



सीएसआइआर-खनिज एवं पदार्थ प्रौद्योगिकी संस्थान  
CSIR-INSTITUTE OF MINERALS AND MATERIALS TECHNOLOGY  
भुवनेश्वर /BHUBANESWAR – 751013

विज्ञापन संख्या /Advertisement **No.05/2024**, दिनांक /Date:**28.11.2024**

Date of commencement of online application	:	<b>02-12-2024 (11:00 AM)</b>
Last date for receipt of online application	:	<b>31-12-2024 (05:00 PM)</b>

**Opportunities for an Exciting Career in Administrative Support Services in a premier R&D Institute**

CSIR-Institute of Minerals & Materials Technology (CSIR-IMMT), Bhubaneswar, a premier National Institute of the Council of Scientific and Industrial Research (CSIR) engaged in multidisciplinary R&D for sustainable development of mineral and material resources, invites **only Online** application from bonafide eligible Indian citizens having motivation, aptitude, domain knowledge for the following position: -

Post Code	Name & No. of Posts, Reservation status & Upper Age limit not exceeding	Pay in Pay Matrix & Total Emoluments	Essential Qualification	Desirable Qualification
SA01	Security Assistant/ Watch & Ward Assistant (01-UR) Age-28 years	Pay Level-6 (₹ 35,400 - 1,12,400/-)  ₹ 63,996/-	Ex-servicemen, JCO in Army or other Paramilitary Forces with five years experience in the work of security. *	Good verbal communication in Hindi & English and written communication skill with knowledge of computer, modern fire-fighting, watch and ward security monitoring systems.

\*The details of Ranks and Corresponding Pay Levels of JCO in the Armed Forces and equivalency in the rank with regard to Armed Forces vis-à-vis Paramilitary Forces are enclosed at **Annexure-A**

**JOB REQUIREMENTS:**

To 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 & buildings, 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 regular/outourced security personnel who will be deployed for security duty, maintenance of records, besides any other work as and when assigned by the Competent Authority.

**The cut-off date for determining the upper age limit, qualification and / or experience shall be the closing date prescribed for submission of ONLINE application.**

**1. BENEFITS UNDER COUNCIL SERVICE:**

- The 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 Residence Allotment Rules depending upon availability in which case HRA will not be admissible. However, the selected person will have to reside in the campus, if provided.
- In addition to the emoluments indicated above, benefits such as applicability of New Pension Scheme 2004, reimbursement of Medical Expenses, Leave Travel Concession, Conveyance Advance and House Building Advance are available as applicable to Council employees.

## 2. GENERAL INFORMATION AND CONDITIONS:

- a. The applicant must be a citizen of India.
- b. All applicants must fulfill the essential requirements i.e. age, essential qualification and experience of the post and other conditions stipulated in the advertisement as on the last date of submission of **ONLINE** application. Candidates are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post as on the last date of submission of online application. **No enquiry asking for advice as to eligibility will be entertained.**
- c. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for **Physical Test/ Written test** or **appointment**. 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.
- d. Online Application alongwith scanned copies of all certificates, mark-sheets, experience certificates and testimonials in support of relevant educational qualification and relevant experience etc., issued by the degree awarding institutions and organizations must be uploaded. The prescribed qualifications should have been obtained through recognized Universities/Institutions.
- e. In respect of 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 attach copy of order/letter in this regard and upload the same while applying for the post, indicating the Authority (with number and date) under which it has been so treated, otherwise application is liable to be rejected.
- f. 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 is to be uploaded.
- g. Candidate must ensure that he/she possesses the essential educational qualification/technical qualification/experience in the relevant areas as required for the post, for which he/she is applying, on the last date of submission of ONLINE application.
- h. All the candidates should possess the minimum essential educational qualifications and experience as per advertisement should invariably mention those higher qualifications in the application.
- i. **A non-refundable application fee of ₹500/- (Rupees Five hundred only) as applicable is required to be paid by the candidates through SB Collect.** Candidates belonging to Scheduled Caste/Scheduled Tribe/ Ex-servicemen and Women candidates need not to pay any application fee. All other candidates including in-service candidates are required to pay the application fee of **₹500/- (Rupees Five hundred only) through SB collect.**
- j. **Divyangjan/ Persons with benchmark disabilities (PwBD) are not eligible for the post of Security Assistant as the job is not suitable for Divyangjan/ PwBD candidates.**
- k. The posts will be governed by the New Pension Scheme applicable w.e.f. 01.01.2004 as notified by the Government of India and adopted by CSIR vide their letter No.17/68/2001-E.II dated 23.12.2003/ No.5-1(49)/2008-PD dated 18.08.2022 or as amended from time to time and other instructions issued on the subject.
- l. Any discrepancy found between the information given in application and as evident in original documents at the time of verification of documents, will make the candidate ineligible for the post.
- m. The number of vacancies indicated against the Post Code is provisional and may increase or decrease at the time of selection.
- n. The selected incumbent will be posted in CSIR-IMMT, Bhubaneswar but he/she can be transferred to any of the Labs/Institutes/centers/field stations of CSIR-IMMT/CSIR anywhere in India. The decision of the Director, CSIR-IMMT, Bhubaneswar in all matters relating to eligibility, acceptance or rejection of application, mode of selection, conduct of examination/ Physical test/

