



सीएसआईआर -केन्द्रीय चर्म अनुसंधान संस्थान
CSIR- CENTRAL LEATHER RESEARCH INSTITUTE
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् Council of Scientific & Industrial Research
अडयार,चेन्नै, तमिळ्नाडु ,भारत Adyar, Chennai - 600 020 Tamil Nadu ,India
Website: <https://clri.org>

No.4(110)/2021-EI

Dated 12-07-2021

Advertisement No.3/2021

“CSIR strives to have a workforce which reflects gender balance and women candidates are encouraged to apply”

Commencement of online applications: 14-07-2021 [09:00 hrs IST]

Last date of submission of online applications: 13-08-2021 [23:59 hrs IST]

Last date of receipt of Hardcopy of online application: 06-09-2021 [17:30 hrs IST]

The CSIR-Central Leather Research Institute, Chennai established in the year 1948 with its headquarters at Chennai and its Regional Centres at Ahmedabad, Jalandhar, Kanpur and Kolkata. CSIR-CLRI is one of the Constituent Laboratories/ Institutes of the Council of Scientific & Industrial Research (CSIR), which is an Autonomous Body under the Department of Scientific & Industrial Research, Ministry of Science & Technology, Government of India. CLRI, today, is a central hub in Indian Leather Sector with direct roles in Education, Research, Training, Testing, Designing, Forecasting, Planning, Social empowerment and leading in Science and Technology relating to leather.

CLRI wishes to induct enthusiastic, talented persons, with proven skills & attitude and zeal for innovative administrative support to Research & Development activities of CLRI for following Posts:

| Post Code | Name of the Post | No. of Posts and Reservation | Pay level & Pay | Total Emoluments* (Per Month) | Upper Age Limit** (As on last date of submission of online applications) |
|--------------------|---|--|-----------------------------|-------------------------------|--|
| JSA01 [^] | Junior Secretariat Assistant (General/ Stores & Purchase) | 06 [UR-2, SC-2, EWS-1 & PwD [#] - 1] | Pay Level -2 Rs.19,900/- | Rs.30,263/- | UR/ EWS – 28 Years SC – 33 Years (including age relaxation for SC) |
| JSA02 [^] | Junior Secretariat Assistant (Finance & Accounts) | 01 [UR-1] | Pay Level -2 Rs.19,900/- | Rs.30,263/- | PwD – 38 Years (43 Years for SC/ST, 41 Years for OBC) |

* Total emoluments on minimum of scale including HRA applicable to 'X' city, DA, TA etc.

**Please see age relaxation under Relaxation Column.

[^]All the above Junior Secretariat Assistant Posts are identified as suitable for Persons with Benchmark Disabilities belonging to Blindness, Low Vision, Deaf, Hard of Hearing, One Arm, One Leg, One Arm and One Leg, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims, Special Learning Disability, Mental Illness and Multiple disabilities from amongst the mentioned categories.

[#]Post reserved for PwD is specifically for persons with Locomotor disability under One Arm, One Leg, One Arm & One Leg, Cerebral Palsy, Leprosy Cured, Dwarfism and Acid Attack Victims categories.

Postings will be based on the need and requirements of CLRI and candidates would be posted either in Headquarters viz., Chennai or in its Regional Centres viz., Ahmedabad, Jalandhar, Kanpur and Kolkata on rotational basis periodically.

| Sl. No | Post & Post Code | Essential Qualifications | Desirable Qualifications | Job Specification |
|--------|--|---|--|--|
| 1 | Junior Secretariat Assistant (General/ Stores & Purchase) JSA01 | 10+2/XII or its equivalent and Proficiency in computer type speed and in using computer. | Proven working knowledge of computers preferably MS Office, MS Word, MS Excel, MS Power Point etc. | The incumbent is required to provide assistance in the functions of General Administration / Stores & Purchase besides any other official work as and when assigned by Competent Authority |
| 2 | Junior Secretariat Assistant (Finance & Accounts) JSA02 | 10+2/XII or its equivalent with Accountancy as a subject and Proficiency in computer type speed and in using computer. | Proven working knowledge of computers preferably MS Office, MS Word, MS Excel, MS Power Point etc. | The incumbent is required to provide assistance in the functions of Finance & Accounts besides any other official work as and when assigned by Competent Authority |

Note: Proficiency in Computer type speed and in using computer will only be qualifying in nature with English Typing @ 35 w.p.m. or Hindi Typing @ 30 w.p.m. correspond to 10500 KDPH/ 9000 KDPH (Key Depressions per Hour) on an average of 5 key depression for each word. Time allowed for typing test is 10 minutes, which is qualifying in nature

Abbreviations used: **UR** - Unreserved, **EWS** - Economically Weaker Section, **SC** - Scheduled Caste, **PwD** – Persons with Benchmark Disabilities.

