



**CSIR- CENTRE FOR CELLULAR AND MOLECULAR BIOLOGY**  
**(Council of Scientific and Industrial Research)**  
**Uppal Road, Habsiguda, Hyderabad - 500 007, Telangana.**

Website: <https://www.ccmb.res.in>

“Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply”

**Advertisement No. 02/2021**

<b>Date of commencement of online applications:</b>	<b>05-04-2021</b>
<b>Last date for receipt of online applications:</b>	<b>05-05-2021</b>
<b>Last date for receipt of hard copy of applications:</b>	<b>17-05-2021</b>

**CSIR-Centre for Cellular and Molecular Biology, Hyderabad (CSIR-CCMB)** is a Premier Research Laboratory under the Council of Scientific & Industrial Research (CSIR), involved in multidisciplinary R&D programmes of both basic and applied nature across scientific disciplines of biological science for economic, environmental and societal benefits of mankind.

CSIR-CCMB, Hyderabad invites online Applications from Indian Nationals for the following Administrative posts.

<b>Name of the Post</b>	<b>Number of Posts &amp; Reservation status</b>	<b>Pay Matrix Level</b>	<b>Total Emoluments*</b>	<b>Upper Age Limit** (As on last date of receipt of hardcopy of applications)</b>
<b>Junior Secretariat Assistant (Gen.)</b>	<b>04 [UR:01, EWS: 01, OBC:01, SC:01]</b>	<b>Pay Matrix Level-2, Cell-1</b>	<b>Rs. 30,263/-</b>	<b>28 years</b>
<b>Junior Secretariat Assistant (F&amp;A)</b>	<b>01 [OBC:01]</b>	<b>Pay Matrix Level-2, Cell-1</b>	<b>Rs. 30,263/-</b>	<b>28 years</b>
<b>Junior Secretariat Assistant (S&amp;P)</b>	<b>01 [OBC:01]</b>	<b>Pay Matrix Level-2, Cell-1</b>	<b>Rs. 30,263/-</b>	<b>28 years</b>

\* Total emoluments on minimum of scale including HRA applicable to 'X' city, DA, TA etc.

\*\* Please see age relaxation under Age Limit Column.

Abbreviations used: UR - Unreserved, EWS - Economically Weaker Section, OBC - Other Backward Classes, SC - Scheduled Caste,

Name of the Post & Post Code	No. of Posts & Reservation status	Essential Qualification(s)	Desirable Qualifications	Job Specification
Junior Secretariat Assistant (General) (A 01)	04 posts [ UR:01, EWS:01 OBC:01, SC:01]	<b>10+2/XII Standard or its equivalent and proficiency in computer type speed and in using computer typing speed of 35 w.p.m* in English OR 30 w.p.m* in Hindi.</b>	Proven working knowledge of computers preferably MS Office, MS Word, MS Excel, MS Power Point etc.	The incumbent is required to provide assistance in the functions of General Administration besides any other official work as and when assigned by Competent Authority
Junior Secretariat Assistant (Finance & Accounts) (A 02)	01 post [ OBC:01]	<b>10+2/XII Standard or its equivalent with Accountancy as a subject and proficiency in computer type speed and in using computer typing speed of 35 w.p.m* in English OR 30 w.p.m* in Hindi.</b>	Proven working knowledge of computers preferably MS Office, MS Word, MS Excel, MS Power Point etc.	The incumbent is required to provide assistance in the functions of Finance & Accounts besides any other official work as and when assigned by Competent Authority
Junior Secretariat Assistant (Stores & Purchase) (A 03)	01 post [ OBC:01]	<b>10+2/XII Standard or its equivalent and proficiency in computer type speed and in using computer typing speed of 35 w.p.m* in English OR 30 w.p.m* in Hindi.</b>	Proven working knowledge of computers preferably MS Office, MS Word, MS Excel, MS Power Point etc.	The incumbent is required to provide assistance in the functions of Stores & Purchase besides any other official work as and when assigned by Competent Authority

**Note:\*** 35 w.p.m. /30 w.p.m. correspond to 10500 KDPH/9000 KDPH (Key Depressions per Hour) on an average of 5 key depression for each word. Time allowed for typing test is 10 minutes, which is qualifying in nature.

