



**CSIR-NATIONAL INSTITUTE FOR INTERDISCIPLINARY SCIENCE AND TECHNOLOGY**  
**Industrial Estate (PO), Pappanamcode, Thiruvananthapuram – 695 019**

**ADVERTISEMENT No.01/2021 dated 06-09-2021**

COMMENCEMENT OF ONLINE APPLICATIONS: **06/09/2021 at 9:00 AM**

CLOSING DATE FOR ONLINE APPLICATIONS: **11/10/2021 at 5:30 PM**

NIIST, Thiruvananthapuram, is a premier institute under the Council of Scientific and Industrial Research (CSIR), involved in multidisciplinary R&D programmes of both basic and applied nature across scientific disciplines for economic, environmental and societal benefits for the people of India. This Institute is engaged in five broad areas of R&D namely (i) Agroprocessing & Natural Products, (ii) Biotechnology, (iii) Chemical Science & Technology, (iv) Materials & Minerals and (v) Process Engineering & Environmental Technology.

**Online** applications are invited from Indian nationals for the under mentioned posts in the CSIR-National Institute for Interdisciplinary Science and Technology (NIIST), Thiruvananthapuram, Kerala.

Post Code	Name of the Post	No. of post & Reservation	Essential Qualification	Pay Matrix Level (as per 7 <sup>th</sup> CPC) & Emoluments	Upper Age Limit (as on 11/10/2021)
1	2	3	4		5
A-2101	Junior Secretariat Assistant (Gen)	03 (2 UR & 1 OBC)	10+2/XII or its equivalent and proficiency in computer type speed and in using computer @ 35 w.p.m. in English or @ 30 w.p.m. in Hindi.	Level-2 ₹19900-63200/- Approximate monthly emoluments ₹26,624/- (excluding HRA)	28 years
A-2102	Junior Secretariat Assistant (S&P)	02 (UR)			
A-2103	Junior Secretariat Assistant (F&A)	02 (UR)	10+2/XII or its equivalent with Accountancy as a subject and proficiency in computer type speed and in using computer @ 35 w.p.m. in English or @ 30 w.p.m. in Hindi.		
A-2104	Security Assistant	01 (UR)	Ex-servicemen, JCO in Army or other Paramilitary Forces with five years experience in the work of security.	Level-6 ₹35400-112400/- Approximate monthly emoluments ₹47,616/- (excluding HRA)	

UR: Unreserved; OBC: Other Backward Class; w.p.m.: words per minute

**I. Selection procedure:**

**A. For post codes A-2101, A-2102 & A-2103:**

The selection will be made on the basis of a written exam and typing test on computer. The questions will be set both in English and Hindi except the questions on English language. A duly constituted Screening Committee will recommend the candidates to be called for written examination.

Candidates who secure the minimum threshold marks in the written examination as fixed by the Selection Committee will be called for Typing Test on computer. The typing test will only be qualifying in nature. Candidates will have an option to choose Hindi or English as language for Typing Test. Option once exercised will be final and **cannot be changed** at a later stage. The final merit list will be prepared on the basis of the performance of the candidates in competitive written examination.

Norms for Typing Test on computer are as under:-

English Typing @ 35 w.p.m.

Hindi Typing @ 30 w.p.m.

(Time allowed – 10 mts.)

(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).

The centre for written examination/typing test will be Thiruvananthapuram only.

**B. For post code A-2104:**

Eligible candidates will be invited for a skill/physical and personality assessment test. Those who qualify in the skill/physical and personality assessment test will be invited for a written exam. The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. All exams/tests will be conducted at Thiruvananthapuram only.

**II. Syllabus of written examination (for all the above posts):**

For these posts, there will be two papers (Paper-I and Paper-II).

Paper-II will be evaluated only for those candidates who secure the minimum threshold marks (as determined by the Selection Committee) in Paper-I.

<b>Mode of Examination</b>	OMR or Computer Based Objective Type Multiple Choice Examination.
<b>Medium of Questions</b>	The questions will be set both in English and Hindi except the questions on English Language.
<b>Standard of exam</b>	Class XII
<b>Total No. of Questions</b>	200
<b>Total Time Allotted</b>	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 judgement 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

### **III. General Information and conditions:**

#### **1. Benefits under Council service.**

- a. These posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA) and Transport Allowances (TA) 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 Scheme 2004, reimbursement of Medical Expenses, Leave Travel Concession 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 fulfil the essential requirements of the post and other conditions stipulated in the advertisement as on the closing date of online application. 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. 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 written exam or other tests. The duly constituted screening committee may adopt its own criteria for short-listing the candidates.
- d. All relevant certificates viz. educational qualification, caste certificate, experience certificate, etc. must be uploaded as a **single PDF document** in the field provided in the online application. In case the same are not uploaded, the application will not be entertained and will be summarily rejected.
- e. The prescribed qualifications should have been obtained from recognized Universities/Institutions etc. 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 will be the closing date of online application i.e. **11/10/2021**.
- h. **Persons with Benchmark Disabilities (PwBD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.**
- i. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in written exam and other tests.
- j. The decision of the NIIST/CSIR in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of written exam and other tests 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. **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**
- m. No travelling allowance will be paid to candidates to appear for written exam or other tests.

