



सीएसआईआर- जीनोमिकी और समवेत जीविवाान
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BIOLOGY, MALL RAOD, NEAR JUBILEE HALL, DELHI- 07
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ADVERTISEMENT NO. R&A/01/2023

Access link 'TECHNICAL Gr. III 2023' on <https://www.igib.res.in>

Start Date for Registration for Online Application:	05 August 2023
Last Date for Registration & Submission of Online application:	18 September 2023
HELP DESK:	recruit@igib.res.in

ABOUT CSIR-IGIB

CSIR-Institute of Genomics & Integrative Biology (IGIB) is a premier Institute of Council of Scientific and Industrial Research (CSIR), engaged in research of national importance in the areas of genomics, molecular medicine, bioinformatics and proteomics. For more details, kindly refer to website <https://igib.res.in>.

CSIR-IGIB invites applications from suitably qualified, dynamic, result-oriented and dedicated Indian citizens for the following vacant posts on direct recruitment basis:

Designation	No. of Posts	Pay level	Upper Age Limit not exceeding [on the last date of submission of online application]
Technical Assistant	6* [UR-1, OBC (NCL) -2, EWS-1, SC-2]	Pay Matrix Level-6 Rs.35400-112400/-	28 years**
Sr. Technical Officer (1)	7 [UR-4, OBC (NCL) -2, ST-1]	Pay Matrix Level- 10 Rs.56100-177500/-	35 years**
Sr. Technical Officer (2)	2 [UR-2]	Pay Matrix Level- 11 Rs.67700-208700/-	40 years**
Pr. Technical Officer	1 [UR-1]	Pay Matrix Level- 13 Rs.123100-215900/-	45 years**

*Includes one post [1-Blindness & Low Vision] reserved for PwBD.

UR: Unreserved; SC: Scheduled Caste; ST: Scheduled Tribe; OBC (NCL): Other Backward Classes [Non-creamy layer]; EWS- Economically Weaker Section; PwBD: Persons with Benchmark Disability.

**Please see age relaxation under Age Limit and Relaxation Column

Name of the post: Technical Assistant

Total Posts: 6 Posts [UR=1, OBC (NCL) -2, EWS-1, SC=2] [Includes 01 post reserved for PwBD: 01-B&LV]

Pay Matrix Level – 6 (Rs.35400-112400/-)

Age Limit: 28 Years (Please see age relaxation under Age Limit and Relaxation Column)

Sl. No.	Post Code & Vacancy details	Essential Qualification
1.	230101 (Biology services) [Total = 04 posts] [UR-01, EWS – 01 & SC-02] [Out of 04 posts, 01 post reserved for PwBD: 01-B&LV]	B.Sc. (Life sciences) or equivalent, with minimum 60% marks and one year experience in relevant discipline from a recognized Institute/Organization
	Desirable experience	Hands-on knowledge of diverse molecular biology techniques/ biochemical methods/ cell culture or animal handling/ collection and processing of body fluids including tissues and blood. The candidate should have basic computer skills.
	Job specifications	<ul style="list-style-type: none"> • Carry out routine lab & scientific work. • Maintain chemical inventories & procurement. • General upkeep of scientific instruments • Any other work assigned from time to time as per the directive of the competent authority.
2.	230102 (Engineering Division-Mechanical/ Electrical) [Total = 01 post] [OBC(NCL)-01]	Diploma in Mechanical Engineering/ Air conditioning & Refrigeration Engineering of at least 3 years full time duration, with minimum 60% marks and experience of 02 years in the relevant area / field Or Diploma in Mechanical or Air conditioning & Refrigeration Engineering of at least 2 years full time duration in case of lateral admission in diploma course, with minimum 60% marks and experience of 02 years in the relevant area / field.
	Desirable Experience	Experience in maintenance of HVAC plant in multistoried R&D environment.
	Job specifications	<ul style="list-style-type: none"> • Expected to work in the areas of Maintenance of HVAC Plant, Split / Window ACs / VRV Plants / Cold Rooms / -80 Deep Freezers / Refrigerators, Substation and Power Distribution system, DG Sets etc. • Preparation of estimate, tender documents for AMCs etc. • Renovation work or any related jobs assigned from time to time as per the directives of the competent authority.
3	230103 (Engineering Division-Electrical) [Total = 01 post]	Diploma in Electrical Engineering of at least 3 years full time duration, with minimum 60% marks and experience of 02 years in the relevant area / field Or Diploma in Electrical Engineering of at least 2 years full time duration in case of lateral admission in diploma course, with minimum 60% marks and experience of 02 years

