



सीएसआईआर – केंद्रीय नमक व समुद्री रसायन अनुसंधान संस्थान
गीजूभाई बधेका मार्ग, भावनगर – 364 002 (गुजरात)
CSIR – CENTRAL SALT & MARINE CHEMICALS RESEARCH INSTITUTE
GIJUBHAI BADHEKA MARG, BHAVNAGAR – 364 002 (GUJARAT)

आवेदन पत्र/APPLICATION FORM

(मात्र कार्यालय उपयोग हेतु/For Office use only)

आवेदनपत्र क्रमांक/application No.: _____

प्राप्ति की तिथि/Date of receipt: _____

हस्ताक्षर/Signature: _____

(कृपया आवेदनपत्र भरने से पहले सूचनाओं को ध्यानपूर्वक पढ़ें | Please go through the instructions carefully before filling in the Application Form)

यह आवेदनपत्र आवेदक द्वारा स्वयं साफ अक्षरों में भरकर प्रशासनिक अधिकारी, सीएसआईआर – सीएसएमसीआरआई, भावनगर को भेजा जाए। (सूचना तथ्यपूर्ण होनी चाहिए नाकि वर्णनात्मक) To be filled in candidate's own handwriting in BLOCK Letters and forwarded to the Administrative Officer, CSIR-CSMCRI, Bhavnagar. (Information should be factual and not descriptive.)

विज्ञापन क्रमांक/ Advertisement No. : _____

पद जिसके लिए आवेदन किया जा रहा है/Name of the Post applied for: _____

पद क्रमांक/Post Code: _____

शुल्क अदायगी से छूट/Fee Exempted: Yes/No [Please tick mark]

डीडी क्रमांक व दिनांक/D.D. No. & Date: _____

जारी करने वाली बैंक/Issuing Bank: _____

कृपया आपका स्वयं अनुप्रमाणित नया पासपोर्ट साइज का फोटो चिपकाए
Please affix your self-attested recent
passport size photograph here.

1.	उम्मीदवार का पूरा नाम (साफ अक्षरों में)/Name of the Candidate in full (In Block letters)	
2.	पिता/पति का नाम/Father's/Husband's name	
3.	पत्राचार हेतु पता (साफ अक्षरों में) / Address for correspondence (IN BLOCK LETTERS)	

4.	संपर्क हेतु ब्यौरा/Contact Details	दूरभाष/Telephone: मोबाइल/Mobile No: ई मेल/e-mail ID:		
5.	जन्म तिथि/Date of Birth	दिन/DD	मास/MM	वर्ष/YYYY
6.	आवेदनपत्र प्राप्त करने की अंतिम तिथि को आयु/Age as on last date of application	_____ Years _____ Months _____ Days		
7.	जन्म स्थान/Place of Birth			
8.	क्या आप जन्म से भारत के नागरिक हैं या अधिवास से ? Are you an Indian citizen by birth or by domicile? OR क्या आप पाकिस्तान से आप्रवासित नागरिक हैं जोकि भारत में स्थायी रूप से बसने का इरादा रखते हैं? Are you an immigrant from Pakistan intending to settle in India permanently? OR क्या आप नेपाल या सिक्किम के नागरिक हैं? Are you a subject of Nepal or Sikkim? [कृपया हां या ना में जवाब दीजिए. Please answer in YES or NO.]			
9.	क्या आप के पिताजी जन्म से भारत के नागरिक हैं/थे या अधिवास से ? Is/Was your father an Indian citizen by birth or by domicile? OR क्या आप के पिताजी पाकिस्तान से आप्रवासित नागरिक हैं/थे जोकि भारत में स्थायी रूप से बसने का इरादा रखते हैं/थे? Is/Was your father an immigrant from Pakistan intending to settle in India permanently? OR क्या आप के पिताजी नेपाल या सिक्किम के नागरिक हैं? Is your father a subject of Nepal or Sikkim? [कृपया हां या ना में जवाब दीजिए Please answer in YES or No.]			
10.	धर्म/Religion			
11.	क्या आप अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़ा वर्ग/शा.वि. हैं? यदि हाँ, तो अपने दावे के समर्थन में प्रमाण-पत्र की अनुप्रमाणित प्रति संलग्न करें। [उचित वर्ग में सही का निशान लगाएं]/ State whether you are a member of Scheduled Caste/Scheduled Tribe/Other Backward Class/PH. If so, attach an attested copy of the certificate in support of your claim. [Tick the appropriate Category]	अनु.जा./SC अनु.जन जा./ST अ.पि.व./OBC	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

