



CSIR-National Geophysical Research Institute
Uppal Road, Hyderabad – 500 007



CSIR-NGRI Advertisement No. 5/2013

Last Date for submitting the Online Application: 23.12.2013 (Monday)
Last date for submitting Print-out of Online Application: 27.12.2013 (Friday)

A Unique Opportunity to be a part of Research in Earth Sciences

CSIR-National Geophysical Research Institute (CSIR-NGRI), Hyderabad, is a premier R&D institute under the Council of Scientific and Industrial Research (CSIR), involved in multidisciplinary R&D programmes of both basic and applied nature across scientific disciplines for economic, environmental and societal benefits for the people of India. The institute is a Centre of Excellence carrying out multidisciplinary Earth Science research programs viz., Hydrocarbon Exploration; Geochemistry and Geochronology; Mineral and Engineering Geophysics; Groundwater; Seismology; Geodynamics and Theoretical and Computational Geophysics etc.

Applications are invited from enthusiastic, young Indians having excellent academic record with requisite experience and a high degree of motivation to fill up the vacancies of following posts, as per the details mentioned against each:

Post Code	Name of the Post	No. of the post with reservation status	Pay Band + Grade pay	Essential Qualification	Desirable	Job requirement
TO - 1	Gr.III(3)/ Technical Officer	02 Posts (SC-1; ST-1))	Pay Band - 2: Rs. 9300 – 34800 + Grade Pay: Rs. + Rs. 4600/- [TE: Rs. 40,700/-]*	M.Sc. (Geophysics) with 55% Marks	Knowledge in collection, Processing and interpretation of seismological data	Installation, operation & maintenance of Seismological Stations at various locations and Collection, Processing & Interpretation of seismological data
TO - 2	Gr.III(3)/ Technical Officer	01 Post (UR)	- do -	M.Sc. (Physics) with minimum 55 % marks	Knowledge in collection, Processing and interpretation of geomagnetic data	Collection, processing and interpretation of geomagnetic data
TO – 3	Gr.III(3)/ Technical Officer	01 Post (UR)	- do -	B. Tech. (Electronics and Communication Engineering) with 55% marks	Knowledge in installation, maintenance & data acquisition of GPS observatories and ionosphere using GPS studies	Installation, operation & maintenance of GPS observatories at various locations and collection & processing of GPS observatories

TO - 4	Gr.III(4) / Senior Technical Officer (1)	01 Post (UR)	Pay Band - 3: Rs. 15600 – 39100 + Grade Pay: Rs. 5400/- [T.E.:Rs.52,200/-]*	M.Sc. (Geophysics) with 55% and two years research experience in seismic data processing	Experience in qualitative processing of seismic data	To analyse and process 2D/3D seismic data
TO - 5	Gr.III(4) / Senior Technical Officer (1)	01 Post (UR)	- do -	B.E. / B. Tech. (Electronics & Instrumentation) or equivalent with 55% marks and two years research experience in handling instruments related to geophysical and geochemical studies	Experience in installation, operation and maintenance of equipment/instruments	To operate and maintain various equipment/instruments related to geophysical & geochemical studies and Inductively Coupled Plasma Mass Spectrometry (ICPMS)
TO - 6	Gr.III(4) / Senior Technical Officer (1)	01 Post (OBC)	- do -	M.Sc. (Mathematics / Applied Mathematics) with 55% and two research experience in collection, processing and interpretation of Magneto Telluric (MT) data using Numerical Modeling Techniques	Experience in the collection, processing and interpretation of Magneto Telluric (MT) data	For Processing and interpretation of Magneto Telluric (MT) data
TO - 7	Gr.III(4) / Senior Technical Officer (1)	01 Post (UR)	- do -	M.Sc. (Electronics) with 55% and two years' experience in handling field and laboratory instruments related to geothermal studies	Experience in installation, operation and maintenance of equipment/instruments	Installation and operation of field and laboratory equipment, data acquisition of borehole temperatures and thermal properties of rocks with extensive field and laboratory work
TO - 8	Gr.III(4) / Senior Technical Officer (1)	01 Post (OBC)	- do -	M. Sc. (Hydrology) with 55% and two years' experience in carrying out hydrogeological investigations	Experience in carrying out hydrogeological, geophysical investigations	For conducting hydro-geological and geophysical investigations for water resources management
TO - 9	Gr.III(4) / Senior Technical Officer (1)	01 Post (OBC)	- do -	M.Sc. (Information Technology) with 55% and two years' experience in IT applications viz. Networking, Server Administration, Firewall Configuration and management, Antivirus management etc	Experience in operation and maintenance of IT applications	Installation and maintenance of the Institute's Local Area Network (LAN), Wide area Network (WAN), data communications, computers and all peripheral equipment and dealing with other interrelated issues
TO - 10	Gr.III (5) / Senior Technical Officer (2)	01 Post (UR)	Pay Band - 3: Rs. 15600 – 39100 + Grade Pay: Rs. 6600/- [T.E.:Rs.61,800/-]*	B.E. / B. Tech. (Electronics) or equivalent with 55% marks and five years' experience in installation, data acquisition and maintenance of GPS Observatories	Experience in installation, operation and maintenance of GPS observatories	Installation geodetic observatory, field setup, maintenance and troubleshooting of geodetic observatory, acquisition, processing & analysis of geodetic data

