

# UGC-DAE Consortium for Scientific Research

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

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## [Advertisement No. 02-2018]

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. 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 etc.

### Applications are invited for the following post: -

1.	<b>ADMINISTRATIVE OFFICER-I</b>	:	One Post [Initial posting at Mumbai Centre]. <b>[UNRESERVED]</b>	<i>Address for submission of application is:-</i>  <i>Administrative Officer-I,</i> <i>[Establishment Section]</i> UGC-DAE Consortium for Scientific Research [UGC-DAE CSR], University Campus, Khandwa Road, Indore-452001.
	(i) <b>Pay Band and Grade Pay</b>	:	Pay Level-10 [Rs.56100-177500].	
	(ii) <b>Normal Maximum Age Limit</b>	:	40 years as on 1 <sup>st</sup> July 2018.	
	(iii) <b>Minimum Qualification &amp; Experience</b>	:	Master's degree with 55% marks with five years experience in the related field in Govt. / University/ Autonomous Body <b>OR</b> A Bachelor's degree of a recognized university with Second class and 10 years experience in related field <b>OR</b> A Bachelor's degree of a recognized university with second class and a pass at the Final examination of Institute of Chartered Accountants or a pass in SAS examination conducted by Comptrollers & Auditor General of India or equivalent thereof with five years experience in the related field in a University /Govt. / Autonomous Body/ Public or Private undertaking.	

### The following may please be noted:

- *Persons, who are abroad, may note that requests for in-absentia consideration cannot be honoured.*
- *The persons with disabilities suffering from Locomotor Disability will also be considered for the above posts.*
- *Only such persons would be eligible for reservation in service who suffers from not less than 40% of the relevant disability. A person who wants to avail the benefit of reservation would have to submit a Disability Certificate issued by the competent authority in the format prescribed by Government of India.*
- *For performing the duties attached to the identified posts the physical requirements are Sitting (S), Standing (ST), Seeing (SE), Reading & Writing (RW), Walking (W), Hearing (H), Communication (C).*
- *Persons with disabilities will be given relaxation in age limit by 10 years (15 years for SCs/STs and 13 years for OBCs). Age will be reckoned as on 1<sup>st</sup> July 2018.*

### Further Note:

- 1 All these posts are transferable among the Centres and Node of this organization.
- 2 Provisions for employing and giving relaxation in age to SC/ST/OBC/Ex-S/PH candidates as per Govt. policy.
- 3 For relaxation in age or claim for a specific category, the concerned Certificate (attested True Copy) should be available with the application
- 4 SC/ST/PH Candidates need not send the Bank Demand Draft mentioned hereinafter.
- 5 Age relaxation upto 13 years to candidates working in this Institution may be considered.

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- 6 In addition to Pay, other allowances like Dearness Allowance, H.R.A. etc. will be given as per rules of this Institution which are, in general, similar to the Rules for employees of Govt. of India.
- 7 Mere satisfying the essentially required minimum qualification and experience does not entitle an applicant to be called for test/interview/appointment.
- 8 UGC-DAE CSR reserves the right to call only limited number of persons for test/interview. Applicants short-listed for test/interview will be informed at appropriate time. No further correspondence/query will be entertained.
- 9 Applications lacking all the supporting evidential documents or certificates etc. or applications lacking any of the information mentioned herein, or applications received late shall be summarily rejected.
- 10 UGC-DAE CSR reserves the right to cancel the requirement for any of the posts at any stage / time.
- 11 Actual number of positions may increase / decrease.
- 12 Canvassing in any form will be a disqualification.
- 13 The material information received will be confidential.
- 14 As regards applicants already in service in Govt./Autonomous Body/public undertaking / Govt. Co. etc, the application should be sent through proper channel. Only those applications will be processed/considered, which are received by this Consortium through proper channel by the prescribed last date. A candidate should ensure also that there is a certificate of the employer along with the application certifying the pay-scale(s), post(s), period of the post(s), and the nature of the duties/experience regarding each of the posts mentioned in the application.

**How to apply: -**

Applications giving complete bio-data typed, strictly in the following sequence of information, on plain paper **in duplicate** along with copies of Mark sheets /Degrees and Experience Certificates, Salary certificate showing last drawn pay & allowances, Two photographs (passport size, colored) attested by self (one of which is to be pasted on the application and another to be stapled with the application) and Crossed Demand Draft of Rs. 50/- (See Further Note-4 above) payable to 'UGC-DAE CSR' at Indore to the respective Center as mentioned against the post latest by **11-May-2018**.

**1.** Post applied for, **2.** Name, **3.** Father's Name, **4.** Permanent and Present address; postal, telephone, fax, e-mail **5.** Date of Birth, **6.** Age as on 1<sup>st</sup> July 2018 (**Years-Months-Days**), **7.** Whether SC/ST /OBC/ PH/ Ex. Ser/ General, **8.** Educational Qualifications (commencing from SSLC or Secondary level) giving details of Board, year, subjects, percentage of marks, division/grade, **9.** Technical / Professional Qualifications giving aforesaid details, **10.** 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, **11.** Any other relevant information, **12.** Details of Demand Drafts, **13.** Names and addresses of two referees.

The envelope containing application should be superscribed "**Application for the post of Administrative Officer-I**" and to be sent to the respective addresses as mentioned against the post.

**[ADMINISTRATIVE OFFICER-I]**