

## CSIR-NATIONAL CHEMICAL LABORATORY

Dr. Homi Bhabha Road, Pune - 411 008

### ADVT. NO. 04/2014(ABSTRACT)

Applications are invited **ONLINE ONLY** from Indian nationals for filling up of Technical Positions as under:

Sr. No.	Name of the positions	Number of positions	Pay Band (PB) & Grade Pay (GP)	*Total Emoluments (per month)
1	Technical Assistant	04 (UR-01, OBC-01, SC-01, ST-01)	Rs.9300-34800 (PB-2) GP Rs. 4200/- p.m.	Rs.32,900/-
2	Technician(1)	04 (UR-03,OBC-01)	Rs.5200-20200 (PB-1) GP Rs. 1900/- p.m.	Rs.18,206/-

UR: Unreserved; SC: Scheduled Caste; ST: Scheduled Tribe; OBC: Other Backward Class  
\* Total Emoluments means approximate total emoluments on minimum of PB including HRA in Class 'Y' City.

For further details please visit our website <http://jobs.ncl.res.in> and apply through the online application form available there. The detailed advertisement, terms and conditions and instructions to the candidates are available on the website.

For any technical query while applying online, please contact Shri C. J. Jagtap at telephone No.(020) 2590 2035 between 10 a.m. & 4 p.m. or e-mail Id: [cj.jagtap@ncl.res.in](mailto:cj.jagtap@ncl.res.in).

Date of commencement of online applications: **14.08.2014**

The last date for receipt of online applications: **15.09.2014**

Last date for receipt of hard copy applications: **30.09.2014**

Sd/-  
**CONTROLLER OF ADMINISTRATION**

## **CSIR-NATIONAL CHEMICAL LABORATORY**

Dr. Homi Bhabha Road, Pune - 411 008

**ADVT. NO. 04/2014**

**APPLY ONLINE ON OR BEFORE 15.09.2014**

(CSIR-NCL website <http://www.ncl-india.org>)

Apply ONLINE at ( <http://jobs.ncl.res.in>)

Applications are invited from Indian Nationals for placement in the following Technical positions.

To apply, the applicant must fill in the ONLINE Application Form specifically designed for the purpose. **Only applications received ONLINE, followed by a HARD COPY thereof, will be entertained.**

Applicants are requested to carefully go through the full text of the advertisement on NCL website <http://jobs.ncl.res.in> regarding qualification, subjects, experience and job requirements etc. prescribed for each position and then fill up the Online Application Form carefully. Selection will be based on the details furnished in the Online Application Form. Should the applicant faces any difficulty in submission of online application, may please contact Shri C. J. Jagtap at telephone No. (020)2590 2035 between 10 a.m. to 4 p.m. or e-mail Id: [cj.jagtap@ncl.res.in](mailto:cj.jagtap@ncl.res.in) / [recruitment@ncl.res.in](mailto:recruitment@ncl.res.in) .

