



सी.एस.आइ.आर - खनिज एवं पदार्थ प्रौद्योगिकी संस्थान
CSIR - INSTITUTE OF MINERALS & MATERIALS TECHNOLOGY

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
Council of Scientific & Industrial Research

भुवनेश्वर-751013, ओडिशा, भारत, Bhubaneswar-751013, Odisha, INDIA

विज्ञापन संख्या /Advertisement No.01/2022 दिनांक /Date:25.01.2022

Date of Commencement of Online Application	31.01.2022
Last date for Closing of Online Application	28.02.2022, 5:00 P.M.
Last date for receipt of Hard copy Application	10.03.2022, 5:00 P.M.

CSIR-IMMT, Bhubaneswar, a premier national Institute of the Council of Scientific and Industrial Research (CSIR), is involved in multidisciplinary R&D for eco-friendly utilization and value addition of mineral and material resources, invites online applications from the Indian nationals for filling up of the position as per details mentioned below:-

Post Code	Name of Post	Pay Matrix & Gross emoluments*	No. of Posts & Reservation	Essential Qualification & Experience
SA01	Security Assistant / Watch & Ward Assistant	Level-6 (₹ 35,400 - 1,12,400/-) Gross- ₹ 55104/-	01 Post [UR]	Ex-servicemen, JCO in Army or other Paramilitary Forces with five years experience in the work of security.

(A) Age limit: Not more than **28 years** as on the last date for receipt of online application. Relaxation in age limit for Ex-servicemen/SC/ST/OBC candidates, as prescribed by the Govt. of India (GOI) from time to time will continue to be operative. The date of determining the upper age limit shall be the closing date prescribed for receipt of Online Application.

Job Requirement: Will be responsible for day-to-day security of the office premises and campus, Guest House, Scientist Apartments/ Staff Quarters, establishment, etc. of CSIR-IMMT, Bhubaneswar and handling other related tasks like intelligence, vigilance, fire-fighting and safety standards of estate & building, round the clock vigil, regulation of movement of persons and goods to and from the Institute Campus, etc., liaison with local Police & other authorities, audit, security contract, supervising and controlling the security personnel who will be deployed for security duty, maintenance of records, besides any other work as and when assigned by the Competent Authority.

Desirable: Good verbal communication in Hindi & English and written communication skill with knowledge of computers and modern fire fighting and security monitoring systems.

(B) Benefits under Council Service

1. The post carries usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to Central Government employees and as made applicable to CSIR employees. Council employees are also eligible for accommodation as per CSIR Allotment Rules depending on availability, in which case HRA will not be admissible.
2. In addition to the total emoluments of the post, other benefits such as entitlement to medical facilities, Reimbursement of Medical Expenses, Leave Travel Concession, Conveyance Advance and House Building Advance are also applicable as per rules of CSIR.
3. The service is pensionable based on defined contributions under "New Pension Scheme" and as made applicable to CSIR employees joining on or after 1-1-2004. However, cases of persons selected from other Government Departments/Autonomous Bodies/Public Sector Undertakings/Central Universities, those who have joined prior to 01.01.2004 and having Pension Scheme on Gol pattern and who are presently being governed by Old Pension Scheme will be regulated as per CCS (Pension) Rules, as applicable.

General Information:

(C) Relaxations:

1. The last date for determining the age limit and educational qualifications shall be the last date of submission of online application.
2. The upper age limit is relaxable up to 05 years for SC/ST and 03 years for OBC as per Government of India 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 appropriate authority at the time of verification/test.
3. SC/ST/OBC candidates are required to produce a copy of the valid certificate in the prescribed format issued by the appropriate authority at the time of written test. OBC candidates should produce the certificate valid for appointment to posts under the Central Government.
4. 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 38 years for members belonging to the Other Backward Classes 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: -
 - (i) In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
 - (ii) In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgment/decree 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.
5. Persons claiming reservation under Economically Weaker Sections (EWS) are required to produce Income and Asset Certificate in the prescribed format issued by a Competent Authority. The crucial date for submitting income & asset certificate shall be the closing date for receipt of online application(s).
6. Relaxation in the upper age limit for Ex-servicemen and other entitled categories is admissible as per GOI orders. Ex-Servicemen should enclose an attested copy of Discharge Certificate along with the hard copy of the application while submission.

