



वै.औ.अ.प. – केन्द्रीय औषधीय एवं सगन्ध पौधा संस्थान
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)

पोस्ट आफिस – सीमैप कैम्पस, लखनऊ – 226 015, भारत

CSIR - CENTRAL INSTITUTE OF MEDICINAL & AROMATIC PLANTS

(Council of Scientific & Industrial Research)

P.O. CIMAP Campus, Lucknow – 226 015, INDIA

विज्ञापन सं./Advertisement No.1/2020

तकनीकी, सपोर्ट एवं प्रशासनिक पदों पर भर्ती हेतु विज्ञापन

Advertisement for Technical, Support & Administrative posts

URL for Online Application: <https://recruitment.cimap.res.in>

OR

Access link '**Advertisement No. 1/2020**' on <https://www.cimap.res.in>

1. ऑनलाइन आवेदन का रजिस्ट्रेशन आरंभ करने की तिथि	04 मार्च, 2020; 10.00 Hrs. IST
1. Start date for Registration for Online Application:	4 th March, 2020; 10.00 Hrs. IST
2. ऑनलाइन आवेदन के रजिस्ट्रेशन की अंतिम तिथि	02 अप्रैल, 2020; 23:59 Hrs. IST
2. Last date for registration for Online application:	2 nd April 2020; 23:59 Hrs. IST
3. ऑनलाइन/ऑफलाइन शुल्क जमा करने की अंतिम तिथि	03 अप्रैल, 2020; 16:00 Hrs. IST
3. Last date for Fee Submission Online/Offline:	3 rd April 2020; 16:00 Hrs. IST
4. ऑनलाइन आवेदन सबमिट करने की अंतिम तिथि	07 अप्रैल, 2020; 23.59Hrs. IST
4. Last date for Submission of Online Application:	7 th April 2020; 23.59Hrs. IST
5. सीमैप में सभी संगत प्रपत्रों के साथ आवेदन पत्र के प्रिंट आउट प्रति की प्राप्ति की अंतिम तिथि	22 अप्रैल, 2020; 17:30Hrs. IST
5. Last date for Receipt of printout copy of application alongwith all relevant documents at CIMAP:	22 nd April 2020; 17:30Hrs. IST

सीएसआईआर-केन्द्रीय औषधीय एवं सगन्ध पौधा संस्थान, लखनऊ वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद (सीएसआईआर), नयी दिल्ली की एक घटक प्रयोगशाला है। सीएसआईआर-सीमैप पादप विज्ञान के महत्वपूर्ण क्षेत्रों में बेसिक तथा अप्लाइड अनुसंधान करता है।

CSIR-Central Institute of Medicinal & Aromatic Plants (CIMAP), Lucknow is a constituent laboratory of Council of Scientific & Industrial Research (CSIR), New Delhi. CSIR-CIMAP undertakes basic and applied research in important areas of plant sciences.

सीएसआईआर-केन्द्रीय औषधीय एवं सगन्ध पौधा संस्थान, लखनऊ अपने अनुसंधान से संबंधित गतिविधियों में सपोर्ट के लिए निम्न विवरण के अनुसार वरिष्ठ तकनीकी अधिकारी (2), वरिष्ठ तकनीकी अधिकारी (1), तकनीकी सहायक, तकनीशियन(1) एवं कनिष्ठ सचिवालय सहायक(वित्त एवं लेखा) पदों हेतु भारतीय नागरिकों से निर्धारित प्रपत्र में ऑनलाइन आवेदन आमंत्रित करता है :-

CSIR-CIMAP invites applications online from Indian citizens in the prescribed application format for the post of Sr. Technical Officer (2) & Sr. Technical Officer (1), Technical Assistant, Technician (1) & JSA(F&A) for the support in research related activities as per the details here under:

पदनाम Designation	पदों की संख्या एवं आरक्षण की स्थिति No. of Posts & Reservation	पे बैंड/ पे मैट्रिक्स लेवल Pay Band/Pay Matrix Level	*कुल परिलब्धियाँ Total Emoluments	**07.04.2020 को अधिकतम आयु Maximum Age limit as on 07.04.2020
वरिष्ठ तकनीकी अधिकारी (2) Senior Technical Officer (2)	03 पद/Posts (अनारक्षित-01, अ.पि.व.-01, आ.क.व-01) (UR-01, OBC-01, EWS-01)	पे मैट्रिक्स लेवल-11 ₹0 67700-208700 PML-11 Rs.67700-208700 (Pre-revised PB-3 GP-6600)	₹0/Rs. 98465/-	40 वर्ष/years
वरिष्ठ तकनीकी अधिकारी (1) Senior Technical Officer (1)	04 पद/Posts (अनारक्षित-02, अ.पि.व.-01, अ.जा-01) (UR-02, OBC-01, SC-01)	पे मैट्रिक्स लेवल-10 ₹0 56100-177500 PML-10 Rs.56100-177500 (Pre-revised PB-3 GP-5400)	₹0/Rs. 84893/-	35 वर्ष/years

तकनीकी सहायक Technical Assistant	04 पद/Posts (including 02 backlog posts) (अनारक्षित-01, पीडबल्यूडी-एचएच -01, अ.ज.जा-01, आ.क.व -01) (UR-01,PWD-HH-01, ST-01, EWS-01)	पे मैट्रिक्स लेवल-6 रु०35400-112400 Pay Matrix Level-6 Rs.35400-112400 (Pre-revised PB-2 GP-4200)	रु०/Rs. 51294/-	28 वर्ष/years
तकनीशियन (1) Technician(1)	11 पद/Posts (including 01 backlog post) (अनारक्षित-04,अ.पि.व.-04, अ.जा-01, आ.क.व -01, पीडबल्यूडी-वीएच -01) (UR-04,OBC-04, SC-01, EWS-01, PWD-VH-01)	पे मैट्रिक्स लेवल-2 रु०19900-63200 Pay Matrix Level-2 Rs.19900-63200 (Pre-revised PB-1 GP-1900)	रु०/Rs. 28463/-	28 वर्ष/years
कनिष्ठ सचिवालय सहायक (वि0 एवं ले0) Junior Secretariat Assistant (F&A)	01पद/Post (अ.जा /SC -01)	पे मैट्रिक्स लेवल-2 रु०19900-63200 Pay Matrix Level-2 Rs.19900-63200 (Pre-revised PB-1 GP-1900)	रु०/Rs. 28463/-	28 वर्ष/years

*कुल परिलब्धियों का तात्पर्य किसी भी वाई शहर में वेतन स्केल की न्यूनतम पे पर मिलने वाले एच.आर.ए, डी.ए. तथा टी.ए. को शामिल करने पर

*Total Emoluments means approximate total emoluments on minimum of scale including House Rent Allowance in Class 'Y' city and D.A. /T.A.

