



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. 04/2023

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

Date of commencement of online applications : 20.12.2023

Last date for submission of online applications : 20.01.2024

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 from enthusiastic, young, dynamic and talented professionals having excellent academic record and proven professional skills & achievements and zeal for innovative technical support in Research & Development activities for the following posts of Technical support staff.

Name of the Post	No. of Posts & Reservation status	Pay Matrix Level	Total Emoluments* (approx.)	Upper Age Limit** (As on last date of receipt of online applications)
Technician (1)/ Gr. II (1)	40 [18-UR (PwBD:01(HH)), 02-EWS, 10-OBC (PwBD:01(VH)), 07-SC, 03-ST]	Level-2	Rs. 36,425/-	28 years

* 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, **EWS** - Economically Weaker Section, **OBC** - Other Backward Classes, **SC** - Scheduled Caste, **ST** - Scheduled Tribes, **PwBD** - Person with Benchmark Disability (**HH** - Deaf and hard of hearing, **VH** - blindness and low vision).

Name of the Post & Post Code	No. of Posts & Reservation status	Essential Qualification(s) & Experience	Job Specification
Technician (1) [Animal House] & TE-01	04 posts [UR-02, OBC-01, SC-01]	SSC/10 th Standard or equivalent with science subjects with minimum 55% marks and 3 years work experience in Laboratory Animal Facility/Animal house (Lab Animal handling/breeding) in a Ministry/ Department / Organization/ Public Sector Undertaking/ Autonomous Body under Government of India/ State/UT	The candidates will be required to work in CSIR-CCMB Animal House and will be expected to undertake the jobs of regular care, bedding, feeding, watering of laboratory animals and also cleaning & autoclaving of Animal House materials.
Technician (1) [Canteen] & TE-02	04 posts [UR-02, OBC-01, ST-01]	SSC/10 th Standard or equivalent with science subjects with minimum 55% marks and 2 years full time experience as an Apprentice Trainee from a recognized institution in the trade of Food & Beverages Services Assistant / Food Beverage/ Food Production / Catering & Hospitality Assistant <u>OR</u> SSC/10 th Standard or equivalent with science subjects with minimum 55% marks and 3 years of work experience in the Trade of Food & Beverages Services Assistant/ Food Beverage/ Food Production / Catering & Hospitality Assistant in a Ministry/Department/Organization /Public Sector Undertaking/ Autonomous Body under Government of India/ State/UT	<ul style="list-style-type: none"> • Mixing and baking ingredients according to recipes to produce breads, pastries and other baked goods • Measuring flour, sugar, milk, butter, shortening and other ingredients to prepare batters, dough, fillings and icings, using a scale and graduated containers • Dumping ingredients into a mixing machine bowl or steam kettle to mix or cook them according to specifications • Decorating cakes and developing new recipes for cakes and icings <p style="text-align: center;">(OR)</p> <ul style="list-style-type: none"> • Preparing and cooking meals • Planning menu according to own judgement or employer's instructions • Preparing vegetables and meat • Cooking food stuffs according to recipes or own judgement • Cleaning or supervising cleaning of kitchen and cooking utensils <p style="text-align: center;">(OR)</p> <ul style="list-style-type: none"> • Serving food and beverages to guests of the canteen, restaurant or banquet function • Greeting and seating the guests • Providing the guests with requisite tableware, food and beverage items • Settling the customer's accounts as per procedures