## 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 allotment rules depending on availability in which case HRA will not be admissible.
- b. In addition to the emoluments indicated against each category of post, benefits such as applicability of New Pension Scheme (NPS) 2004, reimbursements of Medical Expenses, Leave Travel Concession, Personal 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 receipt of hard copy of the applications. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts as on the last date of receipt of the applications. No enquiry asking for advice as to eligibility will be entertained.

The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for written test / typing test. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. The candidate should therefore, mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with documents. Completion of degree/course will be reckoned from the date of issue of provisional certificate/notification.

- c. The application should be accompanied by self attested copies of the relevant educational qualification, experience. The prescribed qualifications should have been obtained through recognized Universities / Institutions. Incomplete applications/applications received or not accompanied with the required certificates / documents **are liable to be rejected.**
- d. In respect of equivalent 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 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.

- e. The period of experience rendered by a candidate on part time basis, daily wages, visiting/ guest faculty will not be counted while calculating the valid experience for short listing the candidates.
- f. If any document / certificate furnished are 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 shall be the closing date prescribed for receipt of hard copy(s) of applications i.e. **17.05.2021**
- h. 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 prescribed for that Grade.
- i. Persons with disabilities (PWD/Divyangjan) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply. Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved for them or not.
- j. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in trade test / written test.
- k. The decision of the Director **CSIR-CCMB Hyderabad** in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of examination will be final and binding on the candidates.
- l. The number of vacancies may vary (increase or decrease) at the time of actual selection.
- m. Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- n. **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.**
- o. SC/ST/OBC/PWD/EWS (Economically Weaker Section) 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 along with their hard copy of application form for the posts reserved for respective category.
- p. The Competent Authority has a right to amend, delete and add terms & conditions to this advertisement.

### **3. Mode of Recruitment :**

The candidates fulfilling all necessary eligibility criteria as recommended by Screening Committee will be invited for open competitive written examination and typing test. Recruitment to these posts shall be made on the basis of result of Competitive Written Examination and proficiency in computer typing speed.

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 the performance of the candidates in the written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in computer typing.

**A: Written Examination.**

Mode of Examination	OMR based or Computer based online Objective Type Multiple Choice Examination
Medium of Questions	The questions will be set in both English and Hindi except the questions in English Language.
Standard of Examination	Class XII
Total No. of Questions	200
Total Time allotted	02 Hrs 30 min.

**Paper-I ( Time allotted – 90 minutes )**

Subject	No. of Questions	Maximum Marks	Negative Marks
Mental Ability Test*	100	200 (2 marks for every correct answer).	<u>There will be no negative marks in this paper.</u>

\*Mental Ability Test consisting of General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgment, etc.

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

**Paper-II ( Time allotted – 01 hour)**

Subject	No. of Questions	Maximum Marks	Negative Marks
General Awareness	50	150 (3 marks for every correct answer).	One negative mark for every wrong answer.
English Language	50	150 (3 marks for every correct answer).	One negative mark for every wrong answer.

## B: Proficiency Test

### Proficiency in computer typing speed and in using computer

English typing speed of 35 w.p.m. OR Hindi typing speed of 30 w.p.m.

Time allowed – 10 minutes

(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 final merit list will be prepared only 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.

#### 4. Age & other Relaxations :

- a. There is no age limit for departmental candidates provided they possess the prescribed qualifications.
- b. The upper age limit is relaxable up to five years for the regular employees working in Government Departments, Autonomous bodies and Public Sector Undertakings in accordance with the instructions and orders issued by the Government of India/CSIR from time to time.
- c. The upper age limit is relaxable up to 05 years for SC/ST and 03 years for OBC (Non Creamy Layer) as per Government orders in force, only in those cases where the posts are reserved for respective categories, on production of relevant certificate in the prescribed format signed by the specified authority.