**कृपया आयु सीमा छूट को छूट कालम के अंतर्गत देखें।

** Please see age relaxation under Relaxation column.

Post Code	Pay Band & Grade Pay	Name/Area/ No. of post & reservation/ Likely place of posting	Age Limit	Essential Qualification	Desirable Qualification/ Experience	Job Specification
T0120	Rs.67700-208700 Level-11	Sr. Technical Officer (2) (Plant Tissue Culture) 01 Post Unreserved Place: Lucknow	40 Years	M.Sc. in Botany/Biotechnology/ Biochemistry/ Plant Molecular Biology/ Life Sciences with 55% Marks and five years experience in related area.	Working experience in the area of Plant tissue culture as evident by publication in SCI journals.	To assist the Scientist in conservation of medicinal and Aromatic plants under in vitro condition.
T0220	Rs.67700-208700 Level-11	Sr. Technical Officer (2) (Agriculture Microbiology) 01 Post Reserved for OBC Place: Bengaluru	40 Years	M.Sc. in Agricultural Microbiology/ Biotechnology/ Microbiology with 55% Marks and five years experience in related area.	Working experience evidenced by high impact publications in the area of agricultural microbiology.	Microbial diversity and genomics studies in Medicinal and Aromatic plants growing soils.

T0320	Rs.67700-208700 Level-11	Sr. Technical Officer (2) (Agronomy) 01 Post Reserved for EWS Place: Purara	40 Years	M.Sc. in Agronomy with 55% marks and 5 years experience in Agronomic research, maintenance of farm and transfer of Agrotechnology.	Ph.D in Agronomy with experience in Agronomic research and transfer of Agrotechnology.	To carry out field experiments on medicinal and aromatic Crops, Agronomic problems and transfer of medicinal and Aromatic crops related technology on farmer's fields. Handling and analysis of field data with the sufficient skill of its interpretation.
T0420	Rs.56100-177500 Level-10	Sr. Technical Officer (1) (Pilot Facility) 01 Post Unreserved Place: Lucknow	35 Years	M. Pharma in Pharmacognosy with 55% of marks and two years experience in related area.	Work experience of medicinal and aromatic plants based formulations in respect of production, quality control of raw materials as well as finished products with the knowledge of handling manufacturing, packaging and Q.C. equipments.	Pilot scale manufacturing of research based herbal formulations developed by the institute to promote the technologies and commercialization through Start Ups/ Entrepreneurs etc. Experience in quality control/quality assurance of the herbal products and their raw materials.
T0520	Rs.56100-177500 Level-10	Sr. Technical Officer (1) (Business Development) 01 Post Unreserved Place: Lucknow	35 Years	BE/B.Tech in any discipline with 55% marks with two years experience in marketing and finance.	Masters degree in management (MBA) from recognized institution as a regular candidate.	To help in Business Development Cell for Marketing of institute's technologies.
T0620	Rs.56100-177500 Level-10	Sr. Technical Officer (1) (Farm Management) 01 Post Reserved for OBC Place: Lucknow	35 Years	M.Sc. in Agriculture (Agronomy/Economics) with 55% marks with two years experience in the relevant area.	Having experience in Farm Management.	Execution of field operations, data collection in experimental fields and also extension activities related to medicinal & aromatic plants cultivation, crop protection and security arrangements.
T0720	Rs.56100-177500 Level-10	Sr. Technical Officer (1) (Agronomy) 01 Post Reserved for SC Place: Hyderabad	35 Years	M.Sc.in Agronomy with 55% marks and two years experience in Agronomic research, maintenance of farm and transfer of Agrotechnology.	Ph.D in Agronomy with experience in Agronomic research and transfer of Agrotechnology.	To carry out field experiments on medicinal and aromatic Crops, Agronomic problems and transfer of medicinal and Aromatic crops related technology on farmer's fields. Handling and analysis of field data with the sufficient skill of its interpretation.
T0820	Rs.35400-112400 (Level-6)	Technical Assistant (GRM/GPB) 01 Post Reserved for EWS Place: Lucknow	28 Years	First class B.Sc. in Botany/ Agricultural Sciences/ Plant Sciences with one year full time professional qualification or one year experience in the relevant discipline from a recognized Institute/ Organization.	One year research experience in seed quality testing of medicinal and aromatic plants evidenced by research publications.	Seed related research in MAPs for development of seed quality testing parameters and their seed testing protocols at molecular/ biochemical level also.