Apart from qualifications indicated above, any other recognized qualification, which is equivalent to the prescribed qualification, shall be treated on par with that qualification subject to production of required document.

| General information and conditions:- | |
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| I. Benefits under Council service: | |
| a. | These posts carry usual allowance 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 Residence Allotment Rules depending on availability in which case HRA will not be admissible. |
| b. | In addition to the emoluments indicated against each category of posts, benefits such as applicability of New Pension System, reimbursements of Medical Expenses, Leave Travel Concession and House Building Advance are available as per CSIR rules. |
| c. | CSIR provides excellent opportunities to deserving candidates for career advancement under Administrative Services (Recruitment & Promotion) Rules, 2020. |

| II. Other conditions: | |
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| 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 as on the last date of submission of the online applications. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts as on the closing date of submission of the online applications. No enquiry asking for advice as to eligibility will be entertained. |
| c. | The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Competitive Written Examination. 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. |
| d. | The application should be accompanied by self-attested copies of the relevant educational qualifications, experience if any. The prescribed qualifications should have been obtained through recognized Universities / Institutions etc. Incomplete applications/applications received or 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. | 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 <u>the closing date of submission of online applications.</u> |
| h. | Persons with Benchmark Disabilities fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply. Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved for them or not. |
| i. | Any discrepancy found between the information given in application and as evident in original document will make the candidate ineligible for appearing in Competitive Written Examination. |
| j. | The decision of Director, CSIR-CLRI 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. |
| k. | Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post. |
| l. | The Director, CSIR-CLRI reserves the right to cancel the advertisement without assigning any reason thereof or reserves the right not to fill up the posts. The number of vacancies indicated against each post/category is provisional and may increase or decrease at the time of selection. This advertisement does not necessarily tantamount to the selections being actually made. The selection process is subject to the CSIR/GoI instructions prevalent at a given point of time during various stages of selection process. |

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| m. | The selected candidates will be on probation for a period of two years 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. |
| n. | Notification regarding selection, details of screened/short listed candidates to be called for Competitive Written Examination/ Proficiency in Computer Typing and any updates shall be displayed only on CLRI official website: https://clri.org from time to time. |
| o. | The screening of the candidates will be done prima facie on the basis of documents and information furnished by them. If at any subsequent date it is detected/found that the candidates do not fulfill the eligibility criteria; their candidature shall be cancelled without assigning any reason whatsoever. Therefore, candidates must ensure that given information is true. |
| p. | The Competent Authority has a right to amend, delete and add terms & conditions to this advertisement. |
| q. | NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED. |

III. Mode of examination and syllabus:

Recruitment to the posts will be made on the basis of result of Competitive Written Examination and proficiency in computer typing speed and in using computer. The proficiency in computer typing speed and in using computer will only be qualifying in nature, and the final merit list will be prepared on the basis of the performance of the candidates in the Competitive Written Examination, who have qualified the proficiency test in computer typing.

The Competitive Written Examination consists of two papers (Paper-I and paper-II). The second paper will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper (Paper-I).

STAGE 1: Competitive Written Examination

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| 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 |
| 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) | <u>There will be no negative marks in this paper</u> |

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

STAGE 2: Proficiency in Computer Typing**Proficiency in computer typing speed and in using computer**

English typing @ 35 w.p.m. Hindi Typing @ 30 w.p.m. (Time allowed – 10 minutes)
(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).

IV. Relaxations:

a. The upper age limit is relaxable upto 05 [five] years for Scheduled Caste [SC], as per Government orders in force **only in those cases where the posts are reserved for SC category**, on production of relevant certificate in the prescribed format signed by the specified authority at the time of Competitive Written Examination.

b. Upper age limit is relaxable up to 40 years (45 years for SC) for the regular employees working in Government Departments, Autonomous Bodies and Public Sector Undertakings with three years continuous service.
There is no upper age limit for departmental candidates (CSIR employees) provided they possess the prescribed qualifications.

EWS (Economically Weaker Section):
Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below Rs. 8.00 Lakh (Rupees Eight Lakh only) are to be identified as EWS for benefit of reservation. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:

- 5 acres of Agricultural Land and above;
- Residential flat of 1000 sq. ft. and above;
- Residential plot of 100 sq. yards and above in notified municipalities;
- Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

c. The property held by a “Family” in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status. The term “Family” for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority, in the prescribed format shall only be accepted as candidate’s claim as belonging to EWS. Failing in these stipulations, their claim for reserved status under EWS will not be entertained and the candidature / application of such candidates, if fulfilling all the eligibility conditions for General (Unreserved) category, will be considered under General (UR) vacancies only.