<p>Technician (1) [Guest House] & TE-03</p>	<p>02 posts [UR-01, OBC- 01(PwBD(VH))]</p>	<p>SSC/10th Standard or equivalent with science subjects with minimum 55% marks and 2 years full time experience as an Apprentice Trainee from a recognized institution in the trade of House Keeper/Front Office Assistant/Office Assistant cum Computer Operator</p> <p style="text-align: center;"><u>OR</u></p> <p>SSC/10th Standard or equivalent with science subjects with minimum 55% marks and 3 years of work experience in the trade of House Keeper/Front Office Assistant/Office Assistant cum Computer Operator in a Ministry/Department/Organization /Public Sector Undertaking/ Autonomous Body under Government of India/ State/UT</p>	<ul style="list-style-type: none"> • Organizing and supervising work of Domestic Servants for maintaining Guest House in a clean and orderly manner • Allotting work to various staff and supervising their work • Ensuring proper maintenance and cleanliness of Guest House • Purchasing provisions and other necessities as advised and maintaining of accounts • Looking after needs and comfort of guests and visitors <p style="text-align: center;">(OR)</p> <ul style="list-style-type: none"> • Receiving phone calls, messages, mails, etc. • Attending to guest's enquiries • Assigning rooms after consulting register for availability of room and looking after requirement of patrons • Settling terms and allotting required accommodation to guests • Requesting guests to fill and sign in register to establish identity, date and time of arrival and expected departure
<p>Technician (1) [Pharmacist] & TE-04</p>	<p>01 post [UR-01]</p>	<p>SSC/10th Standard or equivalent with science subjects with minimum 55% marks and 2 years full time experience as an Apprentice Trainee from a recognized institution in the trade of Old Age Care/Office Assistant cum Computer Operator</p> <p style="text-align: center;"><u>OR</u></p> <p>SSC/10th Standard or equivalent with science subjects with minimum 55% marks and 3 years of work experience in the trade of Old Age Care/ Office Assistant cum Computer Operator in a Ministry/Department/Organization /Public Sector Undertaking/ Autonomous Body under Government of India/ State/UT</p>	<ul style="list-style-type: none"> • The candidate needs to organize and dispense the drugs/medicines to the employees/pensioners. • Maintain digital records of all the dispensary items/drugs. • Any other work as assigned by the Competent Authority from time to time.

<p>Technician (1) [LTS] & TE-05</p>	<p>04 posts [UR-01, OBC-02, SC-01]</p>	<p>SSC/10th Standard or equivalent with science subjects with minimum 55% marks and ITI certificate or national / state trade certificate in Office Assistant cum Computer Operator</p> <p style="text-align: center;"><u>OR</u></p> <p>SSC/10th Standard or equivalent with science subjects with minimum 55% marks and 2 years full time experience as an Apprentice Trainee from a recognized institution in the trade of Floriculture & Landscaping/ Horticulture/ Event Management Assistant/ Human Resource Executive/ Office Assistant cum Computer Operator</p> <p style="text-align: center;"><u>OR</u></p> <p>SSC/10th Standard or equivalent with science subjects with minimum 55% marks and 3 years of work experience in the trade of Floriculture & Landscaping/ Horticulture/Event Management Assistant / Human Resource Executive / Office Assistant cum Computer Operator in a Ministry/ Department/ Organization/Public Sector Undertaking/ Autonomous Body under Government of India/ State/UT</p>	<ol style="list-style-type: none"> 1. Record maintenance like Staff Attendance, Leave records, etc. 2. Landscaping on Campus 3. Providing assistance in Event Management. 4. The candidate needs to work with MS Office tools.
<p>Technician (1) [IT Lacones] & TE-06</p>	<p>01 post [UR-01]</p>	<p>SSC/10th Standard or equivalent with science subjects with minimum 55% marks and 2 years full time experience as an Apprentice Trainee from a recognized institution in the trade of Computer Hardware & Network Maintenance</p> <p style="text-align: center;"><u>OR</u></p> <p>SSC/10th Standard or equivalent with science subjects with minimum 55% marks and 3 years of work experience in the trade of Computer Hardware & Network Maintenance in a Ministry/ Department/Organization/Public Sector Undertaking/ Autonomous Body under Government of India/ State/UT</p>	<ol style="list-style-type: none"> 1. Installation of OS, Software, Antivirus etc. 2. Repair and maintenance of PC & Peripherals 3. Network cable laying and maintenance of LAN 4. Maintenance of Surveillance Camera, NVR.