#### **3. Relaxations:**

- a. The upper age limit is relaxable upto 5 years for SC/ST and 3 years for OBC as per Government orders in force only in those cases where the posts are reserved for respective categories, on production of relevant and valid certificate in the prescribed format signed by the specified authority. **For OBC candidates the prescribed format (Annexure-I) along with an Undertaking to be signed by the candidate (Annexure-II) are attached below.**
- b. There is no age limit for departmental candidates provided they possess the prescribed qualifications.

- c. As per GOI provisions, age relaxation for Widows, Divorced Women and Women judicially separated from their husbands, and who are not remarried, the upper age limit is relaxable up to the age of 35 years (upto 40 years for members of Scheduled Castes/Scheduled Tribes). The person 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/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 they have not remarried since.
- d. Age relaxation for Persons with Benchmark Disabilities (PwBD): Age relaxation of 10 years (15 years for SCs/STs, 13 years for OBCs) in upper age limit is allowed to persons suffering from (a) blindness and low vision; (b) deaf and hard of hearing; (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (d) autism, intellectual disability, specific learning disability and mental illness; (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness, subject to the condition that maximum age of the applicant on **11/10/2021** 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 will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual Group 'B'/'C' posts to be filled by Direct Recruitment by Selection.
- e. Age relaxation for Ex-servicemen will be as per GoI rules.

#### **4. How to apply:**

- a. Eligible candidates are required to apply **online** by visiting CSIR-NIIST website <http://www.niist.res.in>. The online application will be open from 9.00 AM on 06/09/2021 to 5.30 PM on 11/10/2021. No other mode of application will be accepted.
- b. The candidate has to **remit application fee of Rs.100/- (online payment only) for each post code separately, wherever applicable** to the following account and fill up the transaction details in the prescribed fields provided in the online application:

Name of Account Holder	:	Director, NIIST (CSIR), Trivandrum
Account Number	:	67047723825
Bank Name	:	State Bank of India
IFSC Code	:	SBIN0070030
MICR No.	:	695002943

- c. Candidates should keep a copy of the print out of online application for their own record. There is no need to submit a hard copy of the application.
- d. The candidates belonging to Women/SC/ST/PwBD/CSIR employees are exempted from submission of application fee.
- e. Candidates applying for more than one post should submit separate online applications and application fees.
- f. In case of universities/institutes awarding CGPA/SGPA/OGPA grades etc., candidates are required to convert the same into percentage based on the formula as per their university/Institute.
- g. Application fees once paid will not be refunded on any circumstances nor can it be held in reserve for any other recruitment or selection process.
- h. Applications from candidates working in Government Departments, Autonomous bodies, Public Sector Undertakings and Government Funded Research Agencies will be considered only if the **'No Objection Certificate'** issued by the current employer is uploaded in the online application along with other documents.
- i. The candidates are required to verify all the fields in the application form to ensure that the application is complete and correct in all respects before submitting the same. **It must be ensured that the photo and signature are appended in the respective fields of online application.** After submitting, the candidate may print a copy of the application for their own record.

**Documents to be uploaded (as a single PDF document) preferably in the order given below:**

1. Date of Birth Certificate/SSLC certificate.
2. Educational qualifications certificates.
3. Discharge Certificate and Ex-sevicemen Identity Card (for Ex-servicemen)
4. Caste certificate, if applicable. For OBC candidates, the certificate should be in the proforma as provided in Annexure-I and Undertaking in Annexure-II.
5. Disability Certificate in the proforma as provided in Annexure-III, if applicable
6. NOC, wherever applicable.
7. Proof of remittance of application fee of Rs.100/- where applicable.
8. Other documents, if any.

Sd/-  
**Administrative Officer**

**Prescribed Format for OBC Certificate**

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri / Smt. / Kum. \_\_\_\_\_ Son/  
Daughter of Shri / Smt. \_\_\_\_\_ of Village/Town  
\_\_\_\_\_ District/Division \_\_\_\_\_ in the  
\_\_\_\_\_ State belongs to the \_\_\_\_\_ Community which is  
recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India.

