



CSIR-National Geophysical Research Institute
Uppal Road, Hyderabad – 500 006



CSIR-NGRI Advertisement No. 4/2013

Last Date for submitting the Online Application: 06-01-2014 (Monday)
Last date for submitting Print-out of Online Application : 10-01-2014 (Friday)

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 with a high degree of motivation to fill up the vacancies of following posts of Group – II (1) / Technician – 1 in Pay Band – 1 [Rs. 5200-20200] *plus* Grade Pay of Rs.1900/- p.m. [Gross Monthly Emoluments = Rs.18146/- (Approximate in 'X' class city)] , as per the details mentioned against each:

Post Code	No. of posts to be filled with number of reserved posts	Essential Qualification	Job requirement
I	II	III	IV
T-1	03 Posts ST:01 OBC:01 Remaining: UR	SSC/10 th standard with Science subjects with 55 % marks plus ITI certificate in Plumber trade or National/State trade certificate in Plumber trade	Assembling, installation, testing, operation, repairing and preventive, corrective & breakdown maintenance of pipes, fixtures and other plumbing devices used for water distribution and waste water disposal at various campuses of the Institute
T-2	02 Posts OBC:01 Remaining: UR	SSC/10 th standard with Science subjects with 55 % marks plus ITI certificate in Draughtsman (Civil) trade or National/State trade certificate in Draughtsman (Civil) trade	Preparing drawings, topographical and relief maps etc. Assisting in works related work as well as the core areas of research of Institute such as exploration of Hydrocarbons, Mineral and Groundwater resources in addition to studies in Engineering Geophysics, Seismology, Geo dynamics and Geo environment as and where the inputs from the trade is required.
T-3	01 Post (UR)	SSC/10 th standard with Science subjects with 55 % marks plus ITI certificate in Horticulture trade or National/State trade certificate in Horticulture trade .	Conceptualizing, planning, executing, maintaining and managing of landscape of Institute campus with housekeeping duties related to the area
T-4	01 Post (UR)	SSC/10 th standard with Science subjects with 55 % marks plus ITI certificate in Network Technician trade or National/State trade certificate in Network Technician trade.	Installation, maintenance and troubleshoot the Institute's Local Area Network (LAN), Wide area Network (WAN), data communications, computers and all peripheral equipments and dealing with other interrelated issues

T-5	05 Posts SC:01 OBC:02 Remaining: UR	SSC/10 th standard with Science subjects with 55 % marks plus ITI certificate in Data Entry Operator trade or National/State trade certificate in Data Entry Operator trade.	Working on different types of computer with appropriate software to enter, retrieve, maintain, update, verify data. Digitization of conventional forms of records and dealing with other interrelated issues. ERP.
T-6	04 Posts ST:01 OBC:02 Remaining: UR	SSC/10 th standard with Science subjects with 55 % marks plus ITI certificate in Surveyor trade or National/State trade certificate in Surveyor trade	Survey works related to the core areas of research of Institute such as exploration of Hydrocarbons, Mineral and Groundwater resources in addition to studies in Engineering Geophysics, Seismology, Geo dynamics and Geo environment
T-7	02 Posts OBC:01 Remaining: UR	SSC/10 th standard with Science subjects with 55 % marks plus ITI certificate in Electronics trade or National/State trade certificate in Electronics .	Assembling, installation, testing, operation, repairing and preventive, corrective & breakdown maintenance of all types of scientific, technical and laboratory instruments.
T-8	02 Posts OBC:01 SC:01	SSC/10 th standard with Science subjects with 55 % marks plus ITI certificate in Draughtsman (Mechanical) trade or National/State trade certificate in Draughtsman (Mechanical) trade	Preparation of detailed working diagrams of machinery and mechanical devices, including dimensions, fastening methods and other technical information related to trade.
T-9	04 Posts OBC:01 Remaining: UR	SSC/10 th standard with Science subjects with 55 % marks plus ITI certificate in Lab Assistant (Chemical Plant) trade or National/State trade certificate in Lab Assistant (Chemical Plant) trade	Preparation, collection of samples, to support in conducting chemical/physical test in laboratory as well as during field duties to assist Scientist in quantitative and qualitative analysis of materials for research and development.
T-10	01 Post (OBC)	SSC/10 th standard with Science subjects with 55 % marks plus ITI certificate in Machinist (Grinder) trade or National/State trade certificate in Machinist (Grinder) trade	Preparation of rock slabs, thin sections and fine powders with interrelated activities. Collection of samples, to support in conducting chemical/physical test in laboratory as well as during field duties to assist Scientist in quantitative and qualitative analysis of materials for research and development.
T-11	03 Posts ST:01 OBC:01 Remaining :UR	SSC/10 th standard with Science subjects with 55 % marks plus ITI certificate in Electrical / Electrician / Wireman trade or National/State trade certificate in Electrical / Electrician / Wireman trade	Assembling, installation, testing, operation, repairing and preventive, corrective & breakdown maintenance of electrical/electronics wiring, equipments, appliances, apparatus and fixtures using hand tools and power tools with other allied matters.
T-12	02 Posts OBC:01 Remaining :UR	SSC/10 th standard with Science subjects with 55 % marks plus ITI certificate in Refrigeration & Air Conditioning trade or National/State trade certificate in Refrigeration & Air Conditioning trade	Assembling, installation, testing, operation, repairing and preventive, corrective & breakdown maintenance of refrigeration & air conditioning systems, appliances, apparatus and fixtures using hand tools and power tools.
T-13	01 Post (UR)	SSC/10 th standard with Science subjects with 55 % marks plus ITI certificate in Desktop Publishing Operator trade or National/State trade certificate in Desktop Publishing Operator trade	All printing works (such as catalogues, brochures, newsletters, profiles, box designing, signages, diagrams, charts & tables etc.). Content analysis, display, media planning etc. in a digitized working environment and dealing with other interrelated issues.
T-14	01 Post (UR)	SSC/10 th standard with Science subjects with 55 % marks plus ITI certificate in Event Management Assistant trade or National/State trade certificate in Event Management Assistant trade.	Conceptualizing, planning, executing and managing various events at Institute with necessary liaisoning & negotiation with various parties including media and dealing with other interrelated issues
T-15	01 Post (UR)	SSC/10 th standard with Science subjects with 55 % marks plus ITI certificate in Digital Photography trade or National/State trade certificate in Digital Photography trade.	Providing visual (both still and motion) support for the varied activities at Institute with use of various types of electronics devices such as cameras and computers. Development & maintenance of digital as well as conventional photo library of the Institute.

