



CSIR- CENTRAL ROAD RESEARCH INSTITUTE

(Council of Scientific and Industrial Research)

Delhi-Mathura Road, P.O.CRRI, New Delhi- 110025

Advertisement No. CSIR- CRRI/PC/04/LDC/2015,Dated- 07.09.2015

CSIR-Central Road Research Institute, New Delhi, a constituent laboratory of CSIR, is involved in the basic and applied research on various aspects of roads and road transportation covering wide spectrum of areas such as Highway Engineering, Pavement Engineering, Geotechnical Engineering, Bridges and Structural Engineering, and Transportation Engineering including Planning, Safety and Environment.

Applications are invited from the Indian Nationals for filling up the following posts at CSIR-Central Road Research Institute, New Delhi:-

Post Code	Name of the Post and category	Pay Scale	Number of Posts with Reservation	Essential Qualification
C-1	Assistant (General) Gr.III Group 'C'	PB-1-Rs. 5200-20200 plus Grade Pay of Rs. 1900/-	09 posts (UR-05, OBC-02, SC- 01,PWD(VH)-01)	10+2/XII or its equivalent and typing speed on computer of 35 w.p.m.in English or 30 w.p.m. in Hindi**.
C-2	Assistant (Stores& Purchase) Gr.III Group 'C'	PB-1-Rs. 5200-20200 plus Grade Pay of Rs. 1900/-	02 Posts (UR-02)	10+2/XII or its equivalent and typing speed on computer of 35 w.p.m.in English or 30 w.p.m. in Hindi**.
C-3	Assistant (Finance& Accounts) Gr.III Group 'C'	PB-1-Rs. 5200-20200 plus Grade Pay of Rs. 1900/-	03 posts (UR-02, OBC-01)	10+2/XII or its equivalent with commerce as one of the subject and typing speed on computer of 35 w.p.m.in English or 30 w.p.m. in Hindi**.

** 35 words per minute/ 30 words per minute correspond to 10500KDPH/9000KDPH on an average of 5 key depressions for each word. Time allowed is 10 minutes.

UR: Unreserved; SC: Scheduled Caste; OBC: Other Backward Class; PWD: Persons with Disability; VH: Visually Handicapped.

(A) JOB REQUIREMENT:

Post Code C-1, C-2 &C-3: Candidates are required to provide assistance in General Administration/ Stores& Purchase/ Finance & Accounts functions beside any other official work as and when assigned.

(B) AGE LIMIT & RELAXATION

1. The maximum age limit is 28 years. There is no age limit for departmental candidates (i.e CSIR employees) provided they possess the prescribed essential qualifications. The date of determining the upper age limit, educational qualifications etc. shall be the closing date prescribed for receipt of Application Form i.e. 26.10.2015

2. Relaxation of upper age limit is 05 Years for SC/ST candidates and 03 Years for OBC candidates, for the posts which are reserved for respective categories.

3. Relaxation of upper age limit for Persons with Disability (PWD) will be applicable as per Govt. of India rules i.e. 15 years for SC/ST, 13 Years for OBC & 10 years for unreserved candidates.

4. Relaxation in upper age limit for Ex-Servicemen will be applicable as per Govt. of India rules.

5. Relaxation of 5 years will also be admissible to those who had ordinarily been domiciled in the Kashmir division of the State of Jammu & Kashmir during the period from January 1, 1980 to December 31, 1989 subject to the production of relevant certificates from the Concerned Authority.

6. Relaxation in age for Widows, Divorced women and Women judicially separated from their husbands and who are not re-married will be up to the age of 35 years and 40 years for members of SC/ST. The persons claiming age relaxation under this category would be required to produce the following documentary evidence:

(a) In case of widow, Death certificate of her husband together with the affidavit that she has not remarried since.

(b) 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.

(C) BENEFITS UNDER COUNCIL SERVICE

1. The positions carry Pay and Allowances at Central Government rates as applicable to the employees of Council stationed at Delhi. In addition, other benefits such as Leave Travel Concession (LTC) and Reimbursement of medical expenses are also available as per CSIR rules.

2. All new entrants will be governed by the "New Pension Scheme" based on defined Contributions for new entrants recruited in Central Government Services on or after 1-1-2004, 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 provided they were in Govt. Service prior to 01.01.2004 and were covered by CCS (Pension) Rules, 1972.

(D) GENERAL CONDITIONS

1. The appointment is in CSIR- Central Road Research Institute,(CSIR-CRRI) New Delhi under the Council of Scientific & Industrial Research (CSIR), which is an Autonomous Body.

2. The number of vacancies/reservation status indicated against each post code is provisional and may vary at any stage.

3. The claim of the candidates for their belonging to SC/ST/ OBC /PWD etc. categories will be considered subject to submission of self attested photocopies of their certificates in the prescribed format issued by the concerned competent authority in support of their claim for the relaxation in age etc.

4. 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 representation in this regard will be entertained.