			सा./GEN <input type="checkbox"/> शा.वि./PwD <input type="checkbox"/> आ.अ.व./EWS <input type="checkbox"/>	
12.	आप जिस राज्य के निवासी है उसका नाम/Name of the state to which you belong			
13.	लिंग (स्त्री/पुरुष)/Sex (Male/Female)			
14.	वैवाहिक स्थिति (परिणित/अपरिणित/अन्य [कृपया ब्यौरा दीजिए])/Marital Status (Married/Unmarried/Others[Please specify])			
15.	शैक्षिक/व्यावसायिक अर्हताओं का संपूर्ण ब्यौरा/Particulars of educational qualifications commencing with Matriculation/SSC or equivalent examination			
	उत्तीर्ण परीक्षा/Examination passed	वर्ष/year	बोर्ड/विश्व विद्यालय/Board/University	श्रेणी/ग्रेड तथा अंकों की प्रतिशतता Division/Grade and % age of marks
16.	क्या आप वर्तमान में सरकारी कर्मचारी है? यदि हाँ, तो आप स्थायी है या अस्थायी यह बताइए/State whether you are presently a Government Servant? If yes, please state whether you are permanent or temporary.			
17.	रोजगार का ब्यौरा(कालक्रम में) Details of employment (in chronological order):-			
	संगठन Organization	धारित पद Post held	वेतनमान एवं अंतिम आहरित वेतन Scale of pay & last pay drawn निश्चित तारीख दी जाएँ Exact dates to be given से From तक To	कुल अवधि (वर्षों, महीनों और दिनों में) Total period (in years, months & days) कार्यों की प्रकृति Nature of duties

18.	क्या आप सी एस एम सी आर आई/सी एस आई आर के किसी भी कर्मचारी के संबंधी है? यदि हाँ, तो कृपया विवरण दीजिए। Are you related to any CSMCRI/CSIR employee? If yes, please give details. the Lab/Institute [Relations would include wife/husband/son/daughter/brothers/sisters/sons-in-law/brothers-in-law/sisters-in-law/daughters-in-law and those who could be termed as blood relations.]						नाम/Name: पदनाम/Designation: प्रयोगशाला का नाम/Name of the Lab/Institute:
19.	संलग्नकों की सूची/List of enclosures:						

घोषणा

DECLARATION

मैंएतद्वारा घोषणा करता हूँ/करती हूँ कि आवेदन पत्र में दिया गया विवरण मेरी जानकारी तथा विश्वास के अनुसार सही, पूर्ण एवं उचित है और यदि मेरे द्वारा दी गई कोई सूचना गलत अथवा अनुचित पाई जाती है अथवा चयन से पूर्व अथवा बाद में किसी अपात्रता का पता चलता है तो मेरी अभ्यर्थिता रद्द की जा सकती है और मेरे विरुद्ध कार्रवाई की जा सकती है।

I _____ hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge and belief and in the event of any of the information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be cancelled and action initiated against me.

स्थान/ Place:

दिनांक/ Date:

अभ्यर्थी के हस्ताक्षर (Candidate's signature)

सेवारत अभ्यर्थी अपने वर्तमान नियोक्ता से निम्नांकित पृष्ठांकन पर हस्ताक्षर करवाएँ।

Candidate already employed should get the following endorsement signed by his/her present employer.

विभाग/कार्यालय प्रधान द्वारा पृष्ठांकन Endorsement by the Head of the Department or Office.

पृष्ठांकन क्रमांक/Endorsement Number	
हस्ताक्षर /Signature	
पूरा नाम व पदनाम/Full Name & Designation	
अधिकृत मोहर/Official Rubber Stamp	



सीएसआईआर – केंद्रीय नमक व समुद्री रसायन अनुसंधान संस्थान
गीजूभाई बधेका मार्ग, भावनगर – 364 002 (गुजरात)
CSIR – CENTRAL SALT & MARINE CHEMICALS RESEARCH INSTITUTE
GIJUBHAI BADHEKA MARG, BHAVNAGAR – 364 002 (GUJARAT)

(अभ्यर्थी द्वारा यह सारपत्र साफ अक्षरों में भरकर आवेदनपत्र के साथ संलग्न किया जाए/This synopsis sheet should be filled by the candidate in own handwriting in Block Letters and should be attached with the Application Form.)