written test, as applicable, venue for test and not to fill up all or any of the posts will be final and binding on the candidates and no interim inquiry or correspondence will be entertained in this connection from any individual or his/her agency.

- o. NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.

### 3. **AGE LIMITS (AS ON LAST DATE OF ONLINE APPLICATION i.e. 31-12-2024):**

Not more than **28 years** as on the last date for receipt of online application. The date of determining the upper age limit shall be the closing date prescribed for receipt of Online Application i.e. **31-12-2024**.

#### **RELAXATIONS:**

- a. Relaxation in age limit for 'Ex-servicemen' defined under Rule 2(c) of Ex-Servicemen (Re-employment in Central Civil Services and Posts) Rules, as amended from time to time only. It is not applicable to serving personnel of Armed Forces (except those serving persons who are being relieved by the employer after earning his or her pension) and Paramilitary forces. Ex-Servicemen personnel should upload Discharge Certificate while submission of online application.

For Ex-servicemen candidates, the upper age limit is relaxable upto 03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application.

- b. The upper age limit is relaxable upto 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 specified authority at the time of test/verification.
- c. As per Govt. of India 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 up to 38 years for members belonging to 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/decreed of the appropriate Court to prove the fact of divorce or judicial separation, as the case may be, with an Affidavit in respect of divorced Women and they have not remarried since.
- d. SC/ST/OBC/EWS candidates are required to produce a copy of the certificate in the prescribed format issued recently by the specified authority at the time of **document verification**. candidates should ensure to produce valid certificates for appointment to posts under the Central Government.
- e. Persons claiming reservation under Economically Weaker Sections (EWS) are required to produce valid certificate on Income and Asset in the prescribed format issued by a Competent Authority. The crucial date for submitting income & asset certificate by the candidate shall be the closing date for submission of online application(s).

### 4. **Mode of Selection:**

- a. Mode & Scheme of examination for the post of Security Assistant/Watch & Ward Assistant is attached at **Annexure-B**.

- b. The prescribed essential qualifications are the minimum. Mere fulfilling of minimum/ essential qualification and experience will not vest any right on a candidate for being called for Physical test/ Personality Assessment test/ Written Test. The Competent Authority shall screen the applications received for the post for short-listing the candidates to be called for Physical test 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 Physical test 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.
- c. In the event of number of applications being large, CSIR-IMMT may adopt short listing criteria to restrict the number of candidates to be called for Physical test/ Written Test to a reasonable number by any or more of the following methods: -
  - I. On the basis of higher educational qualifications than the minimum prescribed in the advertisement after satisfying essential qualification.
  - II. On the basis of marks obtained in the academic qualification.
  - III. On the basis of experience and/or Pay Level.
  - IV. Any other methodology as deemed fit by IMMT.
- d. Screening of applications will be done prima facie on the basis of documents and information furnished by the candidates. If at any subsequent date it is found that the candidates do not fulfill the eligibility criteria, their candidature shall be cancelled without assigning any reason whatsoever.
- e. The candidates as recommended after screening will be invited for a Physical test/ Written Test, as the case may be. The sequence/order of conducting Tests will be notified separately.
- f. All the tests will be conducted in Bhubaneswar. However, it can be conducted in any city or cities as may be decided by CSIR-IMMT, Bhubaneswar and no representation regarding change of centre will be entertained.

## 5. Resolution of tie:

If there will be a tie in the merit list between/amongst the candidates, then tie will be resolved in the following order of precedence (ascending order), till tie is resolved:

- a) Candidate with higher marks in the papers of concerned subject/trade placed higher.
- b) Candidate with lesser negative marks, if applicable, in the papers of concerned subject/trade of Written Test placed higher,
- c) Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of written test placed higher,
- d) Date of Birth, with older candidate placed higher,
- e) Candidate acquiring Essential Degree earlier placed higher,
- f) Alphabetical order in which first names of the candidates appear.