#### d. EWS (Economically Weaker Section):

Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below **Rs. 8.00 Lakh (Rupees Eight Lakh only)** are to be identified as EWS for benefit of reservation. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:

- i. 5 acres of Agricultural Land and above;
- ii. Residential flat of 1000 sq. ft. and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status. The term "Family" for this purpose will include the person who seeks benefit of reservation,

his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority, in the prescribed format shall only be accepted as candidate's claim as belonging to EWS. Failing in these stipulations, their claim for reserved status under EWS will not be entertained and the candidature / application of such candidates, if fulfilling all the eligibility conditions for General (Un-reserved) category, will be considered under General (UR) vacancies only.

e. **Age relaxation to Persons with Disabilities (PWD) category:** Age relaxation of 10 years is allowed [ total 15 years for SC/ST and 13 years for OBC candidates ] to the persons suffering from the following disabilities as per GOI orders:

- (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.

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.

- f. 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.
- g. Age relaxation to widows, Divorced Women and Women judicially separated from husband and who are not remarried will be granted as per GOI and CSIR orders.
- h. Age relaxation to Ex-Servicemen will be granted as per GOI and CSIR orders.

**How to apply:**

- a. Candidates are required to apply ONLINE ONLY through our website <http://www.ccmb.res.in> followed by sending hard copy of online application duly signed along with copies of mark sheets, certificates, fee payment receipt, and other testimonials etc.
- b. Online application will be available on our website <http://www.ccmb.res.in> up to **05.05.2021**
- c. **Interested candidates are advised to apply in time to avoid last minute rush.**



- d. Candidates applying for more than one post code must submit separate applications indicating the post code of the post in the application form. Each application should be accompanied by separate SB Collect payment receipt.
- e. For submission of online applications the candidates are required to pay a non-refundable fee of Rs. 100/- (Rupee ONE Hundred only) 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 (SB Collect receipt) and preserve it.

**The candidates belonging to SC/ST/PWD/Women/CSIR Employees are exempted from payment of application fee.**

The following details must be mentioned on the backside of printed copy of generated acknowledgement of remitted application fee.

1. Candidate Name 2. Application No. 3. Post code Applied for 4. Candidate category

- f. The last date for receipt of hard copy of application is **17.05.2021**. This date will be the same for the candidates belonging to far-flung areas.
- g. In case of universities/institute awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their university/institute.
- h. After completely filling the online application form candidate can submit and take printout of the generated filled application. Candidates need to note down Application Number for future communication. **The candidate must sign the computer generated application while sending the hardcopy of application.**
- i. The computer generated application duly signed by the candidate and accompanied by self attested copies of the certificates, mark sheets, testimonials in support of age, education qualifications, experience, fee payment receipt and caste certificate, if applicable along with one recent passport size self-signed photograph affixed should be sent in an envelope super scribed "**APPLICATION FOR THE POST OF \_\_\_\_\_ (Post Code \_\_\_\_\_)**" so as to reach the **Recruitment Section, CSIR-Centre for Cellular and Molecular Biology, Uppal Road, Habsiguda, Hyderabad – 500007, Telangana** on or before **17.05.2021**. Application once made will not be allowed to withdraw and fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
- j. Applications from the employees of Government Departments will be considered only if forwarded through proper channel, with a vigilance clearance certificate and a certificate from the employer that the applicant, if selected will be relieved within one month of the receipt of the appointment orders. However, advance copy of the application may be submitted before the closing date. Applications routed through proper channel should reach **CSIR-CCMB, Hyderabad** at the earliest.



- k. 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 **CSIR-CCMB, Hyderabad**.
- l. Incomplete applications (i.e. without photograph, application fee, applicable testimonials and unsigned etc.) will not be entertained and will be summarily rejected.

**5. Following documents must be attached along with application form sent by post:**

- a. Signed copy of printout of online application form along with proof of submission of prescribed application fee.
- b. Self Attested photocopy of Matriculation or equivalent certificate for age proof.
- c. Self Attested photocopies of educational qualifications certificates.
- d. Self Attested photocopy of caste certificate/category certificate, EWS certificate, PWD certificate, in the prescribed Government of India format signed by the specified authority, if applicable.
- e. Self Attested photocopies of experience certificates, if any.
- f. No Objection Certificate (NOC) / proper channel application, wherever applicable.
- g. Fee payment receipt (SB Collect).

**Sd/-**

**Controller of Administration**