



Council of Scientific and Industrial Research
CSIR-NATIONAL AEROSPACE LABORATORIES
 P.B.No.1779, HAL Airport Road, Kodihalli, Bengaluru – 560017.

Advt. No.8/2020

LAST DATE FOR RECEIPT OF COMPLETED APPLICATIONS: December 27, 2020

(NAL Website: www.nal.res.in)

National Aerospace Laboratories (N.A.L) is a premier research laboratory under the Council of Scientific and Industrial Research (CSIR) which is an Autonomous Body under Ministry of Science & Technology, Government of India. CSIR-NAL is looking for bright and motivated persons for filling up the following Administrative positions:

CSIR-NAL invites Online applications from Indian Nationals for filling up the following posts:

Post Code	Post	No. of post & Reservation	Essential Qualification & Age	Scale of Pay in PB-1
AD-01	Junior Secretariat Assistant (Gen & S&P)	12 Posts (1 SC, 4 OBC, 1 EWS & 6 UR)	10+2 / XII standard / PUC or its equivalent with typewriting speed of 35 w.p.m. in English OR 30 w.p.m. in Hindi. on Computer * Age: Not more than 28 years	Pay in the level matrix 2 of in the 7 th CPC (₹19900 - ₹63200) [Gross emoluments approximately ₹30000/- PM]
AD-02	Junior Secretariat Assistant (F&A)	5 Posts (1 OBC & 4 UR)	10+2 / XII standard / PUC or its equivalent with Accountancy as one of the subject and typewriting speed of 35 w.p.m. in English OR 30 w.p.m. in Hindi. on Computer * Age: Not more than 28 years	- do -
AD-03	Junior Stenographer (English)	7 Posts (1 SC, 2 OBC 1 EWS & 3 UR)	10+2 / XII standard / PUC or its equivalent with a speed of 80 w.p.m in shorthand in English and Transcription in 50 mts and 35 w.p.m. in type-writing in English on Computer Age: Not more than 27 years	Pay in the level matrix 4 of in the 7 th CPC (₹25500 - ₹81100) [Gross emoluments approximately ₹38000/- PM]

Note: * 35 w.p.m./30 w.p.m. correspond to 10500 KDPH/ 9000KDPH on an average of 5 key depression for each word. (Time allowed 10 mts) which is qualifying test

Job requirement:

Post Code: AD 01 & 02 Candidates are required to provide assistance in the functions of General Administration / Stores & Purchase/Finance & Accounts beside any other official work as and when assigned.

Post Code: 03 -To provide secretarial / stenographic assistance / Typing or other official work as & when assigned.

Desirable: A Degree in Arts / Science / Commerce with proven working knowledge of computers preferably MS Office, MS Word, MS Excel, Power Point etc.

Online application together with Application fee, wherever applicable and uploaded copies of certificates and testimonials, etc, only will be entertained. To apply for the post the candidate mandatorily is required to fill in specially designed online Application Form available on our website: www.nal.res.in

It may be noted that the short-listing of candidates to be called for Written Test for post code AD-01&02 / post code AD-03 (Stenographer) will be based on the details entered in the Online Application Form only. Hence, candidates are advised to fill in the electronic applications form carefully.

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SELECTION PROCEDURE:

For post code AD-01 & 02: The selection will be made based on the written test and typewriting test on Computer. The written test will be conducted for those candidates who are shortlisted by the duly constituted Selection / Screening Committee of the Laboratory. The written exam consists of the papers (Paper-1 and Paper-2). The second paper will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection committee) in the first paper.

The first paper i.e. mental ability test consists of 100 questions with maximum marks of 200 marks (two marks for every correct answer). The second test consists of i) General Awareness and ii) English language with 50 question each. Each test will carry maximum of 150 marks (3 marks for every correct answer). Based on the performance in the written test, merit list will be drawn. Minimum qualifying marks will be fixed by the Selection Committee for each test. Those who secure minimum qualifying marks will be called for qualifying typing test on computer. Final merit list will be drawn based on the performance of candidates in written test and only those candidates who qualify in the typing test in computer keeping in view the number of posts to be filled. Cutt off / qualifying marks will be fixed by the Selection Committee. Offer of appointment will be issued to candidates based on final merit list recommended by Selection Committee & approval by Appointing Authority.

For post code AD-03: The selection will be made based on the results of Open Competitive/written examination held among the candidates possessing minimum educational qualification of 10+2 / XII or its equivalent and proficiency in computer typing speed and in using computer as per the prescribed norms fixed by DoPT for time to time.

The final merit list will be prepared based on minimum qualifying marks (to be fixed by the Selection Committee) in shorthand test (Shorthand and Transcription) and qualifying typing test in computer. Selection Committee will draw final merit list and its recommendation will be submitted to Appointing Authority for approval. Offer of appointment will be issued to candidates in the order of merit.

Please Note: i) The Screening / Selection Committee duly constituted by Competent Authority will fix its own criteria for shortlisting of candidates in case of large number of applications received at CSIR-NAL. ii) The nature of Written examination / test viz., written test, qualifying typing test, shorthand test will be intimated in due course and will be intimated to shortlisted candidates in CSIR-NAL website.