विज्ञापन क्रमांक/Advertisement Number:

आवेदित पद क्रमांक/Post Code:

पद जिसके लिए आवेदन किया जा रहा है/Post applied for:

उम्मीदवार का नाम/Candidate's name	जन्म तारीख व आवेदन की अंतिम तारीख को आयु/DOB & Age as on last date of receipt of applications.	वर्ग /Category	पत्राचार हेतु पता /Address for Correspondence	अंतिम परीक्षा में प्राप्त प्रतिशत/% of marks in the Final examinations				
				X	XII	ITI	DIP.	Graduation

अर्हता के उपरान्त प्राप्त किया गया अनुभव/Post qualification experience	
टिप्पण, यदि कोई हो तो/Remarks, if any	

दिनांक/Date: _____

अभ्यर्थी के हस्ताक्षर/Candidate's signature: _____



ADVERTISEMENT NO. 1/2020

OPPORTUNITIES FOR BRIGHT & RESULT ORIENTED INDIAN NATIONALS

CSIR - Central Salt & Marine Chemicals Research Institute is a premier national laboratory under Council of Scientific & Industrial Research (CSIR), New Delhi. The Institute undertakes a wide range of basic and applied R&D projects spanning the areas of chemistry, biology and engineering. The Institute has excellent infrastructure by way of sophisticated analytical instruments, modern laboratories, pilot plants, library, local area network and workshop.

Applications are invited in the prescribed form from talented and result-oriented Indian Nationals for 4 technical and 2 support staff posts, as per the following details:

Designation	No. of Posts	Level in Pay Matrix	*Total emoluments	** Upper age Limit not exceeding (as on last date of receipt of applications)
Technical Assistant	04 [01 reserved for OBC, 01 reserved for EWS, 02 unreserved]	Level 6	₹ 49188/-	28 Years
Technician (1)	02 [01 reserved for OBC, 01 unreserved]	Level 2	₹ 27520/-	28 Years

* Total emoluments mean approximate total emoluments on minimum of the Level in Pay Matrix including HRA in Class 'Y' Cities.

** Relaxable as per rules.

Abbreviations used: UR: Un-reserved; SC: Scheduled Caste; ST: Scheduled Tribe; OBC: Other Backward classes; PwD: Persons with Disabilities; EWS: Economically Weaker Sections

Post-wise details regarding Essential Educational Qualifications, Experience and Job Description are as under:

Post Code	Name of the post	Number of Posts with Reservation	Level in Pay Matrix	Essential Qualifications and Experience, if any.	Detailed job Description	** Upper age Limit not exceeding (as on last date of receipt of applications)	*Total monthly emoluments in ₹	Desirable
1	Technical Assistant	One (01) [Reserved for OBC]	Level 6	1st class B.Sc. (with Chemistry as one of the subjects) with one year experience in inorganic chemicals manufacturing industries/ or one year experience in chemical analysis from a recognized Institute/ Organization.	The selected candidate will collect brines/ inorganic salts/water samples from different parts of India, carry out fractional crystallization of salts from brines under different conditions. The candidate will also undertake both qualitative and quantitative analysis of collected samples, assist scientists in development of solar salt technologies.	28 years	₹49188/-	-----
2	Technical Assistant	One (01) [Reserved for EWS]	Level 6	1st class Diploma in Computer Engineering with specialization in Computer Networks of at least 3 years full time	The selected candidate is expected to; (i) Ensuring smooth network connectivity of	28 years	₹49188/-	-----