* Total Emoluments means approximate total emoluments on minimum of scale including House Rent Allowance in Class 'X' City.

** Apart from the above job requirement a selected candidate, on the discretion of the Competent Authority, may be posted to work in any Section / Division and at any place in India.

1. Benefits under Council Service:

- a) These posts carry usual allowances 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 their entitled type as per CSIR Allotment Rules depending on availability in which case HRA will not be admissible.
- b) In addition to the emoluments, benefits such as reimbursement of Medical Expenses, Leave Travel Concession, Conveyance Advance and House Building Advance are available, as per rules of CSIR.
- c) Individuals holding above posts are entitled for Career Advancement on the basis of Flexible Complementary Scheme of CSIR.
- d) All New Entrants will be governed by the "New Pension Scheme "based on defined Contributions for new entrants recruited from Central Government Services on or after 01-01-2004, as adopted by CSIR for its employees. However, persons selected from other Government Departments/Autonomous Bodies/Public Sector Undertakings/Central Universities having Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e. CCS (Pension) Rules, 1972.

2. Age limit and Relaxations :

- a) The upper age limit for the above posts is as follows:
 - i. for Gr.III (3) / Technical Officer (Post Code: TO – 1 to TO – 3) : 30 years
 - ii. for Gr. III (4) / Senior Technical Officer (1) (Post Code: TO – 4 to TO – 9) : 35 years
 - iii. for Gr. III (5) / Senior Technical Officer (2) (Post Code: TO – 10) : 40 years
- b) The date for determining the upper age limit shall be the closing date prescribed for submission of On-line applications i.e. **23.12.2013 (Monday)**.
- c) The upper age limit is however, 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 posts are reserved for respective categories, on production of relevant certificate in the prescribed format signed by the specified authority at the time of interview.
- d) Upper age limit is relaxable up to five years for the regular employees working in CSIR Laboratories / Institutes, Government Departments, autonomous bodies and public sector undertakings.
- e) **Age relaxation to Persons With Disability (PWD):** Age relaxation of 5 years is allowed (total 10 years for SCs / STs and 8 years for OBCs in respect of the posts reserved for them), in accordance with the relevant rules.

