



**CSIR- CENTRE FOR CELLULAR AND MOLECULAR BIOLOGY**  
**(Council of Scientific and Industrial Research)**  
**Uppal Road, Habsiguda, Hyderabad - 500 007, Telangana.**

Website: <https://www.ccmb.res.in>



**Advertisement No. 01/2023**

**“CSIR strives to have a workforce which reflects gender balance and woman candidates are encouraged to apply”**

**Date of commencement of online applications : 20.12.2023**

**Last date for submission of online applications : 20.01.2024**

**Last date for receipt of hard copy of applications: 29.01.2024**

CSIR-Centre for Cellular and Molecular Biology, Hyderabad (CSIR-CCMB) is a premier Research Institute under the aegis of Council of Scientific & Industrial Research (CSIR), an autonomous body under the Ministry of Science & Technology, Government of India. It is a leading research organization in frontier areas of modern biology and involved in conducting high quality basic research and training in multidisciplinary areas of modern biology and to seeking potential applications of the work.

Online Applications are invited to fill up the vacancies of following posts as per the details given below:

<b>Name of the Post</b>	<b>No. of Posts &amp; Reservation status</b>	<b>Pay Matrix Level</b>	<b>Total Emoluments* (approx.)</b>	<b>Upper Age Limit** (As on last date of receipt of online applications)</b>
<b>Junior Stenographer</b>	<b>05</b> <b>[02-UR, 02-OBC, 01-SC]</b>	<b>Level-4</b>	<b>Rs. 49,371/-</b>	<b>27 years</b>

\* Total approximate emoluments on minimum of scale including admissible allowances.

\*\* Age relaxation wherever applicable shall be granted as per CSIR/Gol guidelines

Abbreviations used: **UR** - Unreserved, **OBC** - Other Backward Classes, **SC** - Scheduled Caste

Name of the Post & Post Code	No. of Posts & Reservation status	Essential Qualification (s)	Job Specification
Junior Stenographer & JS-01	05 posts [ 02-UR, 02-OBC, 01-SC ]	10+2/XII or its equivalent and proficiency in stenography as per the prescribed norms fixed by DoPT from time to time.	Stenographic work/Administrative work in any of the division/section of the institute as per the decision of the Competent Authority.

**General information and conditions:-**

**1. Benefits under Council service:**

- a. These 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 allotment rules depending on availability in which case HRA will not be admissible.
- b. In addition to the emoluments indicated against the above post, benefits such as reimbursement of Medical Expenses, Leave Travel Concession, Personal Computer Advance and House Building Advance are available as per CSIR rules.
- c. All new entrants will be governed by the “**National Pension System**” based on defined contributions for new entrants, as adopted by CSIR for its employees. However, persons selected from other Government Departments/Autonomous Bodies/Public Sector Undertakings/Central Universities joined before 01.01.2004 and having Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e., CCS (Pension) Rules, 1972, as per rules.

**2. Other conditions:**

- a. The applicant must be a citizen of India.
- b. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of online applications. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts as on the last date of receipt of online applications.
- c. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Proficiency Test/Competitive Written Examination. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. 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. Completion of degree will be reckoned from the date of issue of provisional certificate.

- d. The prescribed qualifications should have been obtained through recognized Universities / Institutions. Incomplete applications will not be entertained and [are summarily rejected](#).
- e. In respect of equivalent clause in 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 produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the application is liable to be rejected. The decision of the Competent Authority, CSIR-CCMB with regard to equivalence of qualification(s) and about recognition of Universities/Institutes shall be final and binding.
- f. The period of experience rendered by a candidate on part time basis, daily wages, visiting / guest faculty will not be counted.
- g. 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 submitted.
- h. The date for determining the upper age limit, qualifications and /or experience shall be the closing date prescribed for online applications i.e. **20.01.2024**
- i. The period of experience in a discipline / area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualifications prescribed for that Grade.
- j. Persons with Benchmark Disabilities (PwBD/Divyangjan) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply. Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved for them or not, provided the post is identified suitable for the relevant category of disability.
- k. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in Proficiency Test/Competitive Written Examination.
- l. The decision of the **Director, CSIR-CCMB, Hyderabad/CSIR** in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of Proficiency Test/Competitive Written Examination will be final and binding on the candidates.
- m. **Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.**

- n. The Competent Authority has a right to amend, delete and add terms & conditions to this advertisement.
- o. SC/ST/OBC/EWS/PwBD candidates are required to produce the relevant latest certificate in the prescribed format of Government of India (Gol) signed by the specified authority at the time of document verification for the posts reserved for respective category.
- p. All candidates who are shortlisted for Proficiency Test/Competitive Written Examination will be required to produce the relevant Certificates such as Mark sheets, Educational Qualification Certificates, Experience Certificates etc. as proof of having acquired the minimum educational qualification on or before the stipulated date, when such certificates are sought by the competent authority at the time Proficiency Test/Competitive Written Examination /document verification, failing which the candidature of such candidates will be cancelled by this institute.
- q. Candidates who wish to be considered against reserved vacancies or seek age relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by this institute at the time of Proficiency Test/Competitive Written Examination/document verification.
- r. Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority.
- s. The recruitment for the above posts is governed by the “**CSIR Administrative Services Recruitment & Promotion (ASRP) Rules, 2020**” as amended from time to time. Hence all other terms and conditions not stipulated herein will be applicable as per the said Recruitment Rules.