I. AGE LIMIT & RELAXATION: -

1. Maximum age for applying for the post of Junior Secretariat Assistant is **28 years and 27** years in respect of Junior Stenographer relaxable in case of SC/ST/OBC/PWD candidates as per rule.
2. There is no age limit for departmental candidates (CSIR employees) provided they possess the prescribed qualifications.
3. Upper age limit relaxable by 5 years in the case of SC / ST and 3 years in the case of OBC candidates for the posts which are reserved for the respective categories.
4. Relaxation of five years will also be permissible to those who had ordinarily been domiciled in the Kashmir division of the erstwhile state of Jammu and Kashmir during the period from 1.1.1980 to 31.12.1989 subject to production of relevant certificate from concerned authority.

5. Relaxation of upper age limit for Persons with Disabilities (PWD) and Ex-Servicemen, etc., will be applicable as per GOI rules.
6. Relaxation in age for widows, divorced women and women judicially separated from their husbands and who are not re-married will be up to the age of 35 years and 40 years for members of SC/ST. the persons claiming age relaxation under this category would be required to produce the following documentary evidence:
 - (a) In case of widow, death certificate of her husband together with the affidavit that she has not remarried since.
 - (b) In case of divorced women and women judicially separated from their husbands, a certified copy of the judgment / decree of the appropriate court to prove the fact of divorce or the judicial separation, as the case may be, with an affidavit in respect of divorced women that they have not remarried since.

II. BENEFITS:

1. The positions carry Pay and Allowances at Central Government rates as applicable to the employees of Council stationed at Bengaluru. In addition, other benefits such as Leave Travel Concession (LTC) and Reimbursement of medical expenses are also available as per CSIR rules.
2. All New Entrants will be governed by the "New Pension Scheme" based on defined Contributions for new entrants recruited in Central Government Services on or after 1-1-2004, as adopted by CSIR for its employees. However, persons selected from other Government Departments/Autonomous Bodies / Public Sector Undertakings / Central Universities having Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e. CCS (Pension) Rules, 1972. Provided they were in Govt. Service prior to 01.01.2004 and are covered by CCS (Pension) Rules, 1972.

III. GENERAL CONDITIONS:

1. The appointment is in the National Aerospace Laboratories, Bengaluru, under the Council of Scientific & Industrial Research (CSIR), which is an Autonomous Body.
2. Candidates applying for more than one post should submit separate application form for each post along with prescribed application fees and copies of certificates and testimonials for each post.
3. A Non-refundable application fee of Rs.100/- (Rupees One Hundred only) is payable separately for each post (candidates belonging to SC/ST/PWD and regular employees of CSIR are exempted from payment of application fee) in the form of online payment.
4. The date of determining the age limit / qualifications shall be the closing date prescribed for receipt of completed applications in NAL i.e **December 27, 2020**.
5. Applications from the candidates working in Government Departments and Public Sector Undertakings will be considered only if forwarded through proper channel within 15 days from the closing date prescribed for receipt of applications and with a clear certificate that the applicant will be relieved within one month of receipt of appointment order.
6. The appointees are liable to be posted in any of the Laboratories / Institutes of CSIR situated in other parts of India as and when need arises.

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7. The selected candidates will be on probation for a period of ONE YEAR from the date of taking over charge of the post in the Laboratory. The probationary period may be extended or curtailed at the discretion of the Competent Authority.
8. The selected candidates will not be permitted to apply for appointment elsewhere or in this Laboratory during the probationary period and if they have already applied for any posts in any other organization, they may have to intimate the details of such applications, immediately after joining the Laboratory.
9. Mere fulfilling the minimum eligibility criteria will not entitle a candidate to be called for written test / typewriting test/etc... The Laboratory reserves the right to call for Written test / Typing test to only those candidates who in its opinion are likely to be suitable and will not entertain any correspondence in this regard.
10. Only outstation candidates (within India) called for final written test/typing test only will be reimbursed Travelling Allowance (TA) as admissible under rules i.e. a single second class railway fare (by mail or express) each way from their place of residence or from the place of undertaking the journey whichever is nearer to Bengaluru on production of proof of journey as per rules.
11. Application(s) – (i) not accompanied with prescribed application fees (exempted for SC/ST/PWD candidate); (ii) without the requisite information & copies of marks cards, etc., as per the application format given below; and (iii) those received after the due date will not be considered. Incomplete applications will be outrightly rejected.
12. NAL reserves the right not to fill any of the posts / fill only few posts. The number of vacancies indicated above, may vary at the time of actual selection. The decision of Director, CSIR-NAL who is also appointing authority will be final in all stages of Selection of above said positions.
13. Applications for the above posts are required to be submitted in the online format only. Print a copy of application applied for your reference.
14. As the Screening of applications will be done on the basis of information furnished by the applicants, it is necessary that only accurate, full and correct information is furnished by the applicants in the Online Electronic Application Form. **Furnishing of wrong / false information will be a disqualification and NAL will NOT be responsible for any of the consequences of furnishing such wrong/false information.** FURTHER, IT IS REQUESTED THAT CANDIDATES MAY REGISTER ONLINE IMMEDIATELY ON SEEING THE ADVERTISEMENT TO AVOID LAST DAY RUSH / DISAPPOINTMENT.
15. Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.

INTERIM ENQUIRIES WILL NOT BE ENTERTAINED.

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