<p>Technician (1) [R&AC] & TE-07</p>	<p>04 posts [UR-01, OBC-01, EWS-01, SC-01]</p>	<p>SSC/10th Standard or equivalent with science subjects with minimum 55% marks and ITI certificate or national/ state trade certificate in the trade of Mechanic (Refrigeration and Air-Conditioning)</p> <p style="text-align: center;"><u>OR</u></p> <p>SSC/10th Standard or equivalent with science subjects with minimum 55% marks and 2 years full time experience as an Apprentice Trainee from a recognized institution in the trade of Mechanic (Refrigeration and Air-Conditioning)</p>	<ol style="list-style-type: none"> 1. The Incumbent is required to carry out works related to Centralized A.C. Plant, Refrigeration, Split, Room A.C. etc. 2. The incumbent is required to carry out Day to Day maintenance, attending the breakdown, renovation/ modification works. 3. The incumbent is required to attend Day to Day operation of centralized AC plant on shift basis
<p>Technician (1) [Plumber] & TE-08</p>	<p>03 posts [UR-01, OBC-01, SC-01]</p>	<p>SSC/10th Standard or equivalent with science subjects with minimum 55% marks and ITI certificate or national/ state trade certificate in the trade of Plumbing</p> <p style="text-align: center;"><u>OR</u></p> <p>SSC/10th Standard or equivalent with science subjects with minimum 55% marks and 2 years full time experience as an Apprentice Trainee from a recognized institution in the trade of Plumbing</p>	<ol style="list-style-type: none"> 1. The incumbent is able to repair & laying of GI, CPVC, PE-AL-PE water pipelines. 2. The incumbent is able to laying UPVC, SWG, CI/DI pipelines, Drainage pipelines and their repairs. 3. The incumbent is able to construct manholes for valves and gully trap manholes. 4. Day to Day maintenance work of Main Laboratory & Annex campus in works related to plumbing & sewerage etc.
<p>Technician (1) [Masonry] & TE-09</p>	<p>02 posts [UR-01, OBC-01]</p>	<p>SSC/10th Standard or equivalent with science subjects with minimum 55% marks and ITI certificate or national/ state trade certificate in the trade of Mason (Building Constructor)</p> <p style="text-align: center;"><u>OR</u></p> <p>SSC/10th Standard or equivalent with science subjects with minimum 55% marks and 2 years full time experience as an Apprentice Trainee from a recognized institution in the trade of Mason (Building Constructor)</p>	<ol style="list-style-type: none"> 1. The incumbent is able to construct the stone wall, brick wall, plastering, laying of floor tiles including wall dado. 2. The incumbent is able to do site-supervision, measurement etc. 3. Assist to site Engineer to execute works, taking measurements at site, proper execution of civil work at site. 4. Day to Day maintenance of the main laboratory & Annex campus related to masonry works

<p>Technician (1) [Carpentry] & TE-10</p>	<p>01 post [UR-01]</p>	<p>SSC/10th Standard or equivalent with science subjects with minimum 55% marks and ITI certificate or national/ state trade certificate in the trade of Carpenter</p> <p style="text-align: center;"><u>OR</u></p> <p>SSC/10th Standard or equivalent with science subjects with minimum 55% marks and 2 years full time experience as an Apprentice Trainee from a recognized institution in the trade of Carpenter</p>	<ol style="list-style-type: none"> 1. The incumbent is able to repair of laboratory furniture of all Annex including Main campus etc. 2. The incumbent is able to fabricate new office furniture like chairs, tables, cots, lab table and attending / repairing of existing wooden furniture of any types including preparation of drawing work for fabrication of new furniture etc. 3. Day to Day maintenance work of Main laboratory & Annex in related to carpentry works etc.
<p>Technician (1) [Laboratory] & TE-11</p>	<p>12 posts [UR-05 (01-PwBD(HH)), OBC-02, EWS-01, SC-03, ST-01]</p>	<p>SSC/10th Standard or equivalent with science subjects with minimum 55% marks and ITI certificate or National/ State trade certificate in the trade of Laboratory Assistant (Chemical Plant)</p> <p style="text-align: center;"><u>OR</u></p> <p>SSC/10th Standard or equivalent with science subjects with minimum 55% marks and 2 years full time experience as an Apprentice Trainee from a recognized institution in the trade of Laboratory Assistant (Chemical Plant) / Hospital House Keeping / Hospital House Keeper</p> <p style="text-align: center;"><u>OR</u></p> <p>SSC/10th Standard or equivalent with science subjects with minimum 55% marks and 3 years of work experience in the trade of Laboratory Assistant (Chemical Plant) / Hospital House Keeping / Hospital House Keeper in a Ministry/ Department/ Organization/ Public Sector Undertaking/ Autonomous Body under Government of India/ State/UT</p>	<p>Assist Scientific and Technical Staff in day-to-day laboratory activities, execute supporting work related to Research & Development and any other work assigned by the Competent Authority from time to time.</p>

