



CSIR- Central Salt & Marine Chemicals Research Institute

Gijubhai Badheka Marg, Bhavnagar- 364002 (Gujarat)
(www.csmcri.res.in)

Advertisement No. 1/2021

Applications are invited in the prescribed form from talented and result-oriented Indian Nationals for **04 Administrative posts**, as per the following details:

Posts code	Name of the Post with Reservation	Total Number of posts	Level in Pay Matrix as per 7th CPC	Essential Qualifications	Age limit not exceeding*
1.	Junior Secretariat Assistant (General) [1 Reserved for SC and 1 Reserved for OBC]	02 (two)	Level 2	10+2/XII or its equivalent and proficiency in Computer with typing speed @ 35 w.p.m. in English or @ 30 w.p.m. in Hindi #	28 years
2.	Junior Secretariat Assistant (Finance & Accounts) [UR]	01 (one)	Level 2	10+2/XII or its equivalent with Accountancy as a subject and proficiency in Computer with typing speed @ 35 w.p.m. in English or @ 30 w.p.m. in Hindi #	28 years
3.	Junior Secretariat Assistant (Stores & Purchase) [Reserved for OBC]	01 (one)	Level 2	10+2/XII or its equivalent and proficiency in Computer with typing speed @ 35 w.p.m. in English or @ 30 w.p.m. in Hindi #	28 years

* Relaxable in case of SC/ST/OBC/PwD as per rules.

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.

Abbreviations used: SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, PwD - Persons with Disability, UR - Unreserved, W.P.M. - Words Per Minute.

How to Apply:

- The interested candidates may download the prescribed Application Form from the Institute website: www.csmcri.res.in. Application Form can also be collected in person from the Recruitment & Assessment Cell of the Institute during office hours.
- Applicants should send their applications in the prescribed Application Form. The following documents should be attached with application duly completed in all respects:
 - Attested copies of the Degree Certificates, Mark-sheets, Proof of date of birth, testimonials and Experience certificates.
 - Attested copy of the Caste certificate (in case of SC/ST/OBC) in the appropriate Pro Forma prescribed by the Government of India from time to time.
 - Attested copy of the Medical certificate (in case of Persons with Disability candidates) from the prescribed authority in the prescribed format.
 - Attested copy of the Discharge Book/Certificate (in case of Ex-Servicemen candidates).
 - Attested copy of the Income and Assets Certificate in the prescribed format issued by the prescribed authority. (In case of the Candidates covered under EWS category.)
 - Demand Draft of Rs. 100/- valid for 3 months drawn, in favour of the Director, CSMCRI, Bhavnagar payable at Bhavnagar (No application fee is prescribed for SC, ST, Persons with disabilities, women & Departmental candidates. They should enclose a copy of certificate on the prescribed Pro Forma issued by the Competent Authority in support of their claim along with application).
- In case of universities/institutes awarding CGPA/SGPA/OGPA grades etc., candidates must convert the same into percentage - based on the formula devised by the concerned University/Institute - at the appropriate place in the Application Form.
- If any of the testimonials, certificates are in any foreign language, attested & authentic transcripts of the same may invariably be attached along with the application form.
- Applications, in a sealed, cover super-scribed "Application for the post of _____ Post No. _____ Advt. No. 1/2021", must reach the following address on or before 15.03.2021.

The Administrative Officer

CSIR-Central Salt & Marine Chemicals Research Institute
Gijubhai Badheka Marg, Bhavnagar - 364 002 (Gujarat)

- Applications from the candidates working in CSIR, Govt. Departments and Public Sector Undertakings will be considered only if forwarded through proper channel with a clear certificate that the applicant will be relieved within one month of receipt of offer of appointment, if selected. However, Advance copy (photo copy) of the Application Form together with application fee, all certificates & testimonials etc. can be submitted before the closing date.
- Incomplete applications will be summarily rejected.

Administrative Officer
EN 39/38