T0920	Rs.35400-112400 (Level-6)	Technical Assistant (Photography/ Mass Communication) 01 Post Unreserved Place: Lucknow	28 Years	1 st Class B.Sc.(Sci.) with one year full time professional qualification or one year experience in the relevant discipline from a recognized Institute/ Organization.	Experience in field photography, both still & video photography, press coverage, publicity work preparation of report & working knowledge of computer.	To undertake photographic coverage of various events, research activities and field photography of medicinal plants preparation of press reports for highlights in media and briefs for in house publications/ reports.
T1020	Rs.19900-63200 (Level-2)	Technician (1) (Electrician) 01 Post Unreserved Place: Hyderabad	28 Years	SSC/10 th standard with Science subject 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 Electrician/Electrical.	Working experience in electrical power distribution system electrical substation, switchgears, operation and maintenance of Diesel Generator sets, pumps, UPS and batteries, working knowledge of electric motor pumps and water distribution system and basic knowledge of Electrical safety procedures, IE rules and National Building codes.	The selected candidate is expected to operate and maintain the electrical installations and will take care of other works & services activities of the centre.
T1120	Rs.19900-63200 (Level-2)	Technician (1) (Agronomy) 02 Post 01-Unreserved & 01- Reserved for OBC Place: Purara and Pantnagar	28 Years	SSC/10 th standard with Science subject 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 Pump Operator-cum Mechanic/ Mechanic Agriculture Machinery/ Mechanic (Tractor)/ Mechanic repair & maintenance of Heavy Vehicles.	Intermediate in Agriculture with Experience in field demonstration.	1. Cultivation, propagation and production of quality planting material of medicinal & aromatic crops (Seeds and propagules) and extension activities of MAPs, 2. Field demonstration, farmer's survey, collection of data, compilation and analysis and farm maintenance. 3. Planning of layout, harvesting, planting material production, experimental observations, distillation, maintenance of nurseries and general assistance in farm.
T1220	Rs.19900-63200 (Level-2)	Technician(1) (Electrician/ Boiler) 01 Post Unreserved Place: Bengaluru	28 Years	SSC/10 th standard with Science subject 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 Electrician/ Electrical/ Boiler Attendant.	1.Routine operation and maintenance of motor pump in water distribution system of distillation units. 2.Maintain the boiler connected electrical system. 3.Distillation units power related operation.	The selected candidate is expected to operate and maintain the electrical installations and will take care of other works & services activities like operation of distillation units of the centres.
T1320	Rs.19900-63200 (Level-2)	Technician (1) (HRD) 01 Post Unreserved Place: Lucknow	28 Years	SSC/10 th standard with Science subject 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 Computer Programming/	DOEACC 'O' Level course or equivalent with hands on experience on computer programming/ accounting software/ office automation.	To assist HRD Division in various activities related to engagement of Project staff/Fellows under various schemes/Projects and keeping record of student's enrolment for Ph.D.

				Computer Operator and Programming Assistant/ Data Entry Operator.		
T1420	Rs.19900-63200 (Level-2)	Technician (1) (Plant Protection) 01 Post Reserved for EWS Place: Lucknow	28 Years	SSC/10 th 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 protection of Fruits and Vegetables.	Intermediate in Agriculture with knowledge of plant pathology/ crop protection/Botany and computer knowledge from a recognized institution/ university will be preferred.	To assist the scientist in the routine works such as maintenance of desired plants in the glasshouse and experimental fields, preparation of media, autoclaving etc.
T1520	Rs.19900-63200 (Level-2)	Technician (1) (Publication/ Product Sale, Exhibition) 01 Post Reserved for OBC Place: Lucknow	28 Years	SSC/10 th standard with Science subject 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 Publication/ Business Management.	Intermediate with knowledge in Computer.	To assist in publication related activities (both hard copy and soft copy) and help in sale of Herbal products/ publication/planting material.
T1620	Rs.19900-63200 (Level-2)	Technician (1) (Library) 01 Post Reserved for OBC Place: Lucknow	28 Years	SSC/10 th 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 Library & Information Science Trade.	Intermediate with diploma in library science (D.Lib.Sc. regular) candidates with computer knowledge from a recognized institution.	To assist in the management of subscription of journals, data entry of books and journals, maintenance of circulation activities of the library.
T1720	Rs.19900-63200 (Level-2)	Technician (1) (Horticulture) 01 Post Reserved for OBC Place: Lucknow	28 Years	SSC/10 th 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 Horticulture.	Intermediate with agriculture, working experience in Horticulture, field experiments/ Operations/ machinery in recognized Institute.	To assist in nursery preparation, herbal garden, conservatories etc.
T1820	Rs.19900-63200 (Level-2)	Technician (1) (Vehicle Maintenance/ Mechanical) 01 Post Reserved for SC Place: Lucknow	28 Years	SSC/10 th 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 Mechanic Motor Vehicle/ Automobile/ Mechanic repair & maintenance of Heavy Vehicles.	Diploma in automobile/ Mechanical engineering with experience of driving LMV/HMV general maintenance/ repairing of automobiles/ vehicles in any reputed organization.	To assist in repairing, maintenance & operation of automobiles and farm appliances in the institute.
A0120	Rs.19900-63200 (Level-2)	Junior Secretariat Assistant (F&A) 01 Post Reserved for SC Place: Lucknow	28 Years	10+2/XII or its equivalent with Commerce as one of the subjects and typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer. (35/30 words per minute correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word; Time allowed-10 minutes).	Graduation or equivalent. Preference will be given to the candidates having knowledge of Computer to work on MS Office/ MS Excel and Typing in English & Hindi both.	Auditing of bills for payment, writing Cash Book, data entry in accounting software and preparation of annual accounts, Bank Reconciliation etc.

Backlog Posts						
Post Code	Pay Band & Grade Pay	Name/Area/ No. of post & reservation/ Likely place of posting	Age limit	Essential Qualification	Desirable Qualification/ Experience	Job Specification
T1920	Rs.35400-112400 (Level-6)	Technical Assistant (Bioprospection) 01 Post Reserved for PWD-HH Place: Lucknow	28 Years	1 st class B.Sc.(Sci.) with one year full time professional qualification in the area of Biotechnology/Life Science/ Microbiology/ Biochemistry or one year experience in the relevant discipline from a recognized Institute/ Organization.	Practical/working knowledge of handling microorganisms/parasites/ animal cell culture, DNA/RNA/Proteins and related techniques/ instrumentation.	Assisting Scientists for antibiotic testing, identification of phytochemicals as therapeutic agent against infectious microorganisms such as bacteria, fungi, viruses and malaria parasite using cell based and target based assays, screening phytochemicals for anticancer activity using human cancer cell lines and understanding their mechanism of action through classical and/or modern biology approach.
T2020	Rs.35400-112400 (Level-6)	Technical Assistant (Extension) 01 Post Reserved for ST Place: Lucknow	28 Years	1 st class B.Sc.(Agri.) with one year full time professional qualification in Agriculture or one year experience in the relevant discipline from a recognized Institute/ Organization.	M.Sc.(Agriculture) with one year experience in Extension/field activity of Medicinal and Aromatic plants at farmer's land.	Organisation of demonstration, training awareness, creation, field visit and other work with extension of Medicinal and Aromatic plants.
T2120	Rs.19900-63200 (Level-2)	Technician (1) (Library) 01 Post Reserved for PWD-VH Place: Lucknow	28 Years	SSC/10 th 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 Library & Information Science.	Candidates with higher qualification and computer knowledge will be preferred.	To assist in the management of subscription, online journals, books databases and maintenance and housekeeping of library.