5. Applications from Employees of Govt. Departments/PSUs/ Autonomous bodies will be considered only if forwarded through proper channel **within 15 days from the closing date prescribed for receipt of applications** and with a certificate from the Employer that the applicant will be relieved within one month of the receipt of the appointment orders, if selected. However, an advance copy of the application may be submitted before the closing date.
6. Candidate must ensure that he/she possesses educational 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.
7. Mere fulfilling the minimum eligibility criteria will not entitle a candidate to be called for written examination /typewriting test/interview etc. In case large numbers of applications are received in response to the advertisement, a duly constituted Screening Committee shall lay down its own criteria to shortlist the candidates for written test/interview. Decision of CSIR-CRRI shall be final in this regard.
8. Candidate must indicate whether any of their blood/close relatives is working in CSIR-CRRI or in any other National Labs./Instts of CSIR.
9. Selected candidates are liable to be posted in any of the CSIR Labs./Instts.
10. The selected candidates will be on probation for a period of one year from the date of taking over charge of the post in the Laboratory. The probationary period may be extended or curtailed at the discretion of the Competent Authority.
11. Canvassing in any form and/or bringing of any influence, political or otherwise, will be treated as a disqualification for the post.
12. The decision of the Director, CSIR-CRRI in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of written examination/typing test/interview will be final and binding on the candidates. No enquiry or correspondence will be entertained in this connection from any individual or his /her agency.
13. Application – (i) not accompanied with the prescribed application fee (exempted for SC/ST/PWD/Women /Departmental candidates); (ii) without the requisite information (iii) without copies of certificates/ documents etc. as per the advertisement; and (iv) received after the due date, will not be considered. Incomplete applications will be out rightly rejected. CSIR-CRRI will not be responsible for any postal delay.
14. The prescribed essential qualification should have been obtained from the recognized Board/ Institute/ Universities etc. If a candidate claims a particular qualification as equivalent to the essential qualification as per the requirement of the advertisement, then the candidate is required to produce Order/Letter/OM etc. of the Competent Authority in this regard, Otherwise, the application is liable to be rejected.
15. If any document/ certificate is a language other than Hindi or English, a transcript of the same duly attested by a Gazetted Officer/ Notary is to be submitted. In case of any discrepancy between two language of application/ advertisement (i.e. English and Hindi), the English version shall prevail.
16. In case of the Boards/ Institutes awarding CGPA/ SGPA/ OGPA/ Grades etc., candidates are required to convert the same into percentage based on the formula prescribed by the Board.

17. Any discrepancy / mismatch found at any stage between the information given in the application form and attached (self attested) documents/ certificates or as evident in original documents (which may be called upon for verification purpose at any stage by CRR I) will make the candidate ineligible for appearing in written examination/ typing test/ interview.

18. Applications once made will not be allowed to be withdrawn and fee once paid will not be refunded on any count nor can it be held in reserved for any other selection/ recruitment process.

19. Applicants are advised to visit Institutes website www.crridom.gov.in for latest updates.

(E) HOW TO APPLY

1) Application form can be downloaded from CRR I website www.crridom.gov.in . Application in any other format will be summarily rejected.

2) Applications completed in all respects, in the prescribed form along with application fee in the form of Demand Draft only for Rs. 100/- (Non- refundable) for General and OBC candidates, drawn in favour of Director, CRR I payable at New Delhi, should be sent to the Controller of Administration, CSIR-Central Road Research Institute, Delhi - Mathura Road, P.O, CRR I, New Delhi – 110025 so as to reach **on or before 26.10.2015**.

(F) CHECK LIST

Candidates must enclose the following self attested certificates/documents while submitting Application Form:-

a. Application fee in the form of Demand Draft of Rs. 100/- only in favour of Director, CRR I (wherever applicable). The personal details (i.e. name, contact number) and post(s) applied for should be mentioned on the back of the Demand Draft.

b. Recent passport size colored photograph pasted on the form and signed across in full.

c. Self attested photocopy of matriculation or equivalent certificate (as a proof of date of birth).

d. Self attested photocopy of Marks Sheets of 10+2/ XII standard in support of essential qualification and higher qualification (if any).

e. Self attested photocopy of caste certificate issued by the Competent Authority in respect of SC/ST/OBC candidates. In case of OBC candidates, the OBC certificate should be in the format prescribed by the Government of India.

f. Self attested photocopy of disability certificate issued by the Competent Authority in the form prescribed by the Government of India.

g. Self attested photocopy of experience certificate(s), if applicable.

h. No Objection Certificate (from Govt/Autonomous Body/Public Sector employees), if employed.

(G) Application form duly signed and completed in all respect alongwith the certificates/ documents listed above at (F) should reach the **CONTROLLER OF ADMINSTRATON, CSIR-CENTRAL ROAD RESEARCH INSTITUTE, NEW DELHI-110025 in a closed cover super subscribing **“APPLICATION FOR THE POSTS OF Assistant (Gen) Gr.III/ Assistant (S& P) Gr.III/ Assistant (F&A) Gr.III, ADVERTISEMENT NO.CSIR- CRR I/PC/04/LDC/2015,Dated- 07.09.2015 ON OR BEFORE 26.10.2015.****

"INTERIM ENQUIRY SHALL NOT BE ATTENDED TO"

CONTROLLER OF ADMINISTRATION