



CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION
(Council of Scientific & Industrial Research)
Sector 30-C, Chandigarh-160 030 (India)
www.csio.res.in

Advertisement No. 06/2022

Date of commencement of online applications: **26.09.2022**

Last date for submission of online applications: **25.10.2022** (up to 5:00 PM)

CSIR-Central Scientific Instruments Organisation (CSIR-CSIO), Chandigarh, a premier Institute under the Council of Scientific & Industrial Research (CSIR), is involved in multidisciplinary R&D programmes of both basic and applied nature across scientific disciplines with emphasis on measurement science and instrumentation technologies. The Organization is devoted to R&D activities in the areas of Agri-Instrumentation, Biomedical Instrumentation, Optical Devices & Systems, Geoscientific Instrumentation, Precision Mechanical Systems, Analytical Techniques and R&D Support Facilities, Computational Instrumentation, etc. and the Centres of CSIR-CSIO are located at New Delhi and Chennai.

CSIR-CSIO invites applications from Indian Nationals for filling up of following administrative posts as per the details given below:-

S. No.	Name of the Post and Group	Post Code	Number of the Posts with Reservation	Pay Matrix	Total Emoluments per Month (Approx.)**	Essential qualification	Upper Age Limit not exceeding (as on last date)
1.	Junior Secretariat Assistant (General) Group 'C'	JSAG	02 (UR) 1(OBC)	Level-2, Cell-1 (Initial Basic Pay- Rs.19,900- 63,200)	Rs. 35205/- (at Chandigarh)	10+2/ XII or its equivalent [#] from recognized Board and proficiency in computer typing speed ^{***} (35 w.p.m. in English or 30 w.p.m. in Hindi) and in using computer as per prescribed norms fixed by DoPT from time to time.	28 years
2	Junior Secretariat Assistant (Finance & Accounts) Group 'C'	JSAF	02 (UR) 01 (HH - PWD) { Backlog Vacancy}	Level-2, Cell-1 (Initial Basic Pay- Rs.19,900- 63,200)	Rs. 35205/- (at Chandigarh)	10+2/ XII or its equivalent [#] from recognized Board and proficiency in computer typing speed ^{***} (35 w.p.m. in English or 30 w.p.m. in Hindi) and in using computer as per prescribed norms fixed by DoPT from time to time.	28 years
3.	Junior Secretariat Assistant (Stores & Purchase) Group 'C'	JSASP	02 (UR) 01(ESM)	Level-2, Cell-1 (Initial Basic Pay- Rs.19,900- 63,200)	Rs. 35205/- (at Chandigarh)	10+2/ XII or its equivalent [#] from recognized Board and proficiency in computer typing speed ^{***} (35 w.p.m. in English or 30 w.p.m. in Hindi) and in using computer as per prescribed norms fixed by DoPT from time to time.	28 years

Abbreviations: UR: Unreserved, OBC: Other Backward Caste, ESM: Ex-Serviceman, HH-Hearing Handicapped

** Total Emoluments mean approximate total emoluments on minimum of Pay Level as on 01.07.2022 as applicable to the indicated Pay Level including House Rent Allowance and other allowances payable to Council employees, as per rules.

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

[#] Diploma of 3-year duration, acquired after pass in 10th standard, shall be treated as equivalent to 12th Standard in respect of posts for which pass in 10+2/XII standard is the essential qualification. The Diploma, that is to be considered as equivalent, shall be a recognized course and awarded by a Recognized Institution.

Job Description:

Junior Secretariat Assistant (Gen/F&A/S&P): The incumbent shall be required to provide assistance in the functions of General Administration / Finance & Accounts / Stores & Purchase of respective Divisions and any other official work as and when assigned by Competent Authority from time to time.

Desirable Knowledge

Junior Secretariat Assistant (G/F&A/S&P):

- i. Knowledge of noting & drafting, precis writing, good language skills (verbal and written) and knowledge of record maintenance.
- ii. Knowledge of working on computers including MS Word, MS Excel, MS PowerPoint and typing in both English and Hindi.

Junior Secretariat Assistant (F&A): Knowledge of data analysis, banking practices, General Financial Rules.

Junior Secretariat Assistant (S&P): Knowledge of national & international trade, online marketing practices, Govt. procurement rules, inventory management

Selection Procedure:

1. Screening of applications on the basis of the advertised criteria by a Screening Committee duly constituted for the purpose, shall be done after typing or written exam.
2. Test of proficiency in typing and computer usage, as per prescribed standards.

Option for Typing Test: The candidates should clearly indicate their preference for appearing in the typing test i.e., English or Hindi at the time of submission of application.