(D) OTHER CONDITIONS

- a. The applicant must be a citizen of India.
- b. The period of experience in a discipline/ area of work, where prescribed, shall be counted with effect from the date of acquiring the minimum prescribed educational qualification for that post.
- c. Candidate should ensure that he/she possesses minimum/essential qualification/experience, on the last date of receipt of online application, in the relevant subject as required for the particular post, for which he/she is applying.
- d. The decision of the Director, CSIR-IMMT in all matters relating to eligibility, acceptance or rejection of applications and conduct of Test will be final and binding upon the candidates and no enquiry or correspondence through e-mail/ telephone or any other mode will be entertained in this connection from any individual or his/her agency.
- e. The appointment will be in the Institute of Minerals & Materials Technology, Bhubaneswar under the Council of Scientific & Industrial Research (CSIR) which is an Autonomous Body under the administrative control of DSIR, Ministry of Science & Technology, Govt. of India. The appointee is liable to be transferred/ posted in any of the Laboratories/ Institutes of CSIR situated anywhere in India, as and when required.
- f. Applications from employees working in CSIR, Government Departments, Public Sector Organizations, Autonomous Institutions and Government-funded research agencies will be considered only if their applications are forwarded through proper channel with a clear certificate that the applicant will be relieved within one month of the receipt of appointment order, if selected. Vigilance Clearance should also be recorded. However, candidates can send an advance copy along with necessary application fee (wherever applicable) before the last date of receipt of completed application form. Applications routed through proper channel should reach The Controller of Administration, CSIR-Institute of Minerals & Materials Technology, Bhubaneswar at the earliest.

- g. Mere fulfilling of minimum/ essential qualification and experience will not vest any right on a candidate for being called for Skill/Physical and personality assessment test/ Written Test. A duly constituted Screening/Selection Committee shall screen the applications received for the post for short-listing the candidates to be called for Skill/ Physical and personality assessment test. Candidate should therefore mention in his application, all the qualifications and experience in the relevant field over and above the prescribed minimum/ essential qualification, duly supported with certificates/ documents. The Institute reserves the right to call only those candidates for Skill/ Physical and personality assessment test and written test, who in its opinion are likely to be suitable, and no correspondence through e-mail/ telephone or any other mode will be entertained in this regard.
- h. CSIR-IMMT reserves the right not to fill up the post, if it so desires. The number of posts and reservation status indicated in the advertisement are provisional and these may vary at the time of actual selection or at any stage of recruitment.
- i. Any discrepancy found between the information given in the application form and as evident in original documents will make the candidate ineligible for appearing in the Test.
- j. In case of Universities/ Institutes/ Boards awarding Grades etc., candidates are required to convert the same into percentage based on the formula given by their University/ Institute/ Board, which is to be supported also by relevant documents. In the absence of any formula being available, it may be considered either as linear scale (Example: Grade of 8.65 = 86.5% and vice versa) or any other formula may be considered by IMMT to arrive at the percentage of marks. Institute's decision in this regard will be final and binding on the applicants.
- k. **Divyangjan/ Persons with benchmark disabilities (PwBD) are not eligible for the post of Security Assistant, as the job has not been found suitable for Divyangjan/ PwBD.**
- l. No TA will be reimbursed for attending Skill test/Physical Test/personality Assessment test/Written Test.
- m. Applications once made will not be allowed to be withdrawn. Application fee once paid will neither be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
- n. The selected candidates will be on probation for a period of one year from the date of taking over charge of the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of probationary period, they will be considered for confirmation in accordance with the extant rules.
- o. The selected candidates will not be permitted to apply for appointment elsewhere during the probationary period and if they have already applied for any posts in any other organization, they may have to intimate the details of such applications immediately after joining the Institute.
- p. No withdrawal/modification/cancellation will be permissible after successful submission of the online application form.
- q. If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted Officer or Notary in Hindi or English is to be submitted.
- R. Interim enquires related to this recruitment through e-mail, telephone or any other mode will not be entertained.
- S. Canvassing in any form and/or bringing in any influence, political or otherwise, will be treated as disqualification for the post/s applied for.

(E) MODE OF SELECTION:

- (a) Skill/ Physical Test and Personality assessment test: Eligible candidates will be invited for a skill/physical and personality assessment test. Those who qualify in the skill/ physical and personality assessment test will be invited for a written exam. The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination.
- (b) **Written Examination: Syllabus of Written Examination for Security Assistant Posts**
There will be two papers (Paper—I and 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 the first paper. The Final merit list will be prepared only on the basis of the marks obtained by the candidate in Paper - II. The details of mode of examination, medium, standard of exam, time, subjects etc. are mentioned in **Annexure-I**. The skill/physical and the written exams/tests will be conducted at Bhubaneswar only.