T-16	02 Posts OBC:01 Remaining :UR	SSC/10 th standard with Science subjects with 55 % marks plus ITI certificate in Mechanic-cum-Pump Operator trade or National/State trade certificate in Mechanic-cum-Pump Operator trade.	Assembling, installation, testing, operation, repairing and preventive, corrective & breakdown maintenance of Pumps, Electric Motors, internal combusting engines, Generating Sets etc., inter alia, ensuring the uninterrupted water supply to different utilities of Institute's campus.
T-17	01 Post (UR)	SSC/10 th standard with Science subjects with 55% marks plus ITI certificate in Medical Laboratory Technician (Pathology) trade or National/State trade certificate in Medical Laboratory Technician (Pathology) trade.	Collection of blood samples and other specimen according to specific requirements, routine and special tests related to Hematology, Clinical Biochemistry, Serology, Microbiology, Cytology, Histology, identification of organism, PAP and H&E staining etc.

Legends: UR: Unreserved; SC: Scheduled Caste; ST: Scheduled Caste; OBC: Other Backward Class

Note:

1. Desirable: Experience in relevant trade will be a Desirable Qualification for each post [from Post Code No. T-1 to T-16]. Diploma in Medical Laboratory Technician (Pathology) after 10th with Science subjects from a recognized University / Institute with experience in the relevant trade will be a Desirable Qualification for Post Code No. T-17.
2. Apart from the above job descriptions 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.
3. A selected candidate may be required to work in shifts and will have to attend to emergencies at any odd hour.
4. He / She will also be required to assist in all interrelated activities of his/her duties (like preparation of proposal, estimation, tender, work execution, billing, co-ordination & liaisoning with other parties etc).
5. Candidates having Computer knowledge and working experience on relevant software in the concerned trade, supported by certificates, will be given preference.
6. It will be mandatory to the candidate who gets selected against Post Code T-17, to stay in the Institute's campus and to attend to emergencies as and when required.

General Information and Conditions:

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 Relaxation:

- a) The upper age limit is 28 years for each post as on the last date of online submission of application i.e. 06.01.2014 (Friday).
- b) 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. The SC/ST/OBC candidates who apply against unreserved vacancies will not be eligible for age relaxation.
- c) 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.
- d) **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.
- e) 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) Marginal 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) 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.
- 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 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.
- e) 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.
- f) 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.
- g) The date for determining the upper age limit, qualifications and/or experience shall be the closing date prescribed for submission of Online application i.e. **06-01-2014 (Monday)**.
- h) 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.
- i) 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.
- j) 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.

- k) Persons with disabilities (PWD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- l) The CSIR-NGRI strives to have a work-force which reflects Gender balance and Woman candidates encouraged to apply.
- m) 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.
- n) 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.
- o) 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.
- p) The decision of the CSIR-NGRI in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination/interview will be final and binding on the candidates.
- q) Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- r) **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.

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 **07-12-2013 (Saturday) from 09.30 a.m. and Closes on 06-01-2014 (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 **06.01.2014 (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, (iv) Post Code applied for. **SC/ST/PH/Women/CSIR Employees/ are exempted from submission of application fee.**
- e) 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.
- f) The above details are to be mentioned by the candidates, at the appropriate place in the on-line application format, while submitting the same.
- g) 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 06-01-2014 (Monday)**.
- h) 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.
- i) 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.
- j) 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.
- k) 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 super scribed "**APPLICATION FOR THE POST OF "Technician - 1 (Post Code _____)" by post to:**

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

- l) The Computer generated print-out of the Online Application Form should reach the above address by **10-01-2014 (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.
- m) 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.
- n) 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.
- o) 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.
- p) 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, in prescribed format as provide by the Govt. of India.
- f) Self Attested photocopies of experience certificates, if any.
- g) Self Attested photocopy of certificate of Physical Disability, if applicable.

(Binod Dubey)
Administrative Officer