



**CSIR - INSTITUTE OF MICROBIAL TECHNOLOGY**  
**(Council of Scientific & Industrial Research)**  
**Sector 39-A, Chandigarh-160036, INDIA**  
IMTECH Website: [www.imtech.res.in](http://www.imtech.res.in)

**ADVERTISEMENT NO. 03/2021**

Commencement of Online Applications: 02/08/2021  
Last date for Submission of Online Applications: 15/09/2021 (upto 5:00 pm)

CSIR-Institute of Microbial Technology (CSIR-IMTECH) is a constituent unit of Council of Scientific & Industrial Research which is an autonomous organization under the Ministry of Science & Technology, Govt. of India. It is amongst the foremost Scientific and Industrial Research Department setup in the world, having state of art infrastructure and scientific and industrial R&D of National and International importance. The applications are invited from eligible citizens of India to fill up the following posts as per the following details:-

Sr. no.	Post name & of number posts*	Pay Matrix, Pay Level & Age Limit	Essential Qualification
01	Junior Secretariat Assistant (General /Store & Purchase) No. of posts: 07 (05 post - UR & 02 post - OBC)	7CPC Pay Level-2 Rs. 19900-63200  (Approximate TE 27520/- INR)  28 years	<b>Qualification:-</b> 10+2/XII or its equivalent and proficiency in computer typing speed of 35 w.p.m in English or 30 w.p.m in Hindi typewriting** and in using computer as per the prescribed norms fixed by DoPT from time to time.
02	Junior Secretariat Assistant (Finance & Accounts) No. of posts: 02 (01 post - UR & 01 post - SC)	7CPC Pay Level-2 Rs. 19900-63200  (Approximate TE 27520/- INR)  28 years	<b>Qualification:-</b> 10+2/XII or its equivalent with Accountancy as a subject and proficiency in computer typing speed of 35 w.p.m in English or 30 w.p.m in Hindi typewriting** and in using computer as per the prescribed norms fixed by DoPT from time to time.
03	Junior Stenographer No. of posts: 01 (01 Post - OBC)	7CPC Pay Level-4 Rs. 25500-81100  (Approximate TE 36021/- INR)  27 years	<b>Qualification:-</b> 10+2/XII or its equivalent and speed of 80 w.p.m in Shorthand and proficiency in computer typing speed of 40 w.p.m in typewriting in English or 35 w.p.m in typewriting in Hindi*** and in using computer as per the prescribed norms fixed by DoPT from time to time.

**Job requirement & Desirable qualification:-** All clerical, typing jobs and other work as assigned from time to time and preference shall be given to the candidates having knowledge of Computers to work on MS Office, Excel and typewriting in both English & Hindi.

\*Abbreviation: UR-Unreserved; SC-Scheduled Caste; OBC-Other backward classes.

\*\*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.

\*\*\*40 words per minute/35 words per minute correspond to 12000 KDPH/10500 KDPH on an average of 5 key depressions for each word. Time allowed is 10 minutes.

**All the typewriting tests will be on computer only.**

## **1) HOW TO APPLY:**

1. Eligible candidates are required to apply online only. For details and online application visit website link <http://imtech.res.in>. The last date of online submission of application is **15/09/2021(1700 hours)**.
2. If the candidate does not have a valid email ID, they must create a new valid email ID before applying online, as all correspondence shall only be made through email Id furnished by the applicant.
3. The non-refundable fee for online application is Rs. 500/-(Rupees Five Hundred Only). The Candidates belonging to SC/ST/Women/PwD/Other Gender Category/Ex-servicemen/CSIR Employees as well as Identified Casual Workers in CSIR are exempted from submission of application fee. Applications not accompanied with the prescribed fee or incomplete applications will be summarily rejected. Candidates desirous of applying for more than one (post) should submit SEPARATE APPLICATIONS FOR EACH (POST) along with the applicable prescribed fee.
4. Candidates must ensure that application fee (if applicable) has been deposited online as per requirement. If it is found at any stage that applications were not supported with application fee as applicable, the same shall be rejected.
5. Candidates must upload their latest colored Photograph and append signatures. Photograph/Signatures must be clear, otherwise application is liable to be rejected.
6. Application once made will not be allowed to be withdrawn and fee once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
7. Age and experience will be reckoned as on the last date of receipt of application i.e. 15/09/2021.