The typing test shall be a 10 minutes test on a computer. The Typing Test in English/Hindi shall be evaluated as per instructions contained in CSIR letter No.5-1 (116)/2011-PD dated 13.07.2015 (related to speed and permissible errors etc.) available on website www.onecsir.res.in and as amended from time to time.

3. Written Test -

The syllabus and pattern for the written test for the posts of Junior Secretariat Assistant (General), Junior Secretariat Assistant (F&A) & Junior Secretariat Assistant (S&P) shall be, as per CSIR guidelines as detailed in **Appendix-I**.

The written test shall be conducted only for those who qualify the proficiency test in computer typing and computer usage.

OR

The written test may be conducted first followed by computer typing or computer usage test which will be decided by competent authority depending upon the response from the applicants to this advertisement. In every case the recruitment rules for selection shall be followed, as approved by the competent authority and as amended from time to time.

The written test shall consist of two papers:

Paper - I - Mental Ability

Paper – II - General Awareness/English Language.

The Paper – I shall be only qualifying in nature. The final merit list shall be prepared on the basis of the performance of the candidates in Paper - II of the competitive written examination.

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 Residence Allotment Rules, depending on availability in such case HRA shall not be admissible.

b. In addition to the emoluments indicated against each category of posts, benefits such as applicability of New Pension Scheme - 2004, reimbursement of Medical Expenses, Leave Travel Concession, Computer Advance and House Building Advance are available as per CSIR rules.

2. Other conditions

a. The applicant must be a citizen of India.

b. All applicants must fulfill 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 at least possess the essential qualifications laid down for various posts as on the last date of submission of online applications. No enquiry asking for advice regarding eligibility shall 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 trade test/ written test etc. (as applicable). The duly constituted Screening Committee shall adopt its own criteria for short-listing the candidates. The candidate should, therefore, mention in the application form all the qualifications and experience in the relevant area over and above the minimum prescribed qualifications from 10th and onwards.

d. The applicant should upload the application form duly filled in all the relevant information such as educational qualifications and experience along with scanned photograph through online mode only after reading the instructions carefully. The prescribed qualifications should have been obtained through recognized Universities / Institutions. etc. Incomplete applications shall be summarily rejected and no enquiry in this regard shall be entertained. The applicant is not required to submit any documents along with the application form at the time of submission of online application.

e. Applications received from the candidates shall be scrutinized by the duly constituted Screening Committee on the basis of the information entered in the application form. Only the selected candidates shall be asked to submit the certificates/testimonials, age etc. for verification. If any discrepancy is found between the information filled by the applicant in the application form of the shortlisted candidate(s) and the certificates/testimonials, etc. submitted later on, the candidate's application shall be summarily rejected and **the candidate shall be disqualified for further applying in this Organisation.**

f. In respect of equivalence 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 indicate the order/letter, the Authority (with number and date) under which it has been so treated otherwise the Application is liable to be rejected. The diploma, that is to be considered as equivalent, shall be a recognized course and awarded by a recognized institution.

The term 10+2/XII or its equivalent means a certificate issued by a recognized Board of India or foreign country of having passed 12th/XII standard. Diploma of 3-year duration, acquired after pass in 10th standard, shall be treated as equivalent to 12th Standard in respect of posts for which pass in 10+2/XII standard is the essential qualification. In respect of JSA (F&A) posts, accountancy shall be a subject in the Diploma course to be treated as equivalent. The Diploma, that is to be considered as equivalent, shall be a recognized course and awarded by a recognized institution.

g. The period of experience rendered by a candidate must be indicated in the application form.

h. If any document/ certificate 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 when asked for.

i. The date for determining the upper age limit, qualifications and /or experience shall be the closing date prescribed for submission of online applications.

j. The period of experience in a discipline / area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualifications for that post.

k. Persons with Benchmark Disabilities (PwBD) fulfilling the eligibility conditions prescribed under Government of India (GOI) instructions are encouraged to apply, provided the post is identified as suitable for PwBD.

l. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

m. The selected candidates shall be on probation for a period of one year 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 depending upon performance. After successful completion of probationary period, they shall be considered for confirmation in accordance with the extant rules.

n. As per the resolution regarding Official Language (Rajbhasha), the selected candidates shall have to acquire the knowledge of Hindi during the probationary period.

o. After successful completion of probationary period, the appointment may be terminated at any time by a month's notice given by either side i.e. the appointee or the appointing authority, without assigning any reason. The appointing authority, however, reserves the right of terminating the services of the appointee forthwith or before the expiry of the stipulated period of notice by making the payment of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.