Selection Criteria:

A. Sr. Technical Officer (1) / Sr. Technical Officer (2)

The candidates as recommended by the Screening Committee will be invited for Interview.

B. Technical Assistant/Technician(1)

The candidates as recommended by the Screening Committee will be invited for a Trade/Skill Test. Those who qualify in the trade/skill test will be invited for a competitive written examination. The final merit list will be prepared only on the basis of the performance of the candidates in the competitive written examination.

C. Junior Secretariat Assistant (F&A)

The eligible candidates will be invited for a Typing Test/Competitive Written Examination. While the typing speed test will only be qualifying in nature, the final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. The merit list (on the basis of the marks obtained by the candidates in Paper-II) will only comprise of those candidates who have qualified the proficiency test in typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer. (35/30 words per minute correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word; Time allowed-10 minutes).

The Syllabus/Mode of Written Examination

For Technical Assistant

Mode of Examination	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 exam	Diploma/Graduation Level (based on the advertised qualification of the post).
Question Papers	There will be three papers consisting of total no. of 200 questions for time allotted to 3 hours. The second and third 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 Final merit list will be prepared only on the basis of the marks obtained by the candidates in Paper-II & Paper-III.

Paper-I (Time Allotted – 1 hour)

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

*Mental Ability Test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational judgement etc.

Paper-II (Time Allotted – 30 minutes)

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

Paper-III (Time Allotted – 90 minutes)

Subject	No. of questions	Maximum Marks	Negative Marks
Concerned subject	100	300 (three marks for every correct answer)	One negative mark for every wrong answer

For Technician (1)

Mode of Examination	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 exam	SSC+ITI/ XIIth Standard (based on the advertised qualification of the post).
Question Papers	There will be three papers consisting of total no. of 150 questions for time allotted to 2 hours 30 minutes. The second and third 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 Final merit list will be prepared only on the basis of the marks obtained by the candidates in Paper-II & Paper-III.

Paper-I (Time Allotted – 1 hour)

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

*Mental Ability Test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational judgement etc.

Paper-II (Time Allotted – 30 minutes)

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

For Junior Secretariat Assistant (F&A)

Mode of Examination	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 exam	Class XII.
Question Papers	There will be two papers (Paper-I and Paper-II) consisting of total no. of 200 questions for time allotted to 2 hours and 30 minutes. The second paper will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in Paper-I. The Final merit list will be prepared only on the basis of the marks obtained by the candidates in Paper-II

Paper-I (Time Allotted – 90 minutes)

Subject	No. of questions	Maximum Marks	Negative Marks
Mental Ability Test*	100	200 (two marks for every correct answer)	<u>There will be no negative marks in this paper</u>

*Mental Ability Test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational judgement etc.

Paper-II (Time Allotted – 1 hour)

Subject	No. of questions	Maximum Marks	Negative Marks
General Awareness	50	150 (three marks for every correct answer)	One negative mark for every wrong answer
English Language	50	150 (three marks for every correct answer)	One negative mark for every wrong answer

सामान्य सूचना एवं शर्तें /General Information and Conditions:-

1. परिषद् सेवा के तहत लाभ:-

Benefits under Council service:

- क) केन्द्र सरकार के कर्मचारियों को देय तथा सीएसआईआर के लिए लागू किए गए सामान्य भत्ते जैसे कि महंगाई भत्ता (डीए), मकान किराया भत्ता (एचआरए), परिवहन भत्ता (टीए) इत्यादि इन पदों पर देय हैं | परिषद् कर्मचारी उपलब्धता के आधार पर सीएसआईआर आवास आवंटन नियमावली के अनुसार अपने पात्रता प्रकार के आवास के भी पात्र हैं परंतु इस स्थिति में एचआरए देय नहीं होगा |
- 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 Residence allotment rules depending on availability in which case HRA will not be admissible.
- ख) पदों की प्रत्येक श्रेणी के लिए बताई गई परिलब्धियों के अतिरिक्त सीएसआईआर नियमानुसार नई पेंशन योजना, 2004 की प्रयोज्यता, चिकित्सा व्यय की प्रतिपूर्ति, अवकाश यात्रा रियायत, वाहन अग्रिम और गृह निर्माण अग्रिम जैसे लाभ भी उपलब्ध हैं |
- b) In addition to the emoluments indicated against each category of posts, benefits such as applicability of New Pension Scheme 2004, reimbursements of Medical Expenses, Leave Travel Concession, Conveyance advance and House Building Advance are available as per CSIR rules.
- ग) सीएसआईआर योग्य तकनीकी एवं सपोर्ट कार्मिकों को मूल्यांकन प्रोन्नति योजना के तहत करियर में उन्नति के बेहतरीन अवसर प्रदान करता है |
- c) CSIR provides excellent opportunities to deserving candidates for career advancement under Assessment Promotion Scheme for technical & support staff.