				<p>duration or at least 2 years full time duration in case of lateral admission in Diploma courses or equivalent with experience of 2 years in IT environment providing IT enabled applications/programming including networking knowledge & skills.</p>	<p>both data and voice within the Institute & residential premises and rendering value-added networking services.</p> <p>(ii) Management and maintenance of IT assets in particular for networking systems and equipment's.</p> <p>(iii) Assisting Head IT for bandwidth management, lease line, routing and other networking (service, support and troubleshooting) related issues also other IT assignments as and when designated.</p>			
3	Technical Assistant	One (01) [Unreserved]	Level 6	1 st class B.Sc. (Science) with one year full time professional qualification or one year experience in the relevant discipline from a recognized Institute/organization.	The selected candidate is expected to support and engage in proactive macro and micro research planning for the short medium and long term based on emerging R&D needs and opportunities, resource availability projection/optimization and processing, mapping of HR profile, analysis of	28 Years	₹49188/-	Work experience in Project Planning and Management, Computer Applications, ERP

					performance indicators etc., and will also be responsible for creation and maintenance of database.			application skills, good communication skills, writing and speaking abilities in Hindi and English, preparation and documentation of Project Reports is desirable.
4	Technical Assistant [Functional designation as Junior Engineer]	One (01) [Unreserved]	Level 6	1 st Class Diploma in Civil Engineering of at least 3 years full time duration or at least 2 years full time duration in case of lateral admission in Diploma courses or its equivalent with experience of 02 years in Civil Engineering.	The selected candidate is expected to prepare estimates and assist the Engineer-in-charge in supervision of works, recording of measurements and preparation of running/final bills and handling of contract management.	28 years	₹49188/-	knowledge of computer application in Civil Engineering, MS Office, AutoCAD is desirable

								.
5	Technician (1)	One (01) [Reserved for OBC]	Level 2	SSC/10 th Standard with Science subjects with 55% marks plus ITI Certificate or national/state trade certificate or 2 years full time experience as an apprentice trainee from a recognized institution in Horticulture Assistant Trade	The selected candidate is expected to assist in day-to-day Laboratory activities, to execute supporting work related to Research & Development assigned by higher authorities from time to time. The candidate is expected to engage in agriculture, plant cultivation and maintenance activities in the field.	28 Years	₹27520/-	-----
6	Technician (1)	One (01) [Unreserved]	Level 2	SSC/10 th Standard with Science Subjects with 55% marks plus ITI Certificate or National/State Trade Certificate or 2 years full time experience as an Apprentice Trainee from a recognized Institution in Computer Operator and Programming Assistant (COPA) trade	The selected candidate is expected to; <ol style="list-style-type: none"> 1. Bridge between Head, HR and students, assisting academic programs at Master or PhD level 2. Assist in processing the fellowship applications under various national and international schemes 3. Support in internship, academic training programs, HR programs and events of the Institute 4. Documentation and 	28 Years	₹27520/-	-----

					record-keeping.			
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* Total emoluments mean approximate total emoluments on minimum of the Level in Pay Matrix including HRA in Class 'Y' Cities.

** Relaxable as per rules.

I. BENEFITS :

1. The positions carry Pay and Allowances, such as HRA, TA, DA etc. at Central Government rates as applicable to the employees of Council stationed at Bhavnagar/Mandapam. Other benefits, such as Leave Travel Concession and Reimbursement of medical expenses, are also available. The employees are provided with residential accommodation as per CSIR rules.
2. CSIR provides excellent opportunities to deserving candidates for career advancement under Assessment Promotion scheme for Scientific & Technical Staff.
3. All new entrants will be governed by the "New Pension Scheme" on defined Contributions for new entrants recruited in 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 GOI pattern and who are presently being governed by the Old Pension Scheme will continue to be governed by the existing Pension Scheme i.e. CCS (Pension) Rules, 1972.

II. AGE LIMIT AND RELAXATIONS:

1. The date for determining the age limit/experience/qualifications shall be the closing date prescribed for receipt of applications i.e. 23rd October 2020.
2. Age relaxation of 5 years to the members of Scheduled Castes and Scheduled Tribes and 3 years to the members of Other Backward Classes in the upper age limit shall be allowed only in cases where the posts are reserved for that particular category.
3. As per GOI provisions, age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands who are not remarried since, the upper age limit is relaxable up to the age of 35 years [up to 40 years for members of Scheduled Castes and Scheduled Tribes]. 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.
4. Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates) in upper age limit shall be allowed to persons suffering from (a) blindness or low vision (b) hearing impairment and (c) loco motor disability or cerebral palsy subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years. 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, provided the post is identified suitable for the relevant category of disability. Relaxation of age limit would be permissible to such persons who have a minimum 40% disability.
5. Age relaxation to the Ex-Servicemen will be applicable as per the Government of India instructions, as amended from time to time.
6. SC/ST/OBC/PwD 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 candidates must produce the certificate valid for appointments under the Central government.
7. Relaxation in age limit up to 5 years may be allowed to Council/Government/Autonomous Bodies/Public Sector employees in accordance with the instructions and orders issued by the Government of India from time to time in this regard.
8. Relaxation in age limit, qualification and/or experience in cases of exceptionally meritorious candidates may be allowed with the prior approval of Director General, CSIR.