p. The services in the Council are liable for transfer to anywhere in India. CSIR-CSIO can transfer any employee from one Laboratory/ Institute to another including their Extension/Field Centres in Public interest. Director, CSIR-CSIO, can transfer any Employee from Headquarters of the Organization/Lab. to its extension/Field/Regional Centres and vice-versa.

q. The provisions of the Central Civil Services (Conduct) Rules, 1964 & Central Civil Service (Classification, Control and Appeal) Rules, 1965 and such other rules or executive orders as may be applicable to the Council servants from time to time, shall apply to the extent to which they are applicable to the appointment hereby offered and the decision of the Council as to their applicability shall be final.

r. The selected candidates shall not be permitted to apply for appointment elsewhere or in CSIR-CSIO during the probationary period and if they have already applied for any posts in any other organisation, they may have to intimate the details of such applications immediately after joining the Institute.

s. CSIR-CSIO reserves the right not to fill up a particular post, if it so desires. The number of vacancies indicated above is provisional and may vary. However, the change, if any, shall be notified on the Organisation website.

t. Any matter not specifically stated in the advt. shall be determined by the Director, CSIR-CSIO, Chandigarh and his decision shall be final and binding.

u. The decision of the CSIR-CSIO in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination shall be final and binding on the candidates.

v. Canvassing in any form and / or bringing any influence political or otherwise shall be treated as a disqualification for the post.

w. NO INTERIM ENQUIRY OR CORRESPONDENCE SHALL BE ENTERTAINED.

x. For updates (screening list, examination dates, typing test, Computer test, written test), kindly visit our website '<http://www.csio.res.in>' regularly. Also check your registered e-mail IDs for any communication from CSIR-CSIO related to this recruitment.

3. Age Limit and Relaxation:

a. The age of the candidate should not be below 18 years and should not be above the prescribed upper age limit as on last date of submission of the online application. There is no age limit for departmental candidates (regular CSIR employees) provided they possess the prescribed qualifications.

<u>Sr. No.</u>	<u>Category</u>	<u>Age-relaxation permissible beyond upper age limit</u>
01	SC/ST	5 years
02	OBC	3 years
03	PwBD (Unreserved)	10 years
04	PwBD (OBC)	13 years
05	PwBD (SC/ST)	15 years
06	Ex-Servicemen (ESM)	3 years after deduction of the military service rendered from the actual age as on the closing date, as per GOI orders amended from time to time.
07	Ex-Servicemen (OBC/SC/ST)	6/8/8 years after deduction of the military service rendered from the actual age as on the closing date, as per GOI orders amended from time to time.
Additional permissible relaxation in upper age limit for Group 'C' posts		
08	Widows / Divorced Women / Women judicially separated and who are not remarried	Up to 35 years of age
09	Widows / Divorced Women / Women judicially separated and who are not remarried (OBC)	Up to 38 years of age
10	Widows / Divorced Women / Women judicially separated and who are not remarried (SC/ST)	Up to 40 years of age

b. Age limit for SC/ST/OBC (NCL) shall be admissible as per Govt. of India rules, provided the post is reserved for that category. Age relaxation shall be 5 years for SC/ST, 3 years for OBC and 10 years for PwBD candidates. Age relaxation shall be subject to submission of self-attested photocopies of certificates issued in the format prescribed by Government of India for appointment in Govt. of India posts and issued by the competent authority.

c. No age relaxation is allowed to SC/ST/OBC candidates applying against unreserved posts.

d. A person seeking appointment on the basis of reservation to OBCs must ensure that he / she possesses the caste/ community certificate and does not fall in creamy layer on the crucial date i.e., as on last date of submission of online application. OBC candidate's eligibility shall be based on Castes borne in the Central List of Govt. of India. OBC candidates should not belong to Creamy Layer. Their Sub-caste should match with the entries in Central List of OBC, failing which their candidature shall not be considered under any of the applied reserved category and shall be treated as UR, if otherwise eligible.

e. As per GOI provisions, age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands who are not remarried, the upper age limit is relaxable up to the age of 35 years (up to 38 years for members belonging to the Other Backward Classes and 40 years for SCs/STs in respect of the posts reserved for them). The persons claiming age relaxation under this sub-para would be required to indicate about it in the Column (Any other relevant information).

- 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 that they have not remarried since.

f. Age relaxation to Persons with Disability (PwD): Age relaxation of 10 years for appointment (total 13 years for OBCs and 15 years for SCs/STs) is allowed to blind, deaf-mute and orthopedically handicapped persons and other specified disabilities as per Central Govt. rules subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years. 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 shall be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual relevant Group posts to be filled by Direct Recruitment by Selection.