2.अन्य शर्तें /Other Conditions:-

- क) आवेदक भारत का नागरिक हो |
- a) The applicant must be a citizen of India.
- ख) सभी आवेदकों को विज्ञापन में दर्शाए गए पद की अनिवार्य अर्हताओं और अन्य शर्तों को ऑनलाइन आवेदन करने की अंतिम तिथि अर्थात् दिनांक 07 अप्रैल, 2020 को पूर्ण करना चाहिये। उन्हें सलाह दी जाती है कि ऑनलाइन आवेदन करने से पूर्व संतुष्ट हों लें कि ऑनलाइन आवेदन करने की अंतिम तिथि को वे विभिन्न पदों के लिए निर्धारित न्यूनतम

अनिवार्य योग्यताएँ रखते हैं | पात्रता के संबंध में किसी पूछ-ताछ का जवाब नहीं दिया जाएगा | निर्धारित अनिवार्य योग्यता न्यूनतम योग्यता है तथा केवल निर्धारित आवश्यक योग्यता के होने पर ही उम्मीदवार ट्रेड टेस्ट/स्किल टेस्ट/लिखित परीक्षा अथवा साक्षात्कार के लिए बुलाए जाने के पात्र नहीं हो जाते | उम्मीदवारों की छूटनी के लिए विधिवत रूप से गठित छान-बीन समिति अपने स्वयं के मापदंड अपनाएगी | इसलिए उम्मीदवार को न्यूनतम निर्धारित योग्यता से ऊपर की अपनी सभी योग्यता और प्रासंगिक क्षेत्र में अनुभव, दस्तावेजों से समर्थित, का ऑनलाइन आवेदन में उल्लेख करना चाहिए |

- b) All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of submission of online applications i.e. **07 April, 2020**. 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 the application. No enquiry asking for advice as to eligibility will be entertained. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for trade test/skill test/written test or Interview. 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.
- ग) ऑनलाइन आवेदन की हार्ड कॉपी (प्रिंट-आउट) के साथ प्रासंगिक शैक्षणिक योग्यता और अनुभव (यदि कोई हो) की स्वयं सत्यापित प्रतियाँ लगी होनी चाहिए | निर्धारित योग्यता मान्यता प्राप्त विश्वविद्यालयों/संस्थानों इत्यादि से प्राप्त की गई होनी चाहिए | अपूर्ण आवेदन/आवश्यक प्रमाण पत्रों या दस्तावेजों के बिना प्राप्त आवेदन अस्वीकार कर दिए जाएंगे |
- c) The hard copy (print-out) of the application generated after filling online application form should be accompanied by self attested copies of the relevant educational qualification, experience. The prescribed qualifications should have been obtained through recognized Universities/Institutions etc. Incomplete applications or applications not accompanied with the required certificates/documents are liable to be rejected.
- घ) आवश्यक योग्यता के संबंध में यदि कोई उम्मीदवार किसी विशेष योग्यता के विज्ञापन की आवश्यकता के अनुसार समकक्ष योग्यता होने का दावा करता है तो उम्मीदवार को इस संबंध में जारीकर्ता अधिकारी को दर्शाते हुए (संख्या और दिनांक सहित) आदेश/पत्र जिसके तहत इस योग्यता को समकक्ष माना गया है, प्रस्तुत करना होगा अन्यथा आवेदन अस्वीकार कर दिया जाएगा |
- d) 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 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.
- ङ) ट्रेड टेस्ट/स्किल टेस्ट/लिखित परीक्षा अथवा साक्षात्कार के लिए उम्मीदवारों की छूटनी हेतु मान्य अनुभव की गणना करते समय किसी उम्मीदवार द्वारा अंशकालिक आधार पर, दैनिक मज़दूरी, अतिथि संकाय इत्यादि के अनुभव की अवधि नहीं गिनी जाएगी
- e) 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 short listing the candidates for trade test/skill test/written test or interview.
- च) हिंदी या अंग्रेज़ी के अतिरिक्त अन्य भाषा में प्रस्तुत किसी दस्तावेज़/प्रमाण पत्र का प्रतिलेख, राजपत्रित अधिकारी या नोटरी द्वारा विधिवत् साक्ष्यांकित, प्रस्तुत करना होगा |
- 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 submitted.
- छ) अधिकतम आयु सीमा, योग्यता और/या अनुभव के निर्धारण की तिथि ऑनलाइन आवेदन करने की निर्धारित अंतिम तिथि 07 अप्रैल, 2020 होगी |
- g) The date for determining the upper age limit, qualifications and/or experience shall be the closing date prescribed for submission of online applications i.e. **07 April, 2020**.
- ज) किसी विषय/कार्यक्षेत्र में अनुभव की अवधि, जहाँ भी निर्धारित हो, की गणना उस पद के लिए निर्धारित न्यूनतम शैक्षिक योग्यता प्राप्त करने की तिथि के बाद की जाएगी |
- ह) 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 post.
- झ) भारत सरकार के निर्देशों में विहित पात्रता शर्तों को पूरा करने वाले विकलांग व्यक्तियों को आवेदन करने के लिए प्रोत्साहित किया जाता है |