### **3. Age & other Relaxations:**

- a. There is no upper age limit for the regular employees working in CSIR Laboratories/Institutions provided they possess the prescribed qualifications.
- b. The upper age limit is relaxable up to 05 years for SC/ST and 03 years for OBC (Non-Creamy Layer) as per Government orders in force, only in those cases where the posts are reserved for respective categories, on production of relevant latest certificate in the prescribed Gol format signed by the specified authority.
- c. Age relaxation to Persons with Benchmark Disabilities (PwBD)/(Divyangjan) category: Age relaxation of 10 years is allowed (total 15 years for SC/ST and 13 years for OBC candidates in respect of the posts reserved for them) to the persons suffering from the following disabilities as per Gol orders:

- (a) low vision;  
“low vision” means a condition where a person has any of the following conditions, namely:-
  - i. Visual acuity not exceeding 6/18 or less than 20/60 up to 3/60 or up to 10/200(Snellen) in the better eye with best possible corrections; or
  - ii. Limitation of the field of vision subtending an angle of less than 40 degree upto 10 degree
- (b) deaf and hard of hearing;
- (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- (d) autism, intellectual disability, specific learning disability and mental illness;
- (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness. valid

The persons claiming age relaxation under this sub-para would be required to produce a valid certificate in prescribed pro-forma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual.

- d. Age relaxation to Widows, Divorced Women and Women judicially separated from husband and who are not remarried will be granted as per GOI and CSIR orders. 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 judgement /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.
- e. Age relaxation to Ex-servicemen will be granted as per GOI and CSIR orders.

#### **4. Mode of Recruitment:**

The candidates fulfilling all necessary eligibility criteria as recommended by Screening Committee will be invited for open competitive written examination and proficiency test or vice versa. Recruitment to these posts shall be made on the basis of result of Competitive Written Examination and qualifying of Proficiency test in Stenography.

#### **A: Scheme of Competitive Written Examination for Junior Stenographer:**

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 Examination	10+2/XII
Total No. of Questions	200
Total Time allotted	Total 2 hours (2 hours and 40 minutes for the candidates eligible for scribe )

Competitive Written Examination will consist of only **one paper** with three parts as detailed below:

Part	Subject	No. of Questions	Maximum Marks	Negative Marks
I	General Intelligence & Reasoning	50	50	0.25 marks is deducted for every wrong answer
II	General Awareness	50	50	0.25 marks is deducted for every wrong answer
III	English Language & Comprehension	100	100	0.25 marks is deducted for every wrong answer

### **B: Proficiency Test in Stenography:**

The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the Application Form) at the speed of 80 w.p.m. for the post of Junior Stenographer. The transcription time is as follows:

Sl. No.	Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for the candidates eligible for scribe
1	English	50	70
2	Hindi	65	90

### **C: Preparation of Merit list:**

- i) The proficiency in Stenography will only be qualifying in nature
- ii) The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination.
- iii) The merit list will only comprise of those candidates who have qualified the proficiency test in Stenography

### **D: Sequence/order of conducting Competitive Written Examination and Proficiency Test in Stenography:**

The sequence/order of conducting Proficiency Test in Stenography followed by Competitive Written Examination or vice versa will be decided by the Selection Committee and the same will be notified through the website of CSIR-CCMB for information of all concern.

**Resolution of Tie cases:** Resolution of cases wherein two or more candidates have scored equal aggregated marks, the tie shall be resolved in accordance with CSIR Letter No. 5-1(211)/2014-PD dated 30.05.2023.



## 5. How to apply:

- a. Eligible candidates are required to apply ONLINE by visiting CSIR-CCMB website. No other mode of application will be entertained.
- b. The Online application will be available on CSIR-CCMB website <https://www.ccmb.res.in> [opens on **20.12.2023** from 11:00 AM and closes on **20.01.2024** at 11:59 PM]
- c. Candidates are advised to go through the instructions (available on CSIR-CCMB recruitment portal) for filling up of online applications carefully.

**d. Interested candidates are advised to apply in time to avoid last minute rush.**

- e. For submission of online applications the candidates are required to pay a non-refundable fee of Rs. 100/- (Rupee ONE Hundred only) through **State Bank Collect** only. The transaction number/UTR number generated after successful payment of fee is required to be mentioned in the online application. The candidates are advised to download the E-receipt (SB Collect receipt) and the same must be enclosed with the hardcopy of application also preserve it for future communication.