Reservations for Persons with Benchmark Disabilities (PwBD): (Horizontal Reservation)

1) **Degree of Benchmark Disability for reservation and Competent Authority for Issue of Disability Certificate:** Only such persons would be eligible for relaxation in conditions/ reservation in posts who suffer from not **less than 40% of relevant benchmark disability**. Those Persons with Benchmark Disabilities (PwBD) who have availed the relaxation and/or reservation shall have to submit **Certificate of Disability** issued by the Competent Authority as per the form V, VI and VII of rule 18(1) under chapter 7 of Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017.

2) Permissible disability for PWD candidates for the post of **Junior Secretariat Assistant (Finance & Accounts) / Junior Secretariat Assistant (General)/ Junior Secretariat Assistant (Stores & Purchase)**: One arm affected (OA), Both legs affected (BL), One leg affected (OL), one arm and one leg affected (OAL), Blind (B), Low vision (LV) & Hearing handicapped (HH).

Special Note for all Candidates seeking reservation/relaxation benefits:

All those candidates seeking reservation/relaxation benefits available for EWS/SC/ST/OBC- NCL/PwBD must ensure that they are entitled to such reservation/relaxation as per eligibility prescribed in the Rules. They should be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the Rules/notice and submit the same in the prescribed format when such certificates are sought by the Institute. Otherwise, their claim for SC/ST/OBC/EWS/PwBD status shall not be entertained and their candidature / applications shall be considered under General (UR) category. The candidates appointed under PwBD (HH) quota shall be adjusted against the vacancy of respective category of SC/ST/OBC/EWS/ Unreserved (UR).

g. Reservations for Ex- Serviceman: (Horizontal Reservation)

CONCESSIONS & RELAXATIONS: Age and Educational Qualification relaxation to Ex-Servicemen shall be granted as per GOI/CSIR orders, as amended from time to time.

a. The upper age limit in case of Ex-Servicemen and Commissioned Officers including ECOs/SSCOs shall be relaxed by **three** years subject to the condition that on the closing date for receipt of applications the continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation.

NOTE: Ex Servicemen who have already secured regular employment under the Central Govt. in a Civil Post are permitted the benefit of age relaxation as admissible for Ex-Servicemen for securing another employment in any higher post or service under the Central Govt. However, such candidates shall not be eligible for the benefit of reservation, if any for Ex-Servicemen in Central Govt. jobs.

b. In order to qualify for the concession under (a) above, candidates concerned would be required to produce a certificate that they have been released from the Defence Forces. The certificate for Ex-Servicemen and Commissioned Officers including ECOs/SSCOs should be signed by the appropriate authorities and should also specify the period of service in the Defence Forces.

SC/ST/OBC/PWD/EWS/ESM(Ex-Servicemen) candidates are required to produce a copy of the relevant certificate in the prescribed format of Government of India (GOI) signed by the specified authority for the posts reserved for respective category.

For Ex-Serviceman the Upper Age limit shall be relaxed as on closing date of application by allowing the deduction of length of actual Military Service from his actual age and the resultant age should not exceed the maximum age limit prescribed for the Post by more than 3 years (6 years in case of OBC Candidates; 8 years in case of SC/ST).

NOTE I: Ex-Servicemen who have already secured employment in civil side under Central Government in Group “C” & “D” posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under ESM Category. However, they are eligible for age relaxation only.

NOTE II: The period of “Call up Service” of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation.

NOTE III: For any servicemen of the three Armed Forces of the Union to be treated as Ex-Servicemen for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post/Service, the status of Ex-Serviceman and/or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement for the Armed Forces within the stipulated period of one year from the closing date.

NOTE IV: An Ex-Serviceman or Persons with Disability (PwD) category candidate who qualifies on the basis of relaxed standards viz. age limit, qualification, in written examination, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. In so far as cases of Ex-Servicemen are concerned, deduction from the age of Ex-Servicemen is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

NOTE V: There shall be no pay-protection in respect of Ex-Serviceman.

EXPLANATION I: An Ex-Serviceman means a person who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union, and who retired from such service after earning his/her pension. This would also include persons who are retired/retire at their own request but after having earned their pension; or I) who has been released from such service on medical grounds attributable to military service/circumstances beyond his control and awarded medical or other disability pension; or II) who has been released, otherwise than on his own request from such service as a result of reduction in establishment; or III) who has been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity; and includes personnel of the Territorial Army of the following categories, namely: - a) Pension holders for continuous embodied service, b) Persons with disability attributable to military service; and c) Gallantry award winners.

EXPLANATION II: The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of “Ex-Serviceman” may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to Ex-Servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of the Union.