## **2) GENERAL CONDITIONS/INSTRUCTIONS:-**

1. The applicant must be a citizen of India.
2. The number of vacancies is provisional and may vary.
3. The qualifications prescribed should have been obtained from recognized Universities/Institutions.
4. All testimonials/certificates will be verified later. Therefore, candidates must produce original(s) for verification as and when desired by this Institute. If it is found that they have furnished false information, their candidature shall be rejected.
5. If any document/certificate furnished is in a language other than Hindi or English, a transcribed copy in Hindi/English of the same duly attested by a Gazetted Officer or Notary is required to be submitted.
6. SC/ST/OBCs, PwD, & ESM certificates, as applicable, should be issued by the competent authority in the prescribed format/proforma.
7. The appointees are liable to be posted to any of the Laboratories/Institutes of CSIR pan India in exigencies of work.
8. Those employed in Govt. Deptt / PSUs /Autonomous Bodies should send their applications through proper channel (advance copy of application should reach before the last date) with a clear certificate that (i) no vigilance case is pending against him/her (ii) the applicant will be relieved within one month of receipt of appointment offer if he/she is selected.
9. Late applications and incomplete applications will be summarily rejected. In case candidates could not submit their online application due to failure of server/any technical defect at the last moment, last date will not be extended. **Therefore, candidates are advised to submit online application well in advance before the last date of submission of applications.** Institute's decision shall be final and no enquiry will be entertained in this regard.
10. **Medium of typing test and medium of written Examination will be the same and once opted cannot be changed at later stage.**

### **3) Relaxations:-**

- i. Upper age limit relaxable by 05 years for SC/ST category and upto 03 years for OBC category candidates only for the posts which are reserved for them.
- ii. Upper age limit for Person with Disabilities will be relaxable by 10 years (15 years for SC/ST & 13 years for OBC). The persons claiming age relaxation under PWD category 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.
- iii. There is no age limit for departmental candidates (CSIR employees) provided they possess the prescribed qualifications.
- iv. 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 (upto 40 years for SC/ST and upto 38 years for OBC in respect of the posts reserved for them). The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence:-
  - a) In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
  - b) 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.
- v. Relaxation of five years will also be permissible to those who had ordinarily been domiciled in the Kashmir division of the State of Jammu and Kashmir during the period from 1-1-1980 to 31-12-1989 subject to production of relevant certificate from concerned authority and the Government Rules in force at the time of recruitment, if applicable and in force as on the last date of receipt of applications.
- vi. Relaxation of upper age limit for Ex-servicemen is admissible upto three years (eight years in case of disabled Defence Services personnel belonging to SC/ST) in excess of the prescribed upper age limit after deducting the period of Military Service. A certificate from Director-General, Resettlement, MoD shall be an acceptable proof in support of claim of disabled Defence Services personnel.

### **4) Check list of documents to be uploaded at the time of online application submission:-**

- i) Application
- ii) Coloured photograph and signature
- iii) Certificate in support of Essential Qualification/Desirable Qualification/Reservation/Date of Birth.

### **5). Selection procedure:-**

#### **For the post of Junior Secretariat Assistant (Gen/F&A/S&P):**

There will be two papers (Paper-I & 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 Paper-I. The proficiency in computer typing speed and in using computer will only be qualifying in nature, the final merit list will be prepared on the basis of marks obtained by the candidates in Paper-II. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing.

#### **Syllabus of Written test for the post of Junior Secretariat Assistant (Gen./F&A/S&P):-**

There will be two papers (Paper-I & 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 Paper-I.

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
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 will be no negative marks in this paper.

*\*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.

**For the Post of Junior Stenographer:**

The selection will be based on the performance in the shorthand test (Shorthand and Transcription) and qualifying typing test on Computer. The shorthand test will be conducted for those who are shortlisted by the duly constituted Screening Committee of the Institute based on the criteria of marks secured in 10+2 /12<sup>th</sup> and nos. of posts to be filled up. Merit list of selection will be drawn based on the performance in shorthand test (Shorthand and Transcription) and qualifying typing test on computer.

**For addendum/corrigendum and updated information regarding this advertisement please visit our website: <http://www.imtech.res.in> . No separate individual information/intimation shall be sent to the candidates. Therefore, candidates are advised to keep visiting regularly the website of the Institute.**

- 6). **e-Admit Cards/Roll Nos** will be issued for the Written Examination. No separate call letter(s) shall be posted to candidate(s). All intimation/communications shall be sent by email at the address mentioned by the candidate in the application form.
- 7). Candidates are advised to keep a copy of submitted application for future reference.
- 8). Candidates should indicate as to whether any of their blood/close relatives is working in CSIR-IMTECH or any other National Labs/Institutes of the CSIR.
- 9). Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification and will render candidature liable for rejection.
- 10). In case of any dispute, the decision of the CSIR-IMTECH/CSIR in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/her agency.
- 11). Director, CSIR-IMTECH reserves the right to not fill any or all of the advertised posts, therefore, the final number of vacancies may vary.

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

To know more about IMTECH, visit us at the IMTECH Website: [www.imtech.res.in](http://www.imtech.res.in)  
**“INTERIM ENQUIRY WILL NOT BE ENTERTAINED”**

**CONTROLLER OF ADMINISTRATION**