III. **SELECTION METHODOLOGY:**

(A) For the posts of Technical Assistant:

The candidates as recommended by the Screening Committee will be invited for a trade test. Those who qualify in the trade test will be invited for a competitive written examination.

There will be three papers (Paper I, Paper II and Paper III). Paper-II and Paper-III 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 on the basis of the marks obtained by the candidates in Paper-II and Paper-III of the Competitive written examination.

Following shall be the **Mode of Examination** for the above post:

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	Diploma/Graduation level (based on the advertised qualification of the post).
Total number of questions	200
Total Time Allotted	3 hours

Paper – I (Time Allotted – 1 Hour)

Subject	No. of questions	Maximum Marks	Negative Marks
Mental Ability Test#	50	100 (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 – 30 minutes)

Subject	No. of questions	Maximum Marks	Negative Marks
General Awareness	25	75 (three marks for every correct answer)	One negative mark for every wrong answer
English Language	25	75 (three marks for every correct answer)	One negative mark for every wrong answer

Paper – III (Time Allotted – 90 minutes)

Subject	No. of questions	Maximum Marks	Negative Marks
Concerned Subject	100	300 (three marks for every correct answer)	One negative mark for every wrong answer

(B) For the posts of Technician (1):

The candidates as recommended by the Screening Committee will be invited for a trade test. Those who qualify in the trade test will be invited for a competitive written examination.

There will be three papers (Paper I, Paper II and Paper III). Paper-II and Paper-III 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 on the basis of the marks obtained by the candidates in Paper-II and Paper-III of the Competitive written examination.

Following shall be the **Mode of Examination**:

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	SSC + ITI/XIIth Standard
Total number of questions	150
Total Time Allotted	2 hours 30 minutes

Paper – I (Time Allotted – 1 Hour)

Subject	No. of questions	Maximum Marks	Negative Marks
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Mental Ability Test [^]	50	100 (two marks for every correct answer)	There will be no negative marks in this paper.
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[^]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 – 30 minutes)

Subject	No. of questions	Maximum Marks	Negative Marks
General Awareness	25	75 (three marks for every correct answer)	One negative mark for every wrong answer
English Language	25	75 (three marks for every correct answer)	One negative mark for every wrong answer

Paper – III (Time Allotted – 1 hour)

Subject	No. of questions	Maximum Marks	Negative Marks
Concerned Subject	50	150 (three marks for every correct answer)	One negative mark for every wrong answer

IV. GENERAL CONDITIONS:

- a. Only Indian nationals need apply.

- b. The appointment will be in CSIR-Central Salt & Marine Chemicals Research Institute (CSIR-CSMCRI), Bhavnagar, Gujarat under **Council of Scientific & Industrial Research (CSIR)**, which is an Autonomous Body. However, the appointees are liable to be posted in any of the Lab/Institutes of CSIR situated anywhere in India as and when required.
- c. The period of experience in a discipline/area of work, where prescribed, shall be counted with effect from the date of acquiring the prescribed minimum educational qualifications for the post.
- d. Exceptionally meritorious and deserving candidates may be considered for higher initial pay by the Competent Authority.
- e. Mere fulfillment of essential qualifications and experience does not vest any right in a candidate for being called for Trade Test/Written Competitive Examination. A duly constituted Screening Committee shall screen the applications received for the posts.
- f. 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. Any enclosure received separately subsequent to the receipt of the application cannot be connected therewith. No correspondence in this regard will be entertained.
- g. Candidates applying against different post codes must submit **separate applications** for each post code.
- h. Only outstation SC/ST candidates (within India) called for Trade Test/Written Competitive Examination will be reimbursed Travelling Allowance (TA) as admissible under rules i.e. a single Second Class Railway Fare (by Mail or Express) each way from their normal place of residence, or from the place of undertaking the journey, whichever is nearer to Bhavnagar on production of 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), provided the distance covered by road is more than 20 miles each way.
- i. CSIR-CSMCRI reserves the right not to fill up the posts, if required. The number of vacancies indicated above may vary i.e. it may increase or decrease at the time of actual selection. This advertisement does not necessarily tantamount to the selections being actually made. The selection process is subject to the GoI/CSIR instructions prevalent at a given point of time during the various stages of the selection process.
- j. The selected candidates will be on probation for a specified period from the date of taking over charge of the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of probationary period, they will be considered for confirmation in accordance with the extant rules.
- k. As the Screening of applications will be done on the basis of information furnished in the application forms by the applicants, it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/false information will be a disqualification and CSIR-CSMCRI will **NOT** be responsible for any of the consequences of furnishing such wrong/false