<b>DETAILS OF THE POSTIONS:</b>				
<b>Post Code No.</b>	<b>Details of the post, Scale of pay &amp; Total emoluments per month*</b>	<b>Essential Qualification</b>	<b>No. of post</b>	<b>Age Limit</b>
1	Technical Assistant Pay Band-2, scale of pay Rs. 9300-34800 with Grade Pay Rs. 4200/- p.m. Total emoluments – Rs.32,900/-	1st class B.Sc. (Science) in Chemistry specialization from recognized university with one year full time professional qualification or one year experience in the relevant discipline from a recognized Institute/Organisation.	01 (One) (ST)	28 years
2	Technical Assistant Pay Band-2, scale of pay Rs. 9300-34800 with Grade Pay Rs. 4200/- p.m. Total emoluments – Rs.32,900/-	1st class B.Sc. (Science) in Chemistry specialization from recognized university with one year full time professional qualification or one year experience in the relevant discipline from a recognized Institute/Organisation.	01 (One) (OBC)	28 years
3	Technical Assistant Pay Band-2, scale of pay Rs. 9300-34800 with Grade Pay Rs. 4200/- p.m. Total emoluments – Rs.32,900/-	1st class Diploma in Hotel Management of at least 3 years full time duration or at least 2 years full time duration in case of lateral admission in diploma course or its equivalent from recognized University/Board with experience of 02 years in the area/field of Hotel Management.	01 (One) (SC)	28 years
4	Technical Assistant Pay Band-2, scale of pay Rs. 9300-34800 with Grade Pay Rs. 4200/- p.m. Total emoluments – Rs.32,900/-	1st class B.Sc. (Science) in Physics/Instrumentation/Analytical Chemistry/Physical Chemistry from recognized university with one year full time professional qualification or one year experience in the relevant discipline from a recognized Institute/Organisation. OR 1st class Diploma in Electrical/Mechanical Engineering of at least 3 years full time duration or at least 2 years full time duration in case of lateral admission in diploma in Electrical /Mechanical Engineering course or its equivalent from recognized University /Board with minimum experience of 02 years in the relevant area/field.	01 (One) (UR)	28 years
5	Technician(1) Pay Band-1, scale of pay Rs.5200-20200 with Grade Pay GP Rs. 1900/-p.m. Total emoluments – Rs. 18,206/-	SSC/10th standard with Science subjects with 55% marks plus ITI certificate or national/state trade certificate or 2 years full time experience as an apprentice training from a recognized institution in the trade of Instrumentation Mechanic.	01 (One) (UR)	28 years
6	Technician(1) Pay Band-1, scale of pay Rs.5200-20200 with Grade Pay GP Rs. 1900/-p.m. Total emoluments – Rs. 18,206/-	SSC/10th standard with Science subjects with 55% marks plus ITI certificate or national/state trade certificate or 2 years full time experience as an apprentice training from a recognized institution in the trade of Instrumentation Mechanic.	01 (One) (OBC)	28 years
7	Technician(1) Pay Band-1, scale of pay Rs.5200-20200 with Grade Pay GP Rs. 1900/-p.m. Total emoluments – Rs. 18,206/-	SSC/10th standard with Science subjects with 55% marks plus ITI certificate or national/state trade certificate or 2 years full time experience as an apprentice training from a recognized institution in the Fitter trade.	01 (One) (UR)	28 years
8	Technician(1) Pay Band-1, scale of pay Rs.5200-20200 with Grade Pay GP Rs. 1900/-p.m. Total emoluments – Rs. 18,206/-	SSC/10th standard with Science subjects with 55% marks plus one year Mali training programme certificate from recognized University/Institute.	01 (One) (UR)	28 years

UR: Unreserved; SC: Scheduled Caste; ST: Scheduled Tribe; OBC: Other Backward Class

\* Total emoluments means approximate total emoluments on minimum of PB including HRA in Class 'Y' City.

**The post-wise details are as under:**

**(1) CODE NO. 01: Technical Assistant:**

**Pay Band – 2, scale of pay**

**Rs. 9300-34800 with Grade Pay of Rs. 4200/-p.m. (01 Post)**

**(Reserved for ST)**

**Name of the Division: Chemical Engineering & Process Development Division**

**Essential Qualification:** 1st class B.Sc. (Science) in Chemistry specialization from recognized university with one year full time professional qualification or one year experience in the relevant discipline from a recognized Institute/Organisation.

**Desirable Qualification:** M.Sc. first class in Analytical Chemistry, two years experience in handling and maintenance of GC, HPLC, GCMS, LCMS, FTIR and ICP analytical instruments.

**Job Requirement:** The candidate is expected to work in the field of analytical chemistry under the supervision of senior scientist and will have to work in teams with other scientific staff. The candidate should have a sound background in chemistry, very good laboratory and problem-solving skills.

The candidate will be responsible for development of analytical methods using analytical techniques and instrumentation, such as GC, HPLC, GCMS, LCMS, FTIR, ICP etc., interpretation of the data and documentation, validation of methods and equipment, work collaboratively in cross-functional teams and operation and maintenance of analytical instruments.

**Upper Age Limit:** 28 years

**(2) CODE NO. 02: Technical Assistant:**

**Pay Band – 2, scale of pay**

**Rs. 9300-34800 with Grade Pay of Rs. 4200/-p.m. (01 Post)**

**(Reserved for OBC)**

**Name of the Division: Chemical Engineering & Process Development Division**

**Essential Qualification:** 1st class B.Sc. (Science) in Chemistry specialization from recognized university with one year full time professional qualification or one year experience in the relevant discipline from a recognized Institute/Organisation.

**Desirable Qualification:** M.Sc. first class in Analytical Chemistry, two years experience in handling and maintenance of GC, HPLC, GCMS, LCMS, FTIR and ICP analytical instruments.