- i) Persons with disabilities (PWD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- ट) आर्थिक रूप से कमजोर वर्गों (आ.क.व.) हेतु आरक्षित पदों के सापेक्ष आवेदन करने वाले अभ्यर्थियों को भारत सरकार, डीओपीटी के नियमानुसार सक्षम प्राधिकारी द्वारा जारी एक आय और संपत्ति का प्रमाण पत्र प्रस्तुत करना होगा।
- j) Candidates belonging to Economically Weaker Sections applying against the post(s) reserved for this category are required to produce an Income and Asset Certificate issued by a competent authority as per DOPT, Govt. of India rules.
- ठ) मूल दस्तावेजों और आवेदन में दी गई किसी जानकारी में कोई विसंगति पाए जाने पर अभ्यर्थी ट्रेड टेस्ट/स्किल टेस्ट/लिखित परीक्षा अथवा साक्षात्कार में उपस्थित होने के लिए अयोग्य होगा।
- k) 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/skill test/written test or interview.
- ड) पात्रता, आवेदनों की स्वीकृति या अस्वीकृति, चयन प्रक्रिया, ट्रेड टेस्ट/स्किल टेस्ट/लिखित परीक्षा अथवा साक्षात्कार के संचालन से संबंधित सभी मामलों में सीमैप/सीएसआईआर का निर्णय अंतिम तथा अभ्यर्थियों पर बाध्यकारी होगा।
- l) The decision of the CIMAP/CSIR in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/Trade test/Skill test/written test or interview will be final and binding on the candidates.
- ढ) चयनित अभ्यर्थियों को संस्थान की आरएनडी की आवश्यकतानुसार समय समय पर सीमैप मुख्यालय, लखनऊ/इसके रिसर्च सेंटरों पंतनगर/बंगलुरु/हैदराबाद/पुरारा अथवा देश में किसी भी स्थान पर कार्य करने हेतु तैयार रहना होगा।
- m) The selected persons should be ready to serve at any of the offices/Research Centres of CSIR-CIMAP located at Lucknow, Bangalore, Hyderabad, Pantnagar, Purara (Distt. Bageshwar) or at any place of posting in India as per need of CSIR-CIMAP R&D activities.
- ण) किसी भी रूप में पक्ष-प्रचार (सिफारिश) और/या कोई प्रभाव, राजनीतिक या अन्यथा, डालना पद के लिए अयोग्यता होगी।
- n) Canvassing in any form and/or bringing any influence, political or otherwise, will be treated as a disqualification for the post.
- प) अनुभव के समर्थन में प्रमाण पत्र/दस्तावेज से अनुभव की अवधि तिथि/माह/वर्ष निर्धारित होनी चाहिए।
- o) Certificates/documents in support of experience must specify duration of experience in terms of date/month/year.
- फ) प्रत्येक पद/श्रेणी के समक्ष दर्शायी गई रिक्तियां अनंतिम हैं और अंतिम चयन के समय यह कम या ज्यादा हो सकती हैं।
- p) The number of vacancies indicated against each category/post is provisional and may vary at the time of selection.
- ब) किसी अंतरिम पूछताछ या पत्राचार का जवाब नहीं दिया जाएगा।
- q) NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.

3. छूट /Relaxations:

- क) जहाँ पद संबंधित श्रेणियों के लिए आरक्षित है वहाँ निर्धारित प्रारूप में निर्धारित प्राधिकारी द्वारा हस्ताक्षरित प्रमाण पत्र ट्रेड स्किल टेस्ट/लिखित परीक्षा अथवा साक्षात्कार के समय (प्रति आवेदन के साथ संलग्न करें) प्रस्तुत करने पर भारत सरकार के लागू आदेश के अनुसार ऊपरी आयु सीमा में अ.जा./अ.ज.जा. को 05 वर्ष तथा अन्य पिछड़ा वर्ग को 03 वर्ष की छूट दी जाएगी। जिसके लिए अभ्यर्थियों को भारत सरकार के अधीन पदों पर नियुक्ति हेतु जारी प्रमाण पत्र प्रस्तुत करना होगा।
- a) The upper age limit is relaxable upto 05 years for SC/ST and 03 years for OBC as per Government order in force, only in those cases where the post is reserved for respective categories, on production of relevant certificate in the prescribed format signed by the specified authority at the time of trade test/skill test/written test or Interview (copy to be enclosed with the application). Such candidates should produce the certificate valid for appointment to the posts under the Central Government of India.
- ख) सीएसआईआर प्रयोगशालाओं/संस्थानों, सरकारी विभागों, स्वायत्त निकायों तथा सार्वजनिक क्षेत्र उपक्रमों में कार्यरत नियमित कर्मचारियों को ऊपरी आयु सीमा में 05 वर्ष की छूट भारत सरकार/सीएसआईआर के नियमों के अनुसार प्रदान की जाएगी।

- b) Upper age limit is also relaxable upto five years for the regular employees working in CSIR laboratories/Institutes, Government departments, autonomous bodies and public sector undertakings as per Government of India/CSIR Rules.
- ग) भारत सरकार के प्रावधानों के अनुसार विधवाओं, तलाक़शुदा और पति से न्यायिक रूप से अलग हुई महिलाओं, जिन्होंने पुनर्विवाह नहीं किया है, के लिए ऊपरी आयु सीमा 35 वर्ष है (अ.जा./अ.ज.जा. के लिए 40 वर्ष तथा अ.पि.व. के सदस्यों के लिए 38 वर्ष, उनके लिए आरक्षित पदों के संबंध में) | इस उप-पैरा के तहत आयु सीमा में छूट का दावा करने वाली महिलाओं को निम्नलिखित दस्तावेज़ प्रस्तुत करने होंगे :-
- विधवाओं के मामले में, पति के मृत्यु प्रमाण पत्र के साथ यह शपथ पत्र कि उनके द्वारा तब से पुनर्विवाह नहीं किया गया है |
 - तलाक़शुदा महिला और पति से न्यायिक रूप से अलग हुई महिला के मामले में, तलाक़ या न्यायिक रूप से अलगवाव के तथ्य को साबित करने वाले उचित न्यायालय के निर्णय/डिक्री की प्रमाणित प्रति, जैसा भी मामला हो, इस शपथ पत्र के साथ कि उन्होंने तब से आज तक पुनर्विवाह नहीं किया है |
- c) As per GOI provisions, age relaxation for Widows, Divorced Women and Women Judicially Separated from their Husbands, who are not remarried, 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). The woman claiming age relaxation under this sub-para would be required to produce following documentary evidence:
- In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
 - 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.
- घ) निःशक्त जनों के लिए आयु सीमा में छूट भारत सरकार के समय-समय पर संशोधित आदेशों के अनुसार स्वीकार्य है | इस उप-पैरा के तहत आयु सीमा में छूट का दावा करने वाले व्यक्तियों को अपने दावों के समर्थन में सक्षम प्राधिकारी द्वारा जारी निर्धारित प्रपत्र में प्रमाण पत्र प्रस्तुत करना होगा जिसमें स्पष्ट रूप से दर्शाया गया हो कि उनकी शारीरिक अक्षमता 40% या अधिक है | किसी भी मामले में इन अभ्यर्थियों की नियुक्ति चयन द्वारा सीधी भर्ती से भरे जाने वाले प्रत्येक विशिष्ट पदों के लिए सरकार द्वारा निर्धारित शारीरिक स्वस्थता के मानदंडों के अनुसार शारीरिक रूप से स्वस्थ पाये जाने के अधीन होगी |
- d) Age relaxation to Persons with Disabilities (PWD) is permissible as per GOI orders issued from time to time. The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma 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 posts to be filled by Direct Recruitment by Selection.