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| d. | <p>As per GOI provisions, age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands, the upper age limit is relaxable up to the age of 35 years (up to 40 years for members belonging to the Scheduled Castes in respect of the posts reserved for SC) for Widows, divorced Women and Women Judicially separated from Husband who are not remarried. The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence:</p> <ol style="list-style-type: none"> 1. In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since. 2. In case of divorced Women and Women judicially separated from husband, 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 and have not remarried since. |
| e. | <p>Age relaxation to Persons with Benchmark Disabilities:</p> <p>These posts are identified as suitable for persons with benchmark Disabilities belonging to the following categories</p> <ol style="list-style-type: none"> (a) Blindness and low vision; (b) Deaf and hard of hearing; (c) Locomotor disability including one arm, one leg, one arm and one leg, cerebral palsy, leprosy cured, dwarfism and acid attack victims; (d) Specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under clauses (a) to (d) above. <p>Age relaxation of 10 years is allowed [total 15 years for SC/ST and 13 years for OBC candidates] to the persons with benchmark disabilities suffering from the above disabilities only.</p> <p>The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government of India for each individual.</p> |
| f. | <p>Age relaxation for Ex-Servicemen for appointment to Group C posts will be applicable as per the orders of Government of India from time to time. Only those candidates shall be treated as Ex-Servicemen who fulfil the revised definition as laid down in Government of India, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No.36034/5/85/Estt (SCT) dated 27th October 1986 as amended from time to time.</p> |
| g. | <p>Relaxation in the upper age limit are applicable to all the categories as per Government of India instructions including Ex-Servicemen subject to the fulfilment of conditions prescribed for availing the same.</p> |
| <p>V. How to apply:</p> | |
| a. | <p>Eligible candidates are required to apply only through ONLINE. The link for ONLINE APPLICATION will be available on CSIR-CLRI's website link https://jsarecruit.clri.org from 14-07-2021 [from 09:00 hrs] to 13-08-2021 [upto 23:59 hrs (IST)]. Detailed online application procedure is also displayed in CSIR-CLRI website https://clri.org</p> |
| b. | <p>If the candidate does not have a valid email id, he/she should create a new email ID before applying online.</p> |

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| c. | Candidates are required to pay application fee of Rs.100/- through SB Collect by ONLINE/SBI Branch for each Post Code. The candidates belonging to SC/ST/PWD/Women/CSIR Employees category are exempted from submission of application fee. |
| d. | In case of Universities/Institutes awarding CGPA/ SGPA/ OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their University/Institute. |
| e. | After submission of ONLINE APPLICATION(s), Applicants shall print the computer generated application(s). Application must be duly signed and accompanied by self-attested copies of the certificates, mark sheets in support of age, educational qualifications, experience, if applicable along with SB collect Payment Receipt (if applicable) should be sent in envelope super-scribed " Application for the post of ____ (Post Code) ____ " by post to the address:- Recruitment Section, CSIR- Central Leather Research Institute, Sardar Patel Road, Adyar, Chennai-600 020 Tamil Nadu, India to reach on or before 06-09-2021. UNLESS DULY SIGNED HARD COPY OF THE APPLICATION IS RECEIVED, APPLICATION SUBMITTED ONLINE WILL NOT BE CONSIDERED AS VALID APPLICATION AND LIABLE TO BE REJECTED. |
| f. | Candidates applying for more than one post code must submit separate online application form for each post code indicating the code of the post. In such case, all applications shall be sent separately along with necessary enclosures. |
| g. | 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. |
| h. | 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 be recorded. However, advance copy of the application may be submitted before the closing date. Applications routed through proper channel should reach CLRI at the earliest. |
| i. | 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 CLRI. |
| j. | Incomplete applications (i.e. without photograph, unsigned, without application fee, without applicable testimonials etc.) will not be entertained and will be summarily rejected. |
| VI. Following documents must be attached along with application form sent by post/courier:- | |
| a. | Signed copy of printout of online application form along with proof of submission of prescribed application fee. |
| b. | Self-Attested photocopy of Matriculation or equivalent certificate for age proof. |
| c. | Self-Attested photocopies of educational qualification certificates etc. |

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| d. | Self-Attested photocopy of caste/ category certificate, EWS certificate, PwD certificate and other applicable certificates in the prescribed Government of India format signed by the specified authority, if applicable. |
| e. | Self-Attested photocopies of experience certificate(s), if any. |
| f. | No objection certificate (NOC) / proper channel application, wherever applicable. |
| Sd/- Controller of Administration | |