- f) **Age relaxation to Women candidates** : As per GOI provisions, age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands, the upper age limit is relaxable (wherever applicable) up to the age of 35 years (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) 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.
- f) SC/ST/OBC/PH candidates are required to produce a copy of the certificate in the prescribed format signed by the specified authority at the time of interview. The OBC candidate should produce the certificate valid for appointment of posts under the Central Government.
- g) Relaxation in age, over and above the stipulated limit, educational qualification and/or experience may be considered in case of exceptionally meritorious candidates and if sufficient number of candidates possessing the requisite qualification and/or experience are not likely to be available to fill up the posts.
- h) Relaxation of five years will also be permissible to those who had ordinarily been domiciled in the Kashmir division of the state of Jammu and Kashmir during the period from 1-1-1980 to 31-12-1989 subject to production of relevant certificate from concerned authority.

2. General conditions / information:

- a) The applicant must be a Citizen of India.
- b) 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 various posts. No enquiry asking for advice as to eligibility will be entertained. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.
- c) In case of Universities/Institute awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their University/Institute.
- d) The application should be accompanied by self attested copies of the relevant educational qualification, experience. The prescribed qualifications should have been obtained through recognized Universities / Institutions etc. Incomplete applications/applications received not accompanied with the required certificates /documents are liable to be rejected.
- e) 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.
- f) The period of experience rendered by a candidate on part time basis, daily wages, visiting/guest faculty will not be counted while calculating the valid experience for short listing the candidates for interview.
- g) 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.

- h) The date for determining qualifications and/or experience shall be the closing date prescribed for submission of Online application i.e. **23.12.2013 (Monday)**.
- i) The period of experience in a discipline/area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed essential qualifications prescribed for that Grade/Post.
- j) Candidate must ensure that he/she possesses essential qualification/experience in the relevant area as required in the category/post, for which he/she is applying, on the last date of receipt of application.
- k) Applications from candidates working in Government Departments, Autonomous bodies, Public Sector Undertakings and Government Funded Research Agencies will be considered when forwarded through proper channel within the prescribed time-limit along with requisite NOC.
- l) Persons with disabilities (PWD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- m) The CSIR-NGRI strives to have a work-force which reflects Gender balance and Woman candidates encouraged to apply.
- n) The posts carry usual allowances as admissible to Central Government employees as have been made applicable to CSIR employees.
- o) Deserving candidates may be considered for higher start of pay.
- p) Only outstation candidates (within India) called and found eligible for interview will be paid to and fro single second class rail fare from the actual place of undertaking the journey or from the normal place of their residence whichever is nearer to **Secunderabad Railway Station** on production of Rail Tickets/Rail Ticket Numbers or any other proof of journey. For road journeys between stations not connected by rail, the actual bus fare or road mileage at the lowest rate as admissible under rules, will be reimbursed, on production of documentary proof (bus tickets) and provided that the distance covered by road is more than 20 miles each way.
- q) Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in interview. Such candidate will not be paid any fare.
- r) The CSIR-NGRI reserves the right not to fill up all the posts, if it so desires. The number of vacancies indicated above is provisional and may vary at the time of actual selection.
- s) The decision of the CSIR-NGRI in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview will be final and binding on the candidates.
- t) Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- u) **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.**

4. Mode of Selection:

- a) Mere fulfilment of educational qualifications and experience does not entitle a candidate to be called for interview. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. The candidate should therefore, mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with documents.

- b) **In the event of number of applications being large, NGRI-CSIR will adopt short listing criteria to restrict the number of candidates to be called for interview to a reasonable number by any or more of the following methods:**
- i. On the basis of higher educational qualifications than the minimum prescribed in the advertisement
 - ii. On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement
 - iii. By holding a Written Test.
 - iv. Any other methodology as deemed fit by the Screening Committee.
- c) In case a candidate is staying abroad, his/her candidature may be considered *in absentia* by the Selection Committee on his/her written request.