Categories of Benchmark disabilities for PWD

- Blindness and low vision (**Visually handicapped – VH**)
- Deaf and hard of hearing (**Hearing handicapped - HH**)
- Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy (**Orthopaedically handicapped - OH**)
- Autism, intellectual disability, specific learning disability and mental illness;
- Multiple disabilities from amongst persons under clauses (A) to (D) including deaf-blindness.

1) **Hearing handicapped (HH)** persons are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear, understand sounds at all even with amplified speech. The cases included in this category will be those having hearing loss more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both ears.

2) **Orthopaedically handicapped (OH)** are those who have a minimum of 40% of physical defect or deformity which causes an interference with the normal functioning of the bones, muscles and joints .

3) **Visually handicapped (VH)** persons are those who suffer from Blindness and low vision with following conditions:-

Blindness : a) Total absence of sight;

b) Visually acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses;

c) Limitation of the field of vision subtending an angle of 20 degrees or worse.

Low vision: "Persons with low vision" means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

- ड) दिनांक 01.01.1980 से 31.12.1989 तक जम्मू-कश्मीर राज्य में सामान्य रूप से निवासी रहे लोगों को संबंधित प्राधिकारी द्वारा जारी प्रासंगिक प्रमाण पत्र प्रस्तुत करने पर 05 वर्ष की छूट देय होगी।
- e) Relaxation of five years will also be permissible to those who had ordinarily been domiciled in the State of Jammu and Kashmir during the period from the 1st day of January, 1980 to 31st day of December, 1989 subject to production of relevant certificate from concerned authority.
- च) एक्स-सर्विसमेन को ऊपरी आयु सीमा में छूट नियमानुसार देय होगी।
- f) Relaxation of upper age limit for Ex-servicemen is admissible as per rules.
- छ) अ.जा./अ.ज.जा./अ.पि.व./निःशक्तजन/आ.क.व.अभ्यर्थियों को ट्रेड टेस्ट/स्किल टेस्ट/लिखित परीक्षा अथवा साक्षात्कार के समय निर्धारित प्रपत्र में निर्धारित प्राधिकारी द्वारा हस्ताक्षरित प्रमाण पत्र मूल रूप में प्रस्तुत करना होगा। अ.पि.व. के अभ्यर्थियों को भारत सरकार के डीओपीटी के नवीनतम निर्देशों के अनुसार केन्द्र सरकार के अधीन पदों पर नियुक्ति हेतु वैध प्रमाण पत्र प्रस्तुत करना होगा।
- g) SC/ST/OBC/PWD/EWS Candidates are required to produce original certificate in the prescribed format signed by the specified authority at the time of trade test/skill test/written test. Such candidates should produce the certificate valid for appointment to posts under the Central Government as per latest instructions issued by the DOPT, Govt. of India.

4. आवेदन प्रक्रिया / How to Apply:

- क) योग्य एवं इच्छुक अभ्यर्थी हमारी वेबसाइट <https://www.cimap.res.in> पर उपलब्ध फॉर्म को ऑनलाइन भरकर आवेदन कर सकते हैं।
- a) Eligible and interested candidates are required to fill the application form ONLINE by accessing the website <https://www.cimap.res.in>.
- ख) ऑनलाइन आवेदन प्रक्रिया के लिए कृपया ऊपर दी गयी वेबसाइट पर 'How to apply online', 'Fee Payment Procedure' और 'Application Form Replica' में दिये गए निर्देशों का सदर्थ लें।
- b) For online application process please refer 'How to apply online' instructions, 'Fee Payment Procedure' and 'Application Form Replica' available on the above-mentioned website.
- ग) आवेदन नीचे दिये गए चार चरणों में किया जाना है:-
- c) The application is to be submitted in four distinct steps, as below:
1. रजिस्ट्रेशन/Registration (ऑनलाइन/online)
 2. शुल्क भुगतान/Fee Submission (ऑनलाइन/online/ऑफलाइन/offline*)
 3. आवेदन प्रस्तुतीकरण/Application Submission (ऑनलाइन/online)
 4. सभी संगत प्रपत्रों के साथ ऑनलाइन आवेदन पत्र की प्रिंटआउट प्रति (हार्ड कॉपी) का डाक द्वारा प्रेषण।
Dispatch of Printout copy (Hard Copy) of online application along with all relevant documents by post.

*ऑफलाइन शुल्क भुगतान करने वाले आवेदकों को ऑनलाइन रजिस्ट्रेशन करने के उपरान्त उत्पन्न चालान का प्रिंटआउट ले कर बैंक में फीस का भुगतान करना होगा।

* For offline fee submission candidate should take printout of challan generated online after completion of registration and deposit fee in the Bank.

घ) आवेदन करने के उपरोक्त वर्णित सभी चरणों की अन्तिम तिथि निम्नवत है:-

d) The datelines for the above-mentioned stages of application are as follows:

1. ऑनलाइन आवेदन का रजिस्ट्रेशन आरंभ करने की तिथि	04 मार्च, 2020; 10.00 Hrs. IST
1. Start date for Registration for Online Application:	4 th March, 2020; 10.00 Hrs. IST
2. ऑनलाइन आवेदन के रजिस्ट्रेशन की अंतिम तिथि	02 अप्रैल, 2020; 23:59 Hrs. IST
2. Last date for registration for Online application:	2 nd April 2020; 23:59 Hrs. IST
3. ऑनलाइन/ऑफलाइन शुल्क जमा करने की अंतिम तिथि	03 अप्रैल, 2020; 16:00 Hrs. IST
3. Last date for Fee Submission Online/Offline:	3 rd April 2020; 16:00 Hrs. IST
4. ऑनलाइन आवेदन सबमिट करने की अंतिम तिथि	07 अप्रैल, 2020; 23.59Hrs. IST
4. Last date for Submission of Online Application:	7 th April 2020; 23.59Hrs. IST
5. सीमैप में सभी संगत प्रपत्रों के साथ आवेदन पत्र के प्रिंट आउट प्रति की प्राप्ति की अंतिम तिथि	22 अप्रैल, 2020; 17:30Hrs. IST
5. Last date for Receipt of printout copy of application alongwith all relevant documents at CIMAP:	22 nd April 2020; 17:30Hrs. IST

