



BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES

(An Autonomous Institution under Department of Science & Technology, Govt. of India)

53, UNIVERSITY ROAD, LUCKNOW-226 007

Fax No. 0522-2740098/2740485

Website : www.bsip.res.in

ADVERTISEMENT No. BSIP/Rec./09/2020

Applications are invited from Indian nationals for direct recruitment of the following administrative posts:

1. Lower Division Clerk - (07 posts, 03 for UR, 01 for EWS, 02 for OBC, 01 for SC)

Scale of Pay – Level 02, Rs.19,900 – 63,200 (Pre revised PB-1 Rs.5200-20200 + GP Rs.1900/-)

Age : 18-25 years.

Essential Qualification: 12th Class or equivalent qualification from a recognized Board or University and a typing speed of 35 wpm in English and/or 30 wpm in Hindi on computer (35 wpm and 30 wpm correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)

Desirable Qualification:

- Graduate from a recognized University, knowledge of accounts code like PFMS, Tally etc., computer working on Microsoft Office packages like Word, Excel, etc. and other office software with good writing skills in English will be preferred.

2. Multi Tasking Staff –I (08 posts, 04 for UR, 02 for EWS, 02 for ST)

Scale of Pay – Level 01, Rs.18,000-56,900 (Pre revised PB-1 Rs.5200-20200 + GP Rs.1800/-)

Age : 18-25 years.

Essential Qualification: 10th class or ITI or equivalent specific qualification/experience may be prescribed by the Institute wherever some special skills are required.

Desirable Qualification:

- Knowledge of computer operation and typing, binding of books, driving, cooking and house-keeping, gardening, electrical and plumbing works.

Age Limit: For all posts, the crucial date for determining the age limit shall be the closing date of the receipt of applications i.e. **October 23rd, 2020** provided further that the age limit is relaxable by 5 years in respect of candidates belonging to SC/ST categories and by 3 years for candidates belonging to OBC category, respectively; age relaxation for PH candidates will be as per Government of India rules.

GENERAL CONDITIONS:

1. Mere fulfilling of the minimum advertised qualification and experience requirements DO NOT automatically entitle an applicant to be called for the skill test/trade test.
2. All the applications received within the due date in response to this advertisement shall be considered for short-listing by a Screening Committee and ONLY the candidates recommended by the Screening Committee after the necessary approval of the Competent Authority, will be called for the skill/trade test. The decision of the Institute on short-listing will be final and the Institute will not entertain any correspondence in this regard.
3. The number of post (s) may vary. The Institute reserves the right not to fill up any of the posts, if it so decides.
4. Persons working in Central/State Government/Public Sector Undertaking/ Autonomous Bodies shall submit their applications through proper channel within due date.
5. Qualifications, experience and other requirements for any post may be relaxed/ upgraded by the Institute in the interest of Institute's requirements.
6. No application fee for SC/ST/PH/Women candidates. Other candidates are required to pay Non-refundable application fee of Rs. 250/- for each post through "**DEMAND DRAFT**" in favour of the Director, Birbal Sahni Institute of Palaeosciences, Lucknow drawn on any Nationalized Bank payable at Lucknow. NO OTHER mode of payment of application fee is acceptable.

7. All Candidates belonging to SC/ST/OBC/EWS/PWD category shall produce the caste/category certificate in the prescribed proforma as per Government guidelines in the prescribed format from the Competent Authority empowered to issue such certificate along with originals for verification at the time of documents verification/ Skill Test/Trade Test.
8. The appointing authority will satisfy itself that the character and antecedents of the persons proposed to be appointed are such as not to render them unsuitable for appointment.
9. If at any time before or after the selection of a candidate, it is found that any information is suppressed or false; his/her selection shall be liable to be rejected or cancelled.
10. The selected candidates for various posts shall be liable for transfer among various Projects/Sections/Units of the Institute at the discretion of the Director.
11. Usual allowances as per rules of the Institute which are on the Government of India pattern are admissible for the post.
12. The Institute reserve the right to alter/insert any corrections/additions in the advertisement/website in the event of any typographical error before the last date prescribed for the receipt of applications.
13. The Competent Authority of Birbal Sahni Institute of Palaeosciences (BSIP), Lucknow has reserves the right to reject any or all the applications without assigning any reason thereof.
14. In case of any disputes, any suites or legal proceedings against the Institute, the territorial jurisdiction shall be restricted to the Courts in Lucknow at District Court Lucknow and Lucknow Bench of Hon'ble High Court, Allahabad.

HOW TO APPLY:

1. Interested candidates should apply their application only **OFFLINE** as per the prescribed proforma available on the Institute website www.bsip.res.in under the section "Career".
2. A candidate can apply for both post subject to fulfilling all eligibility conditions attached to each individual post. However, candidate needs to fill the separate applications with the requisite application fee separately for each post.
3. The hard copy of the application alongwith self-attested copies of mark sheets, certificates, degrees, testimonials, etc., and Demand Draft of Rs. 250/- should be sent in an envelope super-scribed "APPLICATION FOR THE POST OF....." through Speed/Registered Post only as to reach on or before **October 23rd, 2020** till **1700 hrs.** to the **REGISTRAR, BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES, 53, UNIVERSITY ROAD, LUCKNOW 226 007, U P (INDIA).**
4. The candidate shall mandatory to send the PDF of application form only alongwith scanned copy of Demand Draft to the email id : recruitment@bsip.res.in.
5. The hard copy of applications without required documents/information/fees/photograph or unsigned etc. and NOT received within the due date will NOT be considered.
6. Canvassing in any form will be treated as disqualification. Interim enquiries will NOT be entertained.
7. For clarification/queries if any, the candidates may call on the office telephone no. 0522 -2742961, 2742956, 2742918 on all working days (Monday to Friday) from 09:30 AM to 05:45 PM.
8. Candidates applying for more than one post must submit each application in separate envelope for each post indicating "**Application for the post of.....**" on the top of the envelope.
9. 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 BSIP, Lucknow.

REGISTRAR

APPLICATION PROFORMA

1. Post applied for : _____
2. Advertisement No. : ADVERTISEMENT No. BSIP/Rec./09/2020
3. Name of applicant in : _____
capital letters
4. Father's / Husband's name : _____
5. Mother's Name: _____
6. Date of birth : _____
7. Age as on the closing date : Years _____ Months _____ Days _____
8. Category (SC/ST/OBC/GEN/EWS) : _____
9. Application Fee Bank.....date.....Amount Rs.....Demand Draft No.....
10. Marital Status : _____
11. Complete postal address for : _____
communication with _____
Pin Code (in block letters). _____
12. Complete permanent address : _____
with Pin Code (in block letters) _____
13. (i) Contact No. with STD code : _____
(ii) Mobile No.: _____
E-mail ID : _____
14. Qualifications (from High School onwards) :

Affix recent Passport size Colour photo

Examination/ Degree (Academic/ Professional)	University/ College/ Board	Year	Division	Percentage Marks/ Grade	Subject/ Specialization

15. Details of experience/employment :

Sl. No	Name of Organization (Give complete address)	Post held	From	To	Pay scale/ emoluments	Nature of Duties

16. Additional information, if any : _____

17. Details of enclosures attached : _____

Declaration

I..... hereby undertake that the entries in this application form are true to the best of my knowledge and belief. If it is found at any time that I have concealed any material information or given any false information in my application, my appointment shall be liable to be summarily terminated without notice or compensation.

Dated:
Place:

(Name & Signature of the applicant)