<p>Technician (1) [Transport] & TE-12</p>	<p>02 posts [UR-01, ST-01]</p>	<p>SSC/10th Standard or equivalent with science subjects with minimum 55% marks and ITI certificate or National/ State trade certificate in the trade of Driver cum Mechanic</p> <p style="text-align: center;"><u>OR</u></p> <p>SSC/10th Standard or equivalent with science subjects with minimum 55% marks and 2 years full time experience as an Apprentice Trainee from a recognized institution in the trade of Driver cum Mechanic</p> <p style="text-align: center;"><u>OR</u></p> <p>SSC/10th Standard or equivalent with science subjects with minimum 55% marks and 3 years of work experience in the trade of Driver cum Mechanic in a Ministry / Department/ Organization/ Public Sector Undertaking/ Autonomous Body under Government of India/ State/UT</p>	<ol style="list-style-type: none"> 1. Candidate is required to operate light and heavy Motor vehicles (the candidates should possess a valid driving License for light / heavy Motor vehicles.) 2. Knowledge of motor mechanism (Candidate should be able to repair minor defects in vehicle and General maintenance practices for vehicles working of Petrol/ Diesel/ Gas/ Electrical Engines, working of A/C, Cooling System, Lubrications System, Working of Steering, Breaking System, Electrical, Starter Motor, Alternator, Battery etc.) 3. The incumbent is required to follow all the Road signals, Traffic signals and General RTO rules.
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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 each category of 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.

- d. CSIR provides excellent opportunities to deserving candidates for career advancement under Revised Merit and Normal Assessment scheme for Technical Support Staff.

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 Trade 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 while calculating the valid experience for shortlisting the candidates for Trade Test/Competitive Written Examination.
- 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 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.
- i. 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.

- j. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in Trade Test/Competitive Written Examination.
- k. 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 Trade Test/Competitive Written Examination will be final and binding on the candidates.
- l. **Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.**
- m. The Competent Authority has a right to amend, delete and add terms & conditions to this advertisement.
- n. SC/ST/OBC/EWS/PwBD candidates are required to produce the relevant latest certificate in the prescribed format of Government of India (GoI) signed by the specified authority at the time of document verification for the posts reserved for respective category.
- o. Candidates must upload requisite educational qualification certificates/caste/category certificate/experience certificate, if any, in the online application form. Otherwise their candidature will be rejected.
- p. All candidates who are shortlisted for Trade 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 Trade 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 Trade 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 Service Rules, 1994 for

Recruitment of Scientific, Technical and Support Staff” 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. The date for determining the upper age limit, qualifications and /or experience for each post shall be the closing date prescribed for receipt of online applications i.e. [20.01.2024](#).
- b. The upper age limit is relaxable up to 05 years for the regular employees working in CSIR laboratories/institutes, Government Departments, Autonomous bodies and Public Sector Undertakings in accordance with the instructions and orders issued by the Government of India/CSIR from time to time.
- c. 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.
- d. 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.

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.

