

UGC-DAE Consortium for Scientific Research

University Campus, Khandwa Road, Indore-452 001 (M.P.)

(www.csr.res.in)

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The UGC-DAE Consortium for Scientific Research (UGC-DAE CSR) is an autonomous institution established by the UGC, New Delhi with headquarters at Indore and Centers at Indore, Mumbai and Kolkata. This Consortium also has a Node near IGCAR at Kalpakkam. Each Centre is headed by a Centre-Director. The UGC-DAE CSR coordinates research from scientists / teachers from all Indian Universities on major facilities like Dhruva reactor, Variable Energy Cyclotron, INDUS-I etc. established by the Department of Atomic Energy. In addition, the Centers are also having many advanced research facilities including in the areas of condensed matter physics or allied areas.

Applications are invited for the following posts: -

Post No. 1	JUNIOR ENGINEER-C		: One Post (Initial posting at Indore Centre) [RESERVED FOR OBC]
	(i)	Pay Band and Grade Pay	: Level-6 (As per 7CPC).
	(ii)	Normal Maximum Age Limit	: 30 years as on last date of receipt of application.
	(iii)	Minimum Qualification & Experience	: Diploma in Mechanical / Electrical / Electronics/ Civil Engineering with minimum 60% marks or B.Sc. with Physics with minimum 60% marks, and 4 years' experience of working in an academic / industrial research organization.
Post No. 2	PERSONAL ASSISTANT TO (CENTRE-DIRECTOR)		: Three Posts (Initial posting at Indore, Kolkata & Mumbai Centre) *[1 POST RESERVED FOR OBC]
	(i)	Pay Band and Grade Pay	: Level-6 (As per 7CPC).
	(ii)	Normal Maximum Age Limit	: 28 years as on last date of receipt of application.
	(iii)	Minimum Qualification & Experience	: A Bachelor's degree of a recognized University and minimum speed of 40 wpm in typing. 5 years' experience as Stenographer in Univ./Govt./ Autonomous Body/reputed pvt. Company. Experience in computer operation necessary.
	(iv)	Desirable Qualification	: Minimum speed of 100 wpm in shorthand.
*At Mumbai Centre.			
Post No. 3	STENO-TYPIST		: One Post (Initial posting at Indore Centre)
	(i)	Pay Band and Grade Pay	: Level-4 (As per 7CPC).
	(ii)	Normal Maximum Age Limit	: 28 years as on last date of receipt of application.

	(iii)	Minimum Qualification & Experience	:	Matric or equivalent with a minimum speed of 100 wpm in shorthand and 40 wpm in typing. Three years' experience as stenographer in Univ./ Govt./ Autonomous Body/ reputed Private Firm. Experience in computer operation/ data logging desirable.
Post No. 4		ASSISTANT-I	:	One Post (Initial posting at Indore Centre) [RESERVED FOR OBC]
	(i)	Pay Band and Grade Pay	:	Level-4 (As per 7CPC).
	(ii)	Normal Maximum Age Limit	:	30 years as on last date of receipt of application.
	(iii)	Minimum Qualification & Experience	:	HSC or equivalent with 8 years' experience OR A Bachelor's degree of a recognized university with three years' experience in the field of Purchase & Stores/ Accounts/ Establishment in a Univ./ Govt./ Autonomous Body/ Reputed Pvt. Firm.

We welcome applications from less-represented sections of the society in our institute and women candidates.

The Consortium reserves the right to screen and call only such candidates for an interview as are found suitable. Thus, just fulfilling the minimum eligibility criteria would not entitle one to be called for interview.

The candidate is responsible for the correctness of the information provided in the application. If it is found at a later date that any information given in the application is incorrect or false, the candidature is liable to be cancelled, or the appointment terminated.

Candidates already employed should produce a no objection certificate at the time of interview.

How to apply:

- Applications will have to be submitted through online (<https://recruit.csruserportal.com/>) providing all the particulars about the candidature.
- The candidate will have to pay a non-refundable fee of **Rs.500/-** through SBI Collect and include the transaction ID/UTR number at the online application portal. Women candidates will have to pay **Rs.250/-**. Candidates belonging to SC/ST and persons with disability are exempted from paying this fee.
- The UGC-DAE CSR reserves the right to withdraw any advertised post(s) at any time without giving any reason. The number of positions is thus open to change. UGC-DAE CSR may relax/review the qualification/ experience and age limit at its discretion at any stage and in case of candidates with exceptional merit.
- Canvassing in any form will be a disqualification.
- No interim correspondence shall be entertained.
- On the positions reserved for specially abled persons (OH, VI, HH), all the specially abled persons are requested to apply since if the designated category of specially abled person is not available, the post may be filled with other categories of specially abled candidates available to the extent of required number of their reserved posts.
- The positions reserved for specially abled persons (OH, VI, HH) for which the particulars post(s) has been reserved, the candidate of other categories of specially abled persons may also submit their application. In case of non-availability/suitability

of the applicant of certain category of advertised post(s) may be filled up by the suitable applicant belongs to other categories of disabilities.

- Relaxations and concessions for persons with disabilities will be applicable in accordance with reservation policy of the GoI and subsequent clarification/directives issued from time to time to this effect.
- Relaxations and concessions for SCs/STs/OBCs will be applicable in accordance with reservation policy of the GoI and subsequent clarification/ directives issued from time to time to this effect.
- The eligibility (Age& Qualifications) of the candidate will be determined on the last date of the submission of hard copy of the application form.

Upon submission of the online applications, a PDF file of the submitted particulars will be automatically generated. The candidate will have to take a printout of the PDF file of the application form and send the following details:

- (1) Filled-in application form, signed and dated, separate applications shall be submitted for different positions.
- (2) The selection is made as per merit on the basis of written examination for non-gazetted posts of Group 'B', 'C'. In addition, Aptitude/Skill Test may also be conducted wherever applicable, as per GoI O.M. No. 39020/01/2013-Estt (B)-Part dated 29th December, 2015 and subsequent clarification/ directives issued by the Government of India from time to time. Short listed candidates will be called for verification of the original documents according to Merit and availability of number of vacancies.
- (3) A complete CV (not more than four A4 pages), which should include Educational Qualifications (commencing from SSLC or Secondary level) giving details of Board, year, subjects, percentage of marks, division/grade, Technical / Professional Qualifications giving aforesaid details, Experience as an employee giving details in separate column about Name of the employer, designation, Pay Scales & gross emoluments, Period (Years-Months-Days), Nature of Duties.
- (4) Proof of date of birth, and
- (5) Caste certificate (if applicable).

The online portal will become active on **09-October-2021**. Last date of online application submission is **30-October-2021** and hard copy submission is **08-November-2021**.

Details to pay the fee using SBI Collect:

Go to State Bank Collect-SBI

(<https://www.onlinesbi.com/sbicollect/icollecthome.htm>)



Read and accept the terms and conditions by clicking in check box and click on Proceed button.



Select: State of Corporate/Institution: Madhya Pradesh
Select: Type of Corporate/Institution: Education Institutions
Click on GO button



Select Education Institutions Name: UGC-DAE CSR, HO-PLAN
Click on submit button



Select Payment Category: Misc Receipt



Fill all the Details and Pay the amount.

[ADMINISTRATIVE OFFICER-II]