- ड) आवेदकों को सीमैप वेबसाइट पर उपलब्ध 'Fee Payment Procedure' के अनुसार रु. 100/- के आवेदन शुल्क का भुगतान करना है। अ.जा./अ.ज.जा./महिला/नि:शक्तजन/विदेश में रह रहे भारतीय अभ्यर्थियों तथा सीएसआईआर के नियमित कर्मचारियों को आवेदन शुल्क भुगतान से छूट दी गयी है।
- e) Candidates are required to pay application fee Rs.100/- only as per 'Fee Payment Procedure' available on the website. The candidates belonging to SC/ST/Women/PWD/Abroad candidates and regular employees of CSIR are exempted from payment of application fee.
- च) ऑनलाइन आवेदन की प्रिंटआउट कॉपी, शैक्षिक योग्यता, जन्म तिथि, अनुभव प्रमाण पत्र, जाति प्रमाण पत्र (यदि कोई हो) की प्रमाण पत्रों की स्वप्रमाणित प्रतियाँ सहित स्पीड पोस्ट/रजि0पोस्ट द्वारा प्रशासन नियंत्रक, सीएसआईआर-केंद्रीय औषधीय एवं सगंध पौधा संस्थान, पोस्ट ऑफिस-सीमैप, लखनऊ-226015 को दिनांक 22-04-2020 या उससे पहले प्राप्त हो जाने चाहिए | जो अभ्यर्थी एक से अधिक पद के लिए आवेदन करना चाहते हैं, वह प्रत्येक पदकोड हेतु अलग-अलग आवेदन करें।
- f) The Printout of the application, generated after online submission, duly accompanied by self-attested copies of the requisite certificates/mark sheets of date of birth, educational qualifications, experience, and community certificate, if any, addressed to the "Controller of Administration, CSIR-Central Institute of Medicinal and Aromatic Plants, Post Office-CIMAP, Lucknow-226015" should reach this office by speed post/registered post on or before 22-04-2020. Candidates applying for more than one post must submit separate application for each post indicating the Code No. of the post.
- छ) अभ्यर्थियों से अनुरोध है कि यदि विश्वविद्यालय/संस्थान सीजीपीए/एसजीपीए/ओजीपीए ग्रेड्स इत्यादि अवॉर्ड करता है, तो वे इसे अपने विश्वविद्यालय/संस्थान के फॉर्मूला के अनुसार प्रतिशत में रूपान्तरित करें |
- g) 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.
- ज) आवेदन पत्र के लिफाफे पर ऊपर की ओर "----- पद हेतु आवेदन (पोस्ट कोड, विज्ञापन संख्या) लिखा हुआ हो |
- h) The envelope containing the application should be super scribed "Application for the post of(Post code Advt.No.)".
- झ) सरकारी कर्मचारियों के आवेदन तभी स्वीकार किए जाएंगे जबकि वे उचित माध्यम से नियोक्ता द्वारा इस आशय के प्रमाण-पत्र के साथ भेजे जाएं कि आवेदक का चयन होने की स्थिति में नियुक्ति प्रस्ताव प्राप्ति के एक माह के भीतर उसे कार्यमुक्त कर दिया जाएगा तथा जिसमें सतर्कता अनापत्ति का भी उल्लेख किया गया हो | यद्यपि आवेदन की अग्रिम प्रति अंतिम तिथि से पहले जमा करवाई जा सकती है | उचित माध्यम द्वारा किए गए आवेदन सीएसआईआर-सीमैप, लखनऊ में शीघ्रतिशीघ्र पहुँचने चाहिए |
- i) 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 and in which 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 CSIR-CIMAP, Lucknow at the earliest.

- ज) अभ्यर्थी विशेष रूप से ध्यान दें कि अंतिम तिथि के बाद प्राप्त आवेदन-पत्र चाहे वो किसी भी कारण (जैसे कि लिफाफे पर गलत पता, कहीं और पहुंचा या डाक में देरी इत्यादि) से हो, उन पर विचार नहीं किया जाएगा।
- j) 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.
- ट) अधूरे भरे आवेदन-पत्र (जैसे अहस्ताक्षरित, बिना फोटोग्राफ / एप्लिकेशन फी / दस्तावेजों की प्रति), पर विचार नहीं किया जाएगा और उनका अभ्यर्थन निरस्त कर दिया जाएगा।
- k) Incomplete applications (i.e. unsigned, without photograph and applicable testimonials etc.) will not be entertained and will be summarily rejected.

5. डाक से भेजे गए आवेदन (प्रिंटआउट कॉपी) के साथ निम्नलिखित दस्तावेज संलग्न होने चाहिए:

Following documents must be attached along with application form(print-out) sent by post:

- क) फॉर्म पर चिपका हुआ पूर्ण हस्ताक्षरित रंगीन फोटोग्राफ
- a) Coloured photograph pasted on the form and signed across in full.
- ख) जन्म तिथि प्रमाण पत्र की स्व-प्रमाणित फोटोकॉपी
- b) Self attested photocopy of Date of Birth Certificate.
- ग) शैक्षिक योग्यताओं की स्व-प्रमाणित फोटोकॉपी
- c) Self attested photocopies of educational qualification certificates.
- घ) जाति प्रमाण पत्र, आ.क.व प्रमाण-पत्र, निःशक्तजन प्रमाण पत्र (यदि कोई हो) की स्व-प्रमाणित फोटोकॉपी
- d) Self attested photocopy of caste certificate, PWD certificate, EWS certificate, if applicable.
- ड) अनुभव प्रमाण पत्र की स्व-प्रमाणित फोटोकॉपी, यदि कोई हो |
- e) Self attested photocopies of experience certificates, if any.

प्रशासन नियंत्रक/ Controller of Administration