## 6. How to Apply:

- a. Eligible candidates are required to apply **ONLINE through the website [www.immt.res.in](http://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 (<http://recruitment.immt.res.in/permanent/>) as per schedule mentioned.
- b. 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 refunded on any count nor can it be held in reserve for any other recruitment or selection process.
- c. Candidates are required to upload his/her recent passport size **scanned photograph and signature (Only JPG/JPEG with size less than 50 KB)** at the specified place in the online application.

- d. **Procedure for ONLINE payment of Application Fees: Candidates are to log on to the State Bank Collect web page (<https://www.onlinesbi.sbi/sbicollect>) then click-**

Type of Corporate / Institution = Govt. Department

State of Corporate / Institution = Odisha

Govt. Department Name = I M M T

Purpose of Payment = Application fee

Related Department = Administration

Budget head = <R06713>

Remarks = Mention Post Code

- e. Candidates are to furnish the E-receipt of SB Collect Reference No. \_\_\_\_\_, date \_\_\_\_ amount **₹500/-** while filling the online application form after successful e-payment through SB Collect, failing which application will be rejected. However, application fee exempted applicants (SC/ST/Women/Ex-Servicemen) are required to mention **00** while submission of application fee at the space provided.
- f. After submission of ONLINE application, applicants are requested to download the same and keep the same by them as the facility of downloading of application will not be available after the last date. **Candidates should mandatorily keep a copy of the print-out of the application alongwith its enclosures, if any, for their record and they should produce it as and when asked for submission at this Office. Candidates are requested not to forward the hard copy of the application to IMMT but keep the same with them.**
- g. **Candidates are required to bring the hard copy of application with them at the time of Physical Test/Written Test/Document verification.**
- h. Applicants should indicate their marks in percentage. However, in case of universities/institutes awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their university/institute & upload the conversion formula certificate from the appropriate authority from the Institute/university in this regard.
- i. 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.
- j. Applicants must provide detailed information at the appropriate place in the online application regarding his/her relative, if any, working in CSIR, like name, designation, name of the CSIR-Lab, where posted, relationship with the candidate.
- k. Applications from employees of Government Departments will be considered only if they have uploaded No Objection Certificate from the employer failing which they will not be allowed for any test.
- l. Call letters for test will be sent through speed post/ registered post/ courier/ e-mail or it may be downloaded from IMMT website [www.immt.res.in](http://www.immt.res.in) as and when notified.
- m. The details of screened/scrutinized candidates to be called for Physical test/ Written test, date of test, change of date of test, venue, selection, result, cancellation post, extension of the last date for receipt of applications etc. will be notified on CSIR-IMMT website. Therefore, candidates are advised to visit the website [www.immt.res.in](http://www.immt.res.in) for latest updates.
- n. No inquiry regarding schedule of test, venue, issue of call letter, change of threshold marks, change of exam centre and date, change of exam pattern etc. through e-mail/telephone or any other mode will not be entertained/considered.
- o. The candidature is provisional and subject to verification of original documents and if the verification reveals any false information, candidature will be summarily rejected forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.

- p. The Director, CSIR-IMMT reserves to itself the right to relax any of the above provisions, if required or the right not to fill up any or all the posts. The decision of the Director, CSIR-IMMT, Bhubaneswar in all matters will be final and binding on candidates and no representation in this regard will be entertained.
- q. Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.

**7. Candidates are required to upload the following original documents in a merged single PDF file (less than 05 MB) in following chronological order while filling up of online application form, failing which his/her candidature will be cancelled:**

- a) Date of Birth Certificate/10<sup>th</sup> /SSC Certificate as DoB proof. **(Mandatory)**
- b) Ex-Servicemen Certificate-**Mandatory for those who are claiming to be Ex-Servicemen**
- c) Experience/ Service Certificate (s) mentioning the details of period of service and Pay Scale with Pay Level **(Mandatory)**
- d) Valid document for Identification (Aadhar Card/PAN Card/ Voter ID Card, etc.) **(Mandatory)**
- e) No objection certificate from present employer.
- f) SB Collect Receipt of ₹500/- as application fee, non-refundable, where applicable.
- g) Educational Certificate & Mark sheets
- h) Valid Caste/Category/Tribe/community/EWS certificate, in the prescribed Govt. of India format signed by the specified authority, if applicable.
- i) Any other relevant certificate/documents.