**Job Requirement:** The candidate is expected to work in the field of analytical chemistry under the supervision of senior scientist and will have to work in teams with other scientific staff. The candidate should have a sound background in chemistry, very good laboratory and problem-solving skills.

The candidate will be responsible for development of analytical methods using analytical techniques and instrumentation, such as GC, HPLC, GCMS, LCMS, FTIR, ICP etc., interpretation of the data and documentation, validation of methods and equipment, work collaboratively in cross-functional teams and operation and maintenance of analytical instruments.

**Upper Age Limit:** 28 years

**(3) CODE NO. 03: Technical Assistant:**

**Pay Band – 2, scale of pay**

**Rs. 9300-34800 with Grade Pay of Rs. 4200/-p.m. (01 Post)  
(Reserved for SC)**

**Name of the Division: - NCL Guest House**

**Essential Qualification:** 1st class Diploma in Hotel Management of at least 3 years full time duration or at least 2 years full time duration in case of lateral admission in diploma in Hotel Management course or its equivalent from recognized University/Board with experience of 02 years in the area/field of Hotel Management.

**Desirable Qualification:** Preference will be given to candidates with minimum 3 to 5 years experience in a Guest House or Hotel having lodging and boarding facilities.

**Job Requirement:** The selected candidate will be overall Incharge of the Guest House and will have to take care of guests and their accommodation and food. He/she should have the knowledge of attending VIP/VVIP guests. He/she will have to look after upkeep of the Guest House, maintain proper account of money and materials. He/she has to liaison with various division/section in the laboratory for maintenance of guest house building, garden, equipment and fitting in proper condition.

**Upper Age Limit:** 28 years

**(4) CODE NO. 04: Technical Assistant:**

**Pay Band – 2, scale of pay**

**Rs. 9300-34800 with Grade Pay of Rs. 4200/-p.m. (01 Post)  
(Unreserved)**

**Name of the Division: - Center for Material Characterization (CMC)**

**Essential Qualification:** 1st class B.Sc. (Science) in Physics/Instrumentation/Analytical Chemistry/Physical Chemistry from recognized university with one year full time professional qualification or one year experience in the relevant discipline from a recognized Institute/Organisation.

OR

1st class Diploma in Electrical/Mechanical Engineering of at least 3 years full time duration or at least 2 years full time duration in case of lateral admission in diploma in Electrical/Mechanical Engineering course or its equivalent from recognized University/Board with minimum experience of 02 years in the relevant area/field.

**Desirable Qualification:** Preference will be given to candidates with experience in microscopy (Atomic Force Microscopy (AFM)/Electronmicroscopy)/fluorescence.

**Job Requirement:** The selected candidate will required to operate and repair of instruments like Atomic Force Microscopy (AFM)/Electronmicroscopy/fluorescence.

**Upper Age Limit:** 28 years

**(5) CODE NO. 05: Technician (1):**  
**Pay Band – 1, scale of pay**  
**Rs.5200-20200 Grade Pay of Rs. 1900/-p.m. (1 Post)**  
**(Unreserved)**

**Name of the Division: - NCIM Resource Centre**

**Essential Qualification:** SSC/10th standard with Science subjects with 55% marks plus ITI certificate or national/state trade certificate or 2 years full time experience as an apprentice training from a recognized institution in the trade of Instrumentation Mechanic.

**Desirable Qualification:** Preference will be given to candidates with minimum 3 years experience of working in Microbiology/Biotechnology/Pathology Laboratory.

**Job Requirement:** Operation of autoclaves for sterilization of glassware, preparation of media, procedures related to stores & purchase and computer knowledge for data entry.

**Upper Age Limit:** 28 years

**(6) CODE NO. 06: Technician (1):**  
**Pay Band – 1, scale of pay**  
**Rs.5200-20200 Grade Pay of Rs. 1900/-p.m. (1 Post)**  
**(Reserved for OBC)**

**Name of the Division: - NCIM Resource Centre**

**Essential Qualification:** SSC/10th standard with Science subjects with 55% marks plus ITI certificate or national/state trade certificate or 2 years full time experience as an apprentice training from a recognized institution in the trade of Instrumentation Mechanic.

**Desirable Qualification:** Preference will be given to candidates with minimum 3 years experience of working in Microbiology/Biotechnology/Pathology Laboratory.