- e. 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.

f. Age relaxation to Ex-servicemen will be granted as per GOI and CSIR orders.

4. **Mode of Selection:**

The candidates as recommended/shortlisted by the duly constituted Screening Committee will be invited for Trade Test. Those who qualify in the trade test will be invited for a competitive written examination. The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The screening Committee will adopt its own criteria for short listing the candidate to be called for trade test / competitive written test.

Stage I: Trade Test

A duly constituted Selection Committee will conduct the Trade test in the relevant subjects and competitive written examination for the candidates to evaluate their suitability for the post.

Stage II: Written Examination

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	SSC + ITI / XII Standard
Total No. of Questions	150
Total Time allotted	02 hours 30 minutes

Paper-I (Time Allotted - 1 Hour)

Subject	No. of Questions	Maximum Marks	Negative Marks
Mental Ability Test*	50	100 (2 marks for every correct answer).	<u>There will be no negative marks in this paper.</u>

*Mental Ability Test consisting of General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgment, etc.

Paper-II (Time Allotted - 30 Minutes)

Subject	No. of Questions	Maximum Marks	Negative Marks
General Awareness	25	75 (3 marks for every correct answer).	One negative mark for every wrong answer.
English Language	25	75 (3 marks for every correct answer).	One negative mark for every wrong answer.

Paper-III (Time Allotted - 1 Hour)

Subject	No. of Questions	Maximum Marks	Negative Marks
Concerned Subject*	50	150 (3 marks for every correct answer).	One negative mark for every wrong answer.

***Concerned Subject** is based on the advertised qualification of the post

The Paper- II and Paper- III will be evaluated only for those candidates who secure minimum threshold marks (to be determined by the Selection Committee) in the Paper-I.

The Final merit list will be prepared only on the basis of the marks obtained by the candidate in Paper-II and Paper-III.

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. Candidates applying for more than one **post code** must submit separate applications indicating the post code of the post in the application form. Each application should be accompanied by separate SB Collect payment receipt.

- f. 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 preserve it for future communication. **The candidates belonging to SC/ST/PwBD/Women/CSIR Employees are exempted from payment of application fee.**
- g. The last date for submission of online application is **20.01.2024**. This date will be the same for the candidates belonging to far-flung areas.
- h. 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.
- i. After completely filling the online application form candidate can submit and take printout of the online generated filled application for future communication. **THERE IS NO NEED TO SUBMIT A HARD COPY OF APPLICATION.**
- 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 the **NO OBJECTION CERTIFICATE & VIGILANCE CLEARANCE CERTIFICATE** issued by the present employer is uploaded in the online application portal. Further, such candidates, when shortlisted for Trade Test/Competitive Written Examination, will be required to furnish a “**No Objection Certificate**” from their employer failing which they will not be allowed for Trade Test/Competitive Written Examination.
- l. Candidates should specifically note that the applications received after the closing date for any reason whatsoever will not be entertained by **CSIR-CCMB, Hyderabad**.
- m. Incomplete online applications (i.e. without uploading photograph, signature, non-payment of application fee (wherever applicable), without uploading applicable certificates/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 Trade 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. **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.**

6. Following documents are required to be uploaded as a PDF (not more than 1 MB for each document) during online application:

- a. SSC/10th certificate & Mark sheet (reflecting Date of Birth)
- b. ITI Certificate or National/State Trade Certificate & Mark sheet/ Apprentice certificate, wherever applicable
- c. Intermediate/10+2/Diploma Certificate & Mark sheet (wherever applicable)
- d. Graduation certificate & Mark sheet, if any
- e. Latest Caste/Category certificate, Ex-servicemen certificate etc. in the prescribed Government of India format signed by the specific authority, wherever applicable.
- f. Experience Certificate (s), wherever applicable.
- g. No Objection Certificate with vigilance clearance (wherever applicable)
- h. Certificate related to PwBD/ Women seeking age relaxation etc. (wherever applicable) in the prescribed format.
- i. 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