**The candidates belonging to SC/ST/PwBD/Women/CSIR Employees are exempted from payment of application fee.**

The following details must be mentioned on the backside of printed copy of generated acknowledgement (E-receipt) of remitted application fee.

1. Candidate Name 2. Application Number 3. Post code Applied for 4. Candidate category

- f. **The last date for submission of online application is 20.01.2024 and the last date for receipt of hard copy of application is 29.01.2024. This date will be the same for the candidates belonging to far-flung areas.**

- g. 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 and mention the percentage so arrived at the appropriate place in the online application form, while filling the same.

- h. After completely filling the online application form candidate can submit and take printout of the online generated filled application for future communication. **The candidate must sign the computer generated application while sending the hardcopy of application along with relevant certificates/documents.**

- i. The computer generated application (Printout) duly signed by the candidate and accompanied by self-attested copies of the certificates, mark sheets, applicable testimonials in support of age, education qualifications and caste/category certificate, e-receipt of fee paid (as applicable) etc. along with one recent passport size self-signed

photograph affixed, should be sent in an envelope super scribed “**APPLICATION FOR THE POST OF \_\_\_\_\_ (Post Code: \_\_\_\_\_)** vide Advt. No. 01/2023” by post only (By hand submission of hard copy will not be accepted) to the address: **Section Officer (Recruitment), CSIR-Centre for Cellular and Molecular Biology, Uppal Road, Habsiguda, Hyderabad – 500007, Telangana** it should reach on or before **29.01.2024.**

- j. Application once made will neither be allowed to withdraw and fees once paid will not be refunded on any account nor can it be held in reserve for any other recruitment or selection process.
- k. Applications from the regular employees working in CSIR laboratories/Institutes, Government Departments, Autonomous bodies, Public Sector Undertakings and Government Funded Research Agencies will be considered only if forwarded through proper channel, with a vigilance clearance certificate and a certificate from the employer that the applicant, if selected will be relieved within one month of the receipt of the appointment orders. Applications through proper channel must reach **CSIR-CCMB, Hyderabad** at the earliest (within 30 days after the closing date of application). However, advance copy of the application may be submitted before the closing date. Further, such candidates, when shortlisted for further stage of recruitment will be required to furnish a “**No Objection Certificate**” from their employer failing which they will not be allowed for Physical test/Written test.
- l. 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 CSIR-CCMB Hyderabad.
- m. Incomplete applications (i.e. without photograph, signature, non-payment of application fee (wherever applicable), without applicable self-attested certificates/mark sheets/testimonials etc.) will not be entertained and are liable to be summarily rejected.
- n. The candidates are required to verify all the fields in the online application form to ensure that the application is complete and correct in all respects before submitting the same. It must be ensured that the photograph and signature are appended in the respective fields of online application.
- o. Any further information regarding this advertisement like date, time and venue of Proficiency Test/Competitive Written Examination, any Addendum/Corrigendum or any variation in number of posts/cancellation of post (s) etc. will be made available only on CSIR-CCMB website <https://www.ccmb.res.in> For any updates, candidates are advised to visit CSIR-CCMB website regularly.
- p. **UNLESS DULY SIGNED HARD COPY OF THE APPLICATION ALONG WITH SELF ATTESTED SUPPORTING DOCUMENTS IS RECEIVED, THE APPLICATION SUBMITTED ONLINE WILL NOT BE CONSIDERED AS VALID APPLICATION AND WILL BE SUMMARILY REJECTED.**



q. **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.**

**6. Following documents must be attached along with HARDCOPY of application form sent by post:**

- a. Signed copy of printout of online application form.
- b. Copy of acknowledgment of remitted application fee, wherever applicable along with  
1. Candidate Name 2. Application Number 3. Post code Applied for 4. Candidate category to be mentioned on the backside of the e-receipt.
- c. Self-Attested photocopy of SSC/10<sup>th</sup> certificate & Mark sheet (reflecting Date of Birth).
- d. Self-Attested photocopies of Educational qualification certificates and Mark sheet etc. (Intermediate/10+2/Diploma certificate & Mark sheet, Graduation certificate & Mark sheet, Post-Graduation certificate & Mark sheet (wherever applicable) etc.)
- e. Self-Attested photocopy of Latest Caste/Category certificate (wherever applicable), Ex-servicemen certificate (wherever applicable) etc. in the prescribed Government of India format signed by the specific authority.
- f. Self-Attested photocopy of Experience Certificate (s), if any.
- g. No Objection Certificate with vigilance clearance (wherever applicable)
- h. Self-Attested photocopy of Certificate related to PwBD/ Women seeking age relaxation etc. (wherever applicable) in the prescribed format.
- i. Self-Attested photocopy of Birth Certificate issued by the Registrar of Births and Deaths or the Municipal Corporation or any other prescribed authority, whosoever has been empowered under the Registration of Birth and Deaths Act, 1969 to register the birth of a child born in India (only if not mentioned in Secondary or Senior Secondary School Certificate)
- j. Any other relevant certificate/ document.

**Sd/-**

**Controller of Administration**