**Job Requirement:** Plugging/washing of glass material, autoclaving, packaging of cultures in boxes etc.

**Upper Age Limit:** 28 years

**(7) CODE NO. 07: Technician (1):**

**Pay Band – 1, scale of pay**

**Rs.5200-20200 Grade Pay of Rs. 1900/-p.m. (1 Post)  
(Unreserved)**

**Name of the Division: Chemical Engineering & Process Development Division**

**Essential Qualification:** SSC/10th standard with Science subjects with 55% marks plus ITI certificate or national/state trade certificate or 2 years full time experience as an apprentice training from a recognized institution in the Fitter trade.

**Desirable Qualification:** Preference will be given to candidates with two years of experience and having good understanding about maintenance of pressure regulators, high pressure reactor and other research laboratory maintenance work.

**Job Requirement:** Maintenance of laboratory equipment, fitting high pressure piping, fabrication of small parts required to make various reaction set-ups as per the project requirement.

**Upper Age Limit:** 28 years

**(8) CODE NO. 08: Technician (1):**

**Pay Band – 1, scale of pay**

**Rs.5200-20200 Grade Pay of Rs. 1900/-p.m. (1 Post)  
(Unreserved)**

**Name of the Division: - Horticultural Services**

**Essential Qualification:** SSC/10th standard with Science subjects with 55% marks plus one year Mali training programme certificate from recognized University/Institute.

**Desirable Qualification:** Preference will be given to candidates with two years of experience in management of nursery and landscape gardening, supervision of various garden sites and having knowledge of developing and maintaining lawns, rose cultivation, plantation of seasonal, indoor plants propagation etc.

**Job Requirement:** Maintenance of various garden records and supervision of field work.

**Upper Age Limit:** 28 years

**General conditions / Information:**

01. The qualifications prescribed should have been obtained through recognized Universities/Institutions.

02. The number of vacancies under each code is provisional and may vary.

03. The date for determining the upper age limit, qualifications and/or experience shall be the closing date prescribed for online application i.e. **15.09.2014**.

04. The period of experience in a discipline/area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualification prescribed for that Group/Grade.

05. Applications from candidates working in Government Departments, Autonomous Bodies, Public Sector Undertakings and Government Funded Research Agencies will be considered only if forwarded through proper channel and with a clear certificate that the applicant will be relieved of his/her duties within one month of receipt of appointment order, if selected for the post applied for.

06. Candidates applying for more than one post should submit separate application form for each post indicating the Code No. of the post. The application(s) should be accompanied by separate Demand Draft(s).

07. The prescribed Essential Qualifications are a bare minimum and mere possession of same will not entitle the candidates to be called for interview. Where number of applications received in response to the advertisement is large, it may not be convenient or possible for the Laboratory to interview all the candidates. The Laboratory may restrict the number of candidates to be called for interview to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed.

**Age relaxation:**

08. Relaxation in age limit upto 05 years is allowed in cases of Council/Govt./Autonomous Bodies/PSU employees in accordance with the instructions and orders issued by the Government of India from time to time.

09. Upper age limit is relaxable upto **05 years for SC/ST** and upto **03 years for OBC candidates, only in respect of those posts which are reserved for the respective categories.**

10. SC, ST and OBC category candidates should produce the requisite **category/caste certificate in the prescribed Government of India (GOI) format** issued by specified authority.

11. Relaxation of 05 years will also be permissible to those who had ordinarily been domiciled in the Kashmir division of the State of Jammu & Kashmir during the period from 1.1.1980 to 31.12.1989 subject to production of relevant certificate from concerned authority.

12. As per GOI provisions, age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands, the upper age limit is relaxable up to the age of 35 years (upto 40 years for members of Scheduled Castes/Scheduled Tribes and upto 38 years for members belonging to the Other Backward Classes in respect of the posts reserved for them) for Widows, divorced Women and Women Judicially separated from their Husbands who are not remarried. 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 and they have not remarried since.

13. **How to apply:**

a. Eligible candidates are required to apply **ONLINE only** through our website <http://jobs.ncl.res.in>.

b. If the candidate does not have a valid email id, he/she should create a new valid e-mail id before applying online.

c. Online Application will be available on our NCL website upto **15.09.2014**.

d. An application fee (Non-Refundable) of **Rs.100/-** (Rupees One Hundred only) (**no application fee for the candidates belonging to SC/ST/PH/Women/Ex-Service men/regular employees of CSIR**) is payable separately for each post which should be **ONLY in the form of crossed Demand Draft payable at Pune** (valid for a period of at least 3 months from the closing date for receipt of applications) drawn in favour of '**Director, CSIR-National Chemical Laboratory**' and **payable at Pune**.

