDIDATE.**
13. No correspondence will be entertained either in regard to the call for interview and / or selection.
14. It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to willfully conceal or misrepresent the facts, his / her candidature will be summarily rejected or his / her employment terminated.

15. How to apply:

Application form can be downloaded from “**Career**” link from our website: <http://sitar.org.in>. Request for application can be sent by mail to: p&a@sitarindia.com and application will be forwarded by mail. Application form can also be obtained from Head (P&A), STARC by sending a self addressed (Rs. 5.00) stamped envelope (11 x 22 cm.) with full postal address & pin code and superscribing the cover “**Request for application for the post of Coordinator**” to the above address. However, STARC will not be responsible for any postal delay in receipt of request for application form and no extension will be given whatsoever on this ground.

Candidates are advised to fill Application form neatly and paste passport size photograph & attach a crossed non-refundable **Indian Postal Order / Demand Draft as fee of the value of Rs. 100.00 (Rupees One hundred only) drawn in favour of “SITAR”, payable at Bangalore** along with required certificates & mark sheets and send to **Chief Executive Officer (CEO), Semiconductor Technology and Applied Research Centre (A unit of SITAR), P. O. Box No. 1640, Doorvani Nagar P.O. Bangalore-560 016** by post only, superscribing “**Application for the Post of Coordinator, Advt. No. 01/2013.** There is **no fee for Physically Handicapped / Female candidates.** Last date of receipt of filled in application is **15 days** from the date of publication of this advertisement in the Employment News i.e., **23.11.2013 (Saturday) by 5.30 PM.** In respect of candidates from Nicobar Islands, Lakshadweep, NE Hill Region, Jammu & Kashmir, Lahul & Spiti and Pangi Sub Divisions of Chamba District of Himachal Pradesh and abroad, last date of receipt of application is **22 days** from the date of publication of this advertisement in the Employment News i.e., **30.11.2013 (Saturday) by 5.30 PM.** However, STARC will not be responsible for any postal delay in receipt of filled in application form and no extension will be given whatsoever on this ground.

16. Check list:

Please ensure that you have:

- a) Used the proper application form as per the format on A4-size paper.
- b) Rightly indicated the post applied for.
- c) Pasted recent passport size photograph.
- d) Attached self attested copies of X Class / SSC / SSLC or equivalent certificate showing date of birth.
- e) Attached self attested copies of certificates & mark sheets in support of educational qualification and experience certificates.
- f) Attached an Indian Postal Order / Demand Draft of Rs. 100.00 in favour of ‘**SITAR, BANGALORE**’, payable at Bangalore if you are male.
- g) Attached self attested copy of latest OBC caste certificate with certificate about ‘Creamy Layer’ as per format provided in the website <http://sitar.org.in>.
- h) Applied through proper channel if already employed as stated in para (10) and attached NOC.
- i) Superscribed the envelope “**Application for the Post of Coordinator Advt.No.01/2013.**”
- j) Sent the filled-in application through post only.