information. The decision of Director, CSIR-CSMCRI 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 and no enquiry or correspondence will be entertained in this connection from any individual or person or agency on behalf of the candidate.

- l. Candidates claiming to possess the experience in a particular field/area must attach attested copies of certificates from the concerned Organization/Employer/Institute clearly indicating the details of their experience along with specific duration (with relevant dates) with their applications, failing which their claim of possessing experience will not be taken into consideration.
- 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. 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 the above address at the earliest.
- n. Canvassing in any form and/or bringing in any influence, political or otherwise, will be treated as a disqualification for the post.
- o. In case of Universities/Institutes awarding CGPA/SGPA/OGPA grades etc., candidates must convert the same into percentage – based on the formula devised by the concerned University/Institute – at the appropriate place in the Application Form.
- p. 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, 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.
- q. If any document/ certificate furnished is in a foreign language, a transcript of the same duly attested by a Gazetted officer or notary is to be submitted.
- r. Incomplete applications will be summarily rejected.
- s. **INTERIM ENQUIRIES WILL NOT BE ATTENDED TO.**

V. HOW TO APPLY:

- a. The interested candidates may download the prescribed Application Form from the Institute website: www.csmeri.res.in. Application Form can also be collected in person from the Recruitment & Assessment Cell of the Institute during office hours.
- b. Applicants should send their applications in the prescribed Application Form (Annexure - I). The following documents should be attached with application duly completed in all respects:
 - I. Attested copies of the Degree Certificates, Proof of date of birth, testimonials
 - II. Attested copies of the Experience Certificates, if any, clearly indicating the details of experience along with specific duration from the concerned Organization/Employer/Institute.

- III. Attested copy of the Caste certificate (in case of SC/ST/OBC) in the appropriate Pro Forma prescribed by the Government of India from time to time.
- IV. Attested copy of the Medical certificate (in case of Persons with Disability candidates) from the prescribed authority in the prescribed format.
- V. Attested copy of the Discharge Book/Certificate (in case of Ex-Servicemen candidates).
- VI. Attested copy of the Income and Asset Certificate in the prescribed format issued by the Competent Authority (in case of candidates under EWS category)
- VII. Demand Draft of ₹100/- valid for 3 months drawn in favour of the Director, CSMCRI, Bhavnagar payable at Bhavnagar (No application fee is prescribed for SC, ST, Persons with disabilities, women & Departmental candidates. They should enclose a copy of certificate on the prescribed Pro Forma issued by the Competent Authority in support of their claim along with application).
- c. In case of Universities/Institutes awarding CGPA/SGPA/OGPA grades etc., candidates must convert the same into percentage – based on the formula devised by the concerned University/Institute – at the appropriate place in the Application Form.
- d. If any of the documents, certificates are in any foreign language, authentic transcripts, duly attested by a Gazetted Officer or a Notary Public, of the same may invariably be attached along with the application form.
- e. Applications, in a sealed cover super-scribed "**Application for the post of Post Code..... Advt. No. 1/2020**", must reach the following address on or before 23rd October 2020:

**The Administrative Officer
CSIR-Central Salt & Marine Chemicals Research Institute
Gijubhai Badheka Marg
Bhavnagar – 364 002 (Gujarat)**

- f. Applications from the candidates working in CSIR, Govt. Departments and Public Sector Undertakings will be considered only if forwarded through proper channel **with a clear certificate that the applicant will be relieved within one month of receipt of offer of appointment**, if selected. However, Advance copy (photo copy) of the Application Form together with application fee, all certificates & testimonials etc. can be submitted before the closing date.
- g. Incomplete applications will be summarily rejected.

ADMINISTRATIVE OFFICER