(F) How to Apply:

1. Eligible candidates are required to apply online through our website www.immt.res.in. No other mode of application will be considered. The link for ONLINE APPLICATION will be available on the website of CSIR-IMMT, (www.immt.res.in) as per schedule mentioned.
2. Candidates are advised to read the advertisement carefully and also go through the instructions before filling up of the online application. Application once made will not be allowed to be withdrawn and fees once paid will not be allowed to be withdrawn 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.
3. The candidate has to register with his / her name, email-id and password.
4. After successful registration, the candidate has to login using the credentials and apply through the electronic application form. After filling-up the electronic application form, the candidate can verify / edit the application to ensure that the application is complete and correct in all aspects. After finalizing, candidate can finally submit the application online and take a print out of the application immediately as it will not be available after the last date.
5. Application Fee: Candidates are required to remit the application fee of Rs.100/- in favour of "Director, CSIR-IMMT" through online payment system viz., SB Collect by using the following link:

<https://www.onlinesbi.com/sbcollect/icollecthome.htm?corpID=195007>

or through SB Collect portal through the (Odisha→Govt. Department → I M M T → Payment Details→Application Fee→Administration. Also the candidates are required to mention the following details while making payment through SB Collect:

Purpose of Payment = Application fee
Related Department = Administration
Budget head = R06713
Remarks = Mention Post Code i.e. **SA01**

6. Application Fee can also be deposited through net banking in to the below mentioned account No. After successful payment a copy of printed e-receipt indicating payment details, must be enclosed with the hard copy application.

ACCOUNT TYPE : SAVINGS
ACCOUNT NO: 30267734773
IFSC CODE: SBIN007499

Applicants must mention the net bank transaction ID/ e-receipt No., Date and amount deposited in the online application also attach a copy of the e-receipt/acknowledgement mentioning name, category, Application No._____, Advt. No._____, and Post Code_____ applied for on its backside.

7. Application fee paid through any other modes will not be accepted and the application will be treated as without application fee and the application will be rejected. Candidates belonging to SC/ST/PwBD/Women/CSIR Employees are exempted from payment of application fee.
8. The printout of ONLINE APPLICATION duly signed, along with self-attested copies of certificates of educational qualifications, mark sheets, experience certificates, documentary proof in support of date of birth, community/category certificate (SC/ST/OBC/EWS/PWD etc.), if applicable and e-receipt of the **application fee paid through SB Collect** in an **envelope superscribed, as, "Application for the Post of _____, Post Code No._____ & Advt. No._____ may be sent at the following address by post** so as to reach on or before the **last date** indicated above for receipt of HARD COPY of application. **The last date given above will be the same for the candidates belonging to the far-flung areas.**

प्रशासन नियंत्रक सीएसआईआर- खनिज और सामग्री संस्थान प्रौद्योगिकी पठानी सामंत तारामंडल के पास, आचार्य विहार, भुवनेश्वर-751013, (ओडिशा), भारत ।	The Controller of Administration CSIR-Institute of Minerals & Materials Technology Near Pathani Samanta Planetarium, Acharya Vihar, Bhubaneswar-751013, (Odisha), India
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9. Candidates should specifically note that 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 the Institute.

10. Incomplete applications (i.e. without self-attested photograph, without self-attested copies of certificates, mark sheets, unsigned application print-outs and/or application print-outs not received or received after closing date of receipt of hard copy of online application, without application fees wherever applicable, without applicable relevant testimonials in support of Date of Birth, Qualification, Experience, Caste certificate, Ex-servicemen Certificate etc.) will not be entertained and will be summarily rejected.
11. The details of screened/scrutinized/short-listed applicants to be called for Skill/Physical/Personality Assessment test/Written Test, as applicable, date of interview, venue, any changes in the date of test, or venue, result of selection, cancellation of one or all the posts, corrigendum/addendum to advertisement, extension of the last date for receipt of applications etc., will only be notified on the CSIR-IMMT website. Therefore, candidates are advised to visit the website- www.immt.res.in for latest updates.

(H) The following self-attested documents must be attached along with the hard copy application form sent by post:

- a) Printout of the duly signed online submitted application.
- b) Printed copy of e-receipt/challan for the application fee of Rs.100/- (wherever applicable).
- c) Recent color photograph pasted on the form and signed across in full. (Retain two copies of the same photograph to produce later)
- d) Photocopy of certificate (HS/HSSC/Birth Certificate) proving Date of Birth.
- e) Photocopies of Certificates & Marks Sheets (Semester wise/Year wise) in support of minimum qualification and any other higher qualification.
- f) Photocopy of caste certificate (if applicable). In case of widow/divorced women/judicially separated women or Ex-servicemen, the relevant certificate may be attached.
- g) Photocopies of "Experience Certificates", wherever required.
- h) NOC (from Govt. /Autonomous Body/Public Sector employees) if employed.
- i) Certificate relating to Widow/Divorced Woman/Woman Judicially Separated from Husband (if applicable).
- j) Any other document in support of information given in application form.

Sd/-
Controller of Administration

Mode of Examination for the post of Security Assistant

For these posts, there will be two papers (Paper-I and 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 the first paper.

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)	<u>There will be no negative marks in this paper.</u>

**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