**Candidates may note that they need to submit only the online application alongwith relevant documents as above to be uploaded in a single merged PDF file (less than 05 MB) at the space provided and after submission of online application, download the application on or before the last date and keep it with them. Candidates need to bring it with them at the time of Physical Test/Written Test, failing which they will not be allowed to attend the Physical test/Written Test. Candidates need not to send hard copy of application to IMMT.**

*Sd/-*

प्रशासनिक अधिकारी/Administrative Officer



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**RANKS AND CORRESPONDING PAY LEVELS OF JCO IN THE ARMED FORCES:**

S. No.	Army	Navy	Air Force	Pay Level in Defence Pay Matrix
i.	Naib Subedar	Chief Petty Officer	Junior Warrant Officer	6
ii.	Subedar	Master Chief Petty Officer-II	Warrant Officer	7
iii.	Subedar Major	Master Chief Petty Officer-I	Master Warrant Officer	8
iv.	Honorary Lieutenant	Honorary Second Lieutenant	Honorary Flying Officer	10
v.	Honorary Captain	Honorary Lieutenant	Honorary Flight Lieutenant	10B

*Ranks of JCOs in the Armed Forces which are equivalent or Higher to the Rank of Subedar in the Army- As per S. No. 'ii' to 'v' of above.*

**EQUIVALENCY IN THE RANK WITH REGARD TO ARMED FORCES VIS-À-VIS PARAMILITARY FORCES:**

S. No.	Army	Pay Scale	BSF/ITBP	Pay Scale
i.	Naib Subedar	Rs. 35400/-(Pay Matrix Level 6)	Sub Inspector	Rs. 35400/-(Pay Matrix Level 6)
ii.	Subedar	Rs. 44900/-(Pay Matrix Level 7)	Inspector	Rs. 44900/-(Pay Matrix Level 7)
iii.	Subedar Major	Rs. 47600/-(Pay Matrix Level 8)	Subedar Major	Rs. 47600/-(Pay Matrix Level 8)

- (i) Para-Military Force personnel holding a post of Sub Inspector in Pay Level 6 in Pay Matrix shall be treated equivalent to Naib Subedar in Army;
- (ii) Para-Military Force personnel holding a post of Inspector in Pay Level 7 in Pay Matrix shall be treated equivalent to Subedar in Army;

Note: Person shall draw the Pay in the Level 6 or 7, as the case may be, on the post substantively held by him and not granted under Financial Upgradation like MACPS, etc.

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**SKILL/PHYSICAL AND PERSONALITY ASSESSMENT TEST AND SCHEME OF COMPETITIVE WRITTEN EXAMINATION FOR THE POST OF SECURITY ASSISTANT/WATCH & WARD ASSISTANT**

**A. STAGE-I : Skill/ Physical and Personality Assessment Test:**

**a. Physical Standards:**

Category	Minimum Height Requirement		Minimum Chest size requirement for male	
	Male	Female	Exhaled	Expanded (inhaled)
General	167 cms	157 cms	80 cms	85 cms
Hilly Area <sup>#</sup>	165 cms	155 cms	80 cms	85 cms
ST Category	162.5 cms	154 cms	77 cms	82 cms

# Candidates belonging to hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Kashmir Valley, Leh & Ladakh regions, North Eastern States and Sikkim.

**b. Physical Test:**

Physical Events	Male	Female
Running	1600 m in 6 Min 30 Secs.	800 m in 4 Min
Long Jump	3.65 m in 3 chances	2.70 m in 3 chances
Chin Ups	Minimum 06	Not Applicable
Push Ups	Minimum 12	Not Applicable
Sit Ups	Minimum 10	Minimum 10

**c. Personality Assessment Test:**

Mode of Examination	OMR-Based or Computer Based Objective Type Multiple Choice Examination
Medium of Exam	The questions will be set both in English and Hindi
Number of Question	100 Nos.  (This test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgment etc.)
Maximum Marks	100 Marks  (One mark of every correct answer. There will be no negative marks for wrong answer)
Standard of exam	Class XII
Time Allotted	1 Hours 30 Minutes
The test will be qualifying in nature and those candidates who secure the minimum threshold marks shall only be qualified. However, minimum threshold marks shall not be less than 30% in any case.	



**B. STAGE-II: Competitive Written Examination**

Those candidates who qualify in the Skill/Physical and Personality Assessment Test for the post of Security Assistant/Watch and Ward Assistant, will be invited for Written Test/Competitive Written Examination. The Competitive Written Examination will be subjective in nature.

Medium of Exam	The questions will be set bilingually (in English and Hindi) and the examination can be taken either in English or Hindi Medium.	
Maximum Marks	100 Marks	
	[Comprehension	25 Marks
	Report Writing	25 Marks
	Security Regulations, Firefighting etc.	25 Marks
	General Awareness	25 Marks]
Standard of exam	Class XII	
Time Allotted	2 Hours	

The final merit list will be prepared on the basis of the performance of the candidates in the Competitive Written Examination and will consist of only those who secure minimum threshold marks in Competitive Written Examination. However, minimum threshold marks shall not be less than 35% in any case.

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