NOTE VI: AGE CONCESSION IS NOT ADMISSIBLE TO SONS, DAUGHTERS AND DEPENDENTS OF EXSERVICEMEN.

The number/date of attested copy of the Discharge Book/Certificate (in case of Ex-Servicemen candidates) is to be indicated in the column (Any other relevant information) in the application form.

4.How to apply:

- a. Eligible candidates are required to apply **online only** through our website <http://www.csio.res.in>. The candidates are not required to submit to CSIR-CSIO either by post or by hand the print outs of their online applications or any other document. They are advised to keep with them print out of online application along with documents for reference and verification at later stage. The applicant is not required to submit any documents along with the application form at the time of submission of online application.
 - b. If the candidate does not have a valid email ID, he/she should create a new valid email ID before applying online.
 - c. **Online Application shall be available on our website <http://www.csio.res.in> up to the 05.00 p.m. of the last date mentioned herein.**
 - d. **Last date for online submission of application form is 25.10.2022 up to 5.00 PM.**
 - e. Before applying online, the candidates are advised to read carefully the instructions for online application.
 - f. Candidates may apply for more than one post by indicating their preference for the post they wish to be considered. Final allotment of posts shall be made on the basis of merit-cum-preferences of Posts given by the candidates subject to their eligibility for the same, as decided by the selection committee.
 - g. A non-refundable fee of Rs. 500/- + GST (Rupees Five Hundred Ninety Only) for General/OBC/EWS candidates. The fee is to be deposited online through **State Bank Collect** only. The transaction number generated after successful payment of fee is required to be mentioned in the online application. The candidates are advised to download the E-receipt and preserve it. Steps for online fee payment are given in online application form instructions on CSIR-CSIO website.
- The candidates belonging to category SC/ST/PwBD/ESM/Women/CSIR Employees are exempted from submission of application fee.
- h. In case of universities/institutes awarding CGPA/SGPA/OGPA grades etc., the candidates are requested to convert the same into percentage based on the formula as per their university/institute rules.
 - i. Successful online application is indicated by the page displayed after clicking **Submit Button** indicating the generated **“APPLICATION FORM NUMBER”**. Please note down the same carefully and preserve it. There is no provision to re-print the Application.
 - j. Application once made shall not be allowed to be withdrawn and fee once paid shall not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
 - k. **Interested candidates are advised to apply in time to avoid last minute rush and it is notified that last date shall not be extended on the grounds of online technical issues/problems.**
 - l. **Applications from employees of Government Departments/ Autonomous bodies and Public Sector Undertakings shall be considered only if forwarded through proper channel,** certified by the employer that the applicant, if selected, shall be relieved within two months 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.
 - m. **Applications through proper channel applications should reach to the Controller of Administration, CSIR-Central Scientific Instruments Organisation, Sector 30-C, Chandigarh-160030, at least 15 days before the scheduled date of the typing test.**
 - n. Incomplete applications [i.e., without uploading photograph/ signature/ applicable testimonials (where required)/ application fee (as applicable), etc.] shall not be entertained and shall be summarily rejected.
 - o. No withdrawal/modification/cancellation shall be permissible after successful submission of the online application form.

p. In case, any discrepancy is found in the information filled in the application form and documents submitted later on, the candidature of the candidate shall be cancelled.

q. All the candidates must ensure that they fulfilled all the requisite eligibility conditions in terms of age, qualifications, experience, caste/reserved category status duly certified by the competent authority, on their prescribed certificates, failing which the candidature would be treated as cancelled. Any information given wrongly by the candidates as verified at subsequent date would render them liable for forfeiture of their candidature notwithstanding any legal action for furnishing wrong information/documents.

r. Further, providing false or wrong information in the application form would be a vitiation of the application process.

Note: In case of discrepancies between the English version of this Advertisement and its Hindi translation, the English version shall prevail.

Controller of Administration

SYLLABUS/ PATTERN FOR WRITTEN EXAMINATION

Name of the post: Junior Secretariat Assistant (General or Finance & Accounts or Stores & Purchase)

Written Examination details: For this post, there shall be two papers (Paper-I and Paper – II). The second paper shall 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 is qualifying in nature. Merit list be prepared based on marks obtained in Paper-II.**

Mode of Examination	OMR Based or Computer Based Objective Type Multiple Choice Examination
Medium of Questions	The questions shall 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 shall be no negative marks in this paper

*Mental Ability Test shall 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

The Paper – I shall be only qualifying in nature. The final merit list shall be prepared on the basis of the performance of the candidates in Paper - II of the competitive written examination.

Controller of Administration