The last date for applying online application and making of Demand Draft is **15.09.2014**. This date will be the same for the candidates belonging to far-flung areas. The following details must be filled up on back side of Demand Draft (i) Candidate's Name, (ii) Candidate's Category, (iii) Post Code Applied For.

e. 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.

f. First time users need to register themselves by clicking on 'New User Please Register'. Candidate needs to supply his/her email id which will be used as a login id into the system. Please note that candidate can apply for more than one post using a single login id.

g. Once candidate logs in, he/she will be displayed a page which lists the details of all the posts advertised in this Advt. No. 4/2014. Candidate is required to click 'Apply' against the post, he/she wishes to apply for. In case candidates have already logged in on a previous occasion and began the process of application, the top of the page will display the post/s for which he/she has already applied. Then he/she needs to click 'Applied' button to proceed.

h. Candidates can then start filling the online application form which is divided into 9 parts., namely Basic info, DD Details, Academic details, Doctoral work, Publication/Patents, Experience, Other qualification, Relatives in CSIR, Enclosures . The first part to be filled in is the Basic information followed by the other parts.

i. In case candidate feels that he/she has acquired some additional academic qualification which is relevant to the post advertised, he/she may enter that under 'Other qualification'. Please note that SSC and HSC details needs to be entered under 'Academic details' category and not to be entered under 'Other qualification' category.

j. If candidates do not have any relatives who are in service in CSIR, he/she does not need to fill up the part under 'Relatives'.

k. After completely filling the online application form, candidates can take a printout of the filled application by clicking 'Print application'. "APPLICATION ID NUMBER" is generated on the printed online application form. Candidates need to note down the same carefully and preserve it.

l. This computer generated application (Print-out) duly accompanied by attested copies of the certificates, mark sheets, testimonials in support of age, education qualifications, experience and category/ caste certificate in Govt. of India format (if applicable) along with one recent passport size self-signed photograph affixed together with Demand Draft (if applicable) should be sent in an envelope superscribed "**APPLICATION FOR THE POST OF \_\_\_\_\_ (Post Code \_\_\_\_\_)**" by post to the address:- '**Controller of Administration, CSIR-National Chemical Laboratory (CSIR-NCL), Dr. Homi Bhabha Road, Pune- 411008**'. Candidates applying for more than one post must submit separate application form for each post indicating the Code No. of the post. The hard copy(s) of each application must be accompanied by separate Demand Draft(s).

m. Application once made 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.

n. Applications from employees of Government Departments will be considered only if forwarded through proper channel, certified by the employer that the applicant, if selected will be relieved within one month of the receipt of the appointment orders. Also, vigilance clearance should also be recorded. However, advance copy of the application may be submitted before the closing date. Applications routed through proper channel should reach '**Controller of Administration, CSIR-National Chemical Laboratory (CSIR-NCL), Dr. Homi Bhabha Road, Pune- 411008**' at the earliest.

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

- I. Demand Draft of Rs. 100/- as application fee, where applicable.
- II. Colored photograph pasted on the form and signed across in full.
- III. Self Attested photocopy of Date of Birth Certificate.
- IV. Self Attested photocopies of education qualifications certificates.
- V. Self Attested photocopy of category/caste certificate in the Government of India (GOI) format signed by the specified authority, if applicable.
- VI. Self Attested photocopies of experience certificates, if any.

14. 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 Director, CSIR-National Chemical Laboratory, Pune.

**15. Incomplete applications (i.e. without photograph, unsigned and application fee, applicable testimonials etc.) will not be entertained and will be summarily rejected.**

16. Outstation candidates called for interview will be paid to and fro single second class rail fare/ ordinary bus fare from the normal place of their residence or that declared in the application or from the actual place of undertaking the journey, whichever is nearer to the place of the interview as per rules.

17. Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post.

**18. No interim enquiry or correspondence will be entertained.**

Date of commencement of online applications: **14.08.2014**

The last date for receipt of online applications: **15.09.2014**

Last date for receipt of hard copy applications: **30.09.2014**

Sd/-  
**Controller of Administration**