5. How to Apply:

- a) Eligible candidates are required to apply ONLINE through our website <http://www.ngri.org.in>. No other mode of application will be considered.
- b) If the candidates do not have a valid e-mail ID, he/she should create a new valid e-mail ID before applying online.
- c) Online Application will be available on CSIR-NGRI website www.ngri.org.in (**Opens on 24.11.2013 (Sunday) from 09.30 a.m. and Closes on 23.12.2013 (Monday) at 06.00 p.m.**)
- d) Candidates are required to arrange for a Crossed Demand Draft for Rs.100/ drawn on any Nationalized Bank and valid for at least 3 months in favour of "**Director, NG.R.I.**" payable at **Hyderabad**. The last date for submitting online application and making of Demand Draft is **23.12.2013 (Monday)**. This date will be the same for the candidates belonging to far-flung areas. The following details must be filled up on back side of Demand Draft (i) Advt. No. (ii) Candidate's Name, (iii) Candidate's Category, (vi)Name of the Post (iv) Post Code Applied against. **SC/ST/PH/ Women/CSIR Employees/Abroad Candidates, are exempted from submission of application fee.**
- e) The above details are to be mentioned by the candidates, at the appropriate place in the on-line application format, while submitting the same.
- f) Candidates should keep a copy of the application print-out and Demand Draft for their record. Print-out of Application Form will not be available after **06.00 p.m. on 23.12.2013 (Monday)**.
- g) Successful online application is indicated by the page displayed after clicking Submit Button indicating the generated "**APPLICATION NUMBER**". Please note down the same carefully and preserve it. If you do not preserve it, you will not be able to Re-print the Application.
- h) In case any candidate wants to modify/withdraw the application, there is a '**CANCEL**' option to cancel the online application. Please note that application once cancelled will not be retrieved at any stage. If you have cancelled the application, please re-apply before the closure of Application Date as per advertisement. Please remember to take fresh print-out after modifying any details.
- i) After submission, candidates should take a print-out of the computer generated application form. After signing each page of the form, a recent passport size photograph should be pasted in the space provided. Candidates are to sign in full across the photograph.
- j) This computer generated application (Print-out) duly accompanied by attested copies of the certificates, mark sheets, testimonials in support of age, education qualifications, experience, re-prints of publications and caste certificate, if applicable, along with one recent passport size self-signed photograph affixed together with

Demand Draft (if applicable) should be sent in an envelope superscribing “APPLICATION FOR THE POST OF “Technical Officer / Senior Technical Officer (1) / Senior Technical Officer (2) (Post Code _____)” by post to:

**The Administrative Officer,
CSIR-National Geophysical Research Institute,
Uppal Road,
Hyderabad – 500 007 (A.P.)**

- k) The Computer generated print-out of the Online Application Form should reach the above address on or before **27.12.2013 (Friday)** (including far flung areas) along with Demand Draft, if applicable, and with other enclosures . Candidates applying for more than one post must submit separate application form for each post indicating the **Post Code No. of the post**. The hard copy(s) of each application must be accompanied by separate Demand Draft(s), wherever applicable.
- l) 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 recruitment or selection process.
- m) Applications 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. The 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 the Director, NGRI, Hyderabad- 500 007, at the earliest.
- n) Candidates should specifically note that the applications received after the closing date for any reason whatsoever (such as envelopes wrongly address, delivered elsewhere, postal delay etc.) will not be entertained by CSIR-NGRI.
- o) Incomplete applications (i.e. without photograph, unsigned and application fee, if applicable, testimonials etc.) will not be entertained and is liable to be summarily rejected.

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

- a) Demand Draft of Rs.100/- as application fee, wherever applicable.
- b) Coloured photograph pasted on the application form and signed across in full.
- c) Self Attested photocopy of Date of Birth Certificate.
- d) Self Attested photocopies of education qualifications certificates.
- e) Self Attested photocopy of caste certificate, if applicable.
- f) Self Attested photocopies of experience certificates, if any.
- g) Self Attested photocopy of certificate of Physical Disability, if applicable.

(Binod Dubey)
Administrative Officer