\_\_\_\_\_ Extraordinary Part I Section I No. 210 dated 16/01/2006. Shri / Smt. / Kum.  
\_\_\_\_\_ and/or his family ordinarily reside(s) in the  
\_\_\_\_\_ District/Division of \_\_\_\_\_  
State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004.

Dated: \_\_\_\_\_

District Magistrate/Deputy Commissioner/Competent Authority  
Seal

**NOTE:**

- (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
  - (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
  - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
  - (iii) Revenue Officer not below the rank of Tehsildar' and
  - (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

(Declaration/undertaking not signed by Candidate will be rejected)

**OBC Undertaking**

Declaration/undertaking - for OBC Candidates only

I, \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ resident of village/town/city \_\_\_\_\_ district \_\_\_\_\_ State hereby declare that I belong to the \_\_\_\_\_ community which is recognised as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Estt. (SCT), dated 8/9/1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt.(Res.) dated 9/3/2004. I also declare that the condition of status/annual income for creamy layer of my parents/guardian is within prescribed limits as on financial year ending on March 31, 2021.

Place:

Signature of the Candidate

Date:

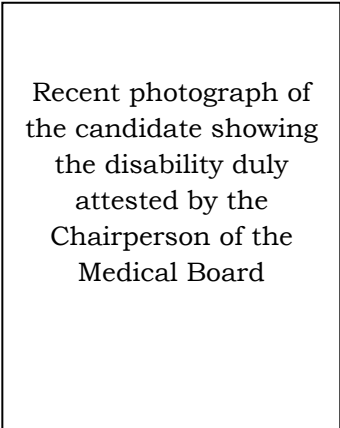
**DISABILITY CERTIFICATE**

As per Annexure - I to OM No. 336035/3/2004- Estt(Res) dated 29th December, 2005 from the Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training

NAME AND ADDRESS OF THE INSTITUTE / HOSPITAL

Certificate No. ....

Date: .....



This is certified that Shri/Smt./Kum.....son/wife/daughter of Shri ..... age ..... Sex..... identification mark(s) ..... is suffering from permanent disability of following category:-

**A. Locomotor or cerebral palsy:**

- (i) BL – Both legs affected but not arms.
  - (ii) BA – Both arms affected
  - (iii) BLA – Both legs and both arms affected
  - (iv) OL – One leg affected (right or left)
  - (v) OA – One arm affected
  - (vi) BH – Stiff back and hips (Cannot sit or stoop)
  - (vii) MW – Muscular weakness and limited physical endurance.
- (a) Impaired reach
  - (b) Weakness of grip
  - (a) Impaired reach
  - (b) Weakness of grip
  - (c) Ataxic
  - (a) Impaired reach
  - (b) Weakness of grip
  - (c) Ataxic

**B. Blindness or Low Vision:**

- (i) B – Blind
- (ii) PB - Partially Blind

**C. Hearing impairment:**

- (i) D – Deaf
- (ii) PD – Partially Deaf

(Delete the category, whichever is not applicable)



2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of ..... years ..... months\*.
3. Percentage of disability in his/ her case is ..... per cent.
4. Sh./Smt./Kum. .... meets the following physical requirement for discharge of his / her duties:-
- |        |  |     |          |
|--------|--|-----|----------|
| (i)    | F – can perform work by manipulating with fingers. | ... | Yes / No |
| (ii)   | PP – can perform work by pulling and pushing.      | ... | Yes / No |
| (iii)  | L – can perform work by lifting.                   | ... | Yes / No |
| (iv)   | KC – can perform work by kneeling and crouching.   | ... | Yes / No |
| (v)    | B – can perform work by bending.                   | ... | Yes / No |
| (vi)   | S – can perform work by sitting.                   | ... | Yes / No |
| (vii)  | ST – can perform work by standing.                 | ... | Yes / No |
| (viii) | W – can perform work by walking.                   | ... | Yes / No |
| (ix)   | SE – can perform work by seeing.                   | ... | Yes / No |
| (x)    | H – can perform work by hearing / speaking.        | ... | Yes / No |
| (xi)   | RW – can perform work by reading and writing.      | ... | Yes / No |

(Dr. ....)  
Member  
Medical Board

(Dr. ....)  
Member  
Medical Board

(Dr. ....)  
Chairperson  
Medical Board

Countersigned by the

Medical Superintendent/CMO/Head of Hospital  
(with seal)

\*Strike out which is not applicable.