



सी.एस.आई.आर.-केन्द्रीय औषधि अनुसंधान संस्थान, लखनऊ
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)
सेक्टर 10, जानकीपुरम विस्तार, सीतापुर रोड, लखनऊ - 226 031 (भारत)
CSIR - Central Drug Research Institute
(Council of Scientific & Industrial Research)
Sector 10, Janakipuram Extension, Sitapur Road, Lucknow - 226 031 (India)



Advertisement No. 06 /2021

Access link "Junior Secretariat Assistant (Gen./F&A/S&P) and Junior Stenographer-2021" on <https://www.cdri.res.in>

Start date of Registration, Fee Submission & Online Application : Monday, 12th July, 2021 from 1:00 PM
Last date for Submission of Online Application : Monday, 30th August, 2021 up to 5:00 PM
Last date of Receipt of physical copy of application at CDRI : Wednesday, 15th September, 2021 up to 5:00 PM

CSIR-Central Drug Research Institute, Lucknow, a premier Institute under Council of Scientific and Industrial Research (CSIR), is involved in the multidisciplinary R&D programs of both basic and applied nature. CSIR-CDRI is a pioneer biomedical research organization of our country and has the infrastructure and expertise to develop a drug right from the concept stage to the commercialization.

Applications are invited from the citizens of India for filling up the posts of Junior Secretariat Assistant (Gen./F&A/S&P) and Junior Stenographer (Hindi/English) at CSIR-CDRI, a constituent Institute of Council of Scientific & Industrial Research.

The details of the posts and the respective emoluments as well as age limit as per norms are given below:

Details of Posts: -

Post Code	Name of the post & Category	No. of Posts & reservation status	Pay Level/Pay Matrix	Essential Qualification	**Upper Age Limit not exceeding (as on 30.08.2021)
A	Junior Secretariat Assistant (Gen.)	No. of posts: 06 (UR-03, EWS-01, SC-01 & OBC-01)	Pay Level-2, Cell-1	10 + 2/XII or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norms fixed by the DoPT from time to time.	28 years
B	Junior Secretariat Assistant (F&A)	No. of posts: 04 (UR-02, SC-01 & OBC-01)	Pay Level-2, Cell-1	10 + 2/XII or its equivalent with Accountancy as a subject and proficiency in computer type speed and in using computer as per the prescribed norms fixed by the DoPT from time to time	28 years
C	Junior Secretariat Assistant (S&P)	No. of posts: 04 (UR-02, SC-01 & OBC-01)	Pay Level-2, Cell-1	10 + 2/XII or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norms fixed by the DoPT from time to time.	28 years
D	Junior Stenographer (English/Hindi)	No. of posts: 02 (UR-01 & OBC-01)	Pay Level-4, Cell-1	10 + 2/XII or its equivalent and proficiency in computer type speed and in using computer as per the prescribed norms fixed by the DoPT from time to time.	27 years

****Age Limit:** - Age relaxable in case of SC/ST/OBC/PWD candidates as per rules.

Norms for Skill Test: -

Sl. No.	Name of Post	Skill Test norms on Computer
1.	Junior Secretariat Assistant (Gen.) Junior Secretariat Assistant (F&A) Junior Secretariat Assistant (S&P)	English Typing @ 35 w.p.m. or Hindi Typing @ 30 w.p.m. (Time allowed - 10 Mts.) (35 words per minute and 30 words per minute correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)
2.	Jr. Stenographer	Dictation: 10 mts @ 80 w.p.m. Translation: 50 mts (Eng.) 65 mts (Hindi) Mode & scheme of examination will be issued separately on the Institute website.

1. Mode of Selection: -

Name of Post	Selection Procedure
Junior Secretariat Assistant (Gen./ F&A/S&P)	The candidates fulfilling all essential qualification will be invited for open competitive written examination and typewriting test on Computer. 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 competitive written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing. The written competitive examination consists of the two papers (Paper-I Mental Ability and Paper-II General Awareness & English Language). Paper-II will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in Paper-I. The final merit list will be prepared only on the basis of the marks obtained by the candidates in Paper-II. The Hindi typing test on computers will be on Mangal Font.
Junior Stenographer	The candidates fulfilling all necessary eligibility criteria will be invited for open competitive written examination and Computer typing test. 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 competitive written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing. The detailed selection procedure will be notified separately on the Institute website.

Syllabus of written test for the post of Junior Secretariat Assistant (Gen./F&A/S&P): -

There will be two papers (Paper-I and Paper-II). The paper-II will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the Paper-I.

Mode of Examination	OMR based or Computer Based Objective type Multiple Choice Examination
Medium of Questions	The questions will be set both in English and Hindi except the questions on English language.
Standard of Exam	Class XII
Total No. of Questions	200
Total time allotted	2 hours 30 minutes

Paper - I (Time allotted - 90 Minutes)

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

* Mental Ability Test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgement etc.

Paper-II (Time Allotted-1 hour)

Subject	No. of questions	Maximum 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

1. General conditions

- a. The applicant must be a citizen of India.
- b. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Test. The decision of CSIR-CDRI in all matters relating to eligibility, acceptance or rejection of applications, mode of selection will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any candidate or his/her agency.
- 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 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. If any document/certificate furnished is in a language other than Hindi or English, a transcribed copy of the same duly attested by a Gazetted Officer or Notary is required to be submitted.
- f. The prescribed date for determining the upper age limit, qualifications and/or experience shall be the closing date for submission of online applications.
- g. Persons with disabilities (PWD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- h. The posts will be governed by the New Pension Scheme applicable w.e.f. 01.01.2004 as notified by the Government of India and adopted by CSIR and other instructions issued on the subject. However, persons selected from other Government Departments/Autonomous Bodies/Public Sector Undertakings/Central Universities having Pension Scheme on GOI pattern and who are presently being governed by old Pension Scheme will continue to be governed by the existing Pension Scheme i.e. CCS Pension Rules, 1972.
- i. The above post shall carry usual allowances as admissible to CSIR/GOI employees, as have been made applicable to CSIR employees of the same status stationed at Lucknow.
- j. Other things being equal consideration would be given to candidates with proven excellence in sports.

- k. Canvassing in any form and/or bringing any political influence or otherwise will be treated as a disqualification for the post.
1. **Medium of typing test and medium of written Examination will be the same and once opted cannot be changed at later stage.**

2. RELAXATIONS:

- a. Upper age limit is however, relaxable up to 05 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 submission of relevant certificate in the prescribed Central Government format issued by the competent authority at the time of skill test.
- b. There is no age limit for Departmental candidates provided they possess the prescribed qualifications.
- c. As per GOI provisions, age relaxation for Widows, Divorced Women and Women judicially separated from their Husbands, the upper age limit is relaxable 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). 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/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.
- d. Relaxation in the upper age limit for Physically Handicapped persons will be as per rule.
- e. Relaxation of upper age limit for Ex-servicemen is admissible as per rules (Period of Military service plus 3 years).

3- How to apply:

- a- Eligible candidates are required to apply ONLINE by accessing the CDRI website www.cdri.res.in or accessing the link **“Junior Secretariat Assistant (Gen./F&A/S&P) and Junior Stenographer-2021”** available on CDRI website.
- b- For online application process please refer “How to apply Online” instructions, ‘Fee Payment Procedure’ and ‘Application Replica’ available on the above-mentioned website.

The application is to be submitted in four distinct steps, as below: -

- a- Registration (Online)
- b- Fee Submission (Online)
- c- Application submission (Online)
- d- Dispatch of physical copy of online application (Manual)
- c- The datelines for the above-mentioned stages of application is as follows: -

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Last date for Submission of Online Application	:	Monday, 30 th August, 2021 up to 5:00 PM
Last date of Receipt of physical copy of application at CDRI	:	Wednesday, 15 th September, 2021 up to 5:00 PM

- d- Candidates are required to pay application fee of Rs. 100/- as per ‘fee payment Procedure’ available on the website. The candidates belonging to SC/ST/PWD/Women/other Gender Category/Ex-Servicemen/CSIR Employees as well as Identified Casual Workers in CSIR are exempted from submission of application fee.

- e- The print-out of the application, generated after online submission, duly accompanied by self-attested copies of the requisite certificates, mark sheets, age proof, education qualifications, experience and caste certificate, if applicable, should be sent in an envelope super-scribed "Advertisement No. 06/2021, APPLICATION FOR THE POST OF **Junior Secretariat Assistant (Gen./F&A/S&P)-2021 or Junior Stenographer**" by post to the address: Director, CSIR-Central Drug Research Institute, Section-10, Jankipuram Extension, Lucknow so as to reach as on or before 15th September, 2021 upto 05:00 PM.
- f- Application once made will not be allowed to be withdrawn and fees once paid will not be refunded on any account nor can it be held in reserve for any other recruitment or selection process.
- g- 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. Also, 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-CDRI, Lucknow at the earliest but not after the completion of skill test as well as written examination.
- h- Candidates should specifically note that the applications received after the closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by CSIR-CDRI, Lucknow.
- i- Incomplete applications (i.e. without photograph, unsigned and without application fee, applicable testimonials etc.) will not be entertained and will be summarily rejected.
- j- The Director, CSIR-CDRI has discretion to increase or decrease the number of posts or cancel the recruitment process at any stage.

4. Following documents must be attached along with the Physical/Hard Copy (Print-Out) of Online application form sent by post:

- a. Online payment of application fee where applicable
- b. Colored photograph pasted 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 certificate, if applicable.
- f. Self-Attested photocopy of PwD certificate, if applicable.
- g. Self-Attested photocopies of experience certificates, if any.

Note: - Any further information regarding this advertisement like date, time and venue of tests, addendum/corrigendum or any variation in number of post/cancellation of post etc. will be made available through CSIR-CDRI website: <https://www.cdri.res.in> only. Therefore, candidates are advised to keep visiting regularly the website of the Institute accordingly.

NO INTERIM ENQUIRY AND CORRESPONDENCE WILL BE ENTERTAINED

Controller of Administration