	[OBC(NCL)- 01]	in the relevant area / field.
	Desirable experience	Experience of maintaining substation and electrical maintenance in multistoried buildings, preferably in a scientific environment.
	Job specifications	<ul style="list-style-type: none"> • Expected to work in Works & Services (W&S) Division that involves supervision of all ongoing and new works. • Scheduled maintenance, responding to breakdowns, diagnosing faults & repairing, and drawing specification of appropriate materials with estimates, preparation of work schedules etc. • Any other work assigned from time to time as per the directive of the competent authority.

Name of the post: Sr. Technical Officer (1)

Total Posts: 7 Posts [UR-4, OBC (NCL) -2, ST-1]		
Pay Matrix Level – Pay Matrix Level- 10 (Rs.56100-177500/-)		
Age Limit: 35 Years (Please see age relaxation under Age Limit and Relaxation Column)		
Sl. No.	Post Code & Vacancy details	Essential Qualification
1.	230201 (Engineering Division-Civil) [Total = 01 post] [OBC(NCL)- 01]	B.E./B.Tech. in Civil Engineering with minimum 55% marks and two years' experience
	Desirable Experience	Experience in supervision, renovation & maintenance of R&D related civil constructions in multistoried buildings.
	Job specifications	<ul style="list-style-type: none"> • Expected to work in Works & Services (W&S) Division that involves planning, estimation, tendering process and undertaking scheduled maintenance and supervision of all ongoing and new works. • Supervision of works, designing and preparing layout of the buildings, specification of the appropriate materials, preparation of work schedules, quality check of materials etc. • Any other jobs assigned from time to time as per the directive of the competent authority.
2.	230202 (IT) [Total = 01 post] [OBC(NCL)- 01]	B.E./B.Tech. in the field of Computer Sciences/Information Technology or equivalent with minimum 55% marks and two years' experience
	Desirable experience	The candidate should have a domain expertise in 1) Enterprise-wide computer networks spanning multiple sites that include routing, switching, wireless technologies. 2) Firewalls, security compliances, load balancing techniques, VPN, network monitoring, end-point security. 3) Different operating systems viz. windows, Linux, Mac, etc. 4) Working knowledge of latest Linux or Windows server. 5) Fiber and ethernet cabling structures. 6) Understanding of Datacenter Infrastructure management.

	Job specifications	<ul style="list-style-type: none"> • Maintenance and management of VPN, LAN, FMS and individual desktop systems. • Preparing tender documents for procurement of IT-related products and services as required by the Institute from time to time. • AMCs/CMCs related work of IT-related facilities and any other works assigned by the institute from time to time as per the directive of the competent authority.
3.	230203 (BDMG) [Total = 02 posts] [UR- 02]	MBA in Marketing or Finance with minimum 55% marks and two years experience
	Desirable experience	Experience in marketing/ management of biological, clinical, and omics-based services and liaison with academic, research and industrial institutions. Excellent Interpersonal skills with proficiency in computer operations and financial accounting.
	Job specifications	<ul style="list-style-type: none"> • Attract orders for biological services from various hospitals, institutes, and universities. • Licensing/Transfer of in-house technologies and business/partnership negotiations. • Prepare agreements, MoUs, tender documents and invoice. • Liaison with industries, R&D institutions and concerned in-house departments for execution of services, finance reconciliation and any other related paperwork etc. • Any other work assigned from time to time as per the directive of the competent authority.
4.	230204 (Genome data analysis) [Total = 01 post] [UR – 01]	B.E./B.Tech. in the field of Computer Sciences/Information Technology or M.Sc. (Life sciences) or equivalent with minimum 55% marks and two years' experience
	Desirable experience	Experience in analysis on next generation sequencing (NGS) platforms from biological and clinical samples for DNA/ RNA/ exome sequencing/ transcriptomics and advanced genotyping methodologies. Handling and upkeep of state-of-the-art NGS platforms and computational infrastructure related to it.
	Job specifications	<ul style="list-style-type: none"> • Carry out end-to-end sequence analysis & report generation from Illumina/ nanopore or other hi-end NGS platforms. • Maintenance, smooth running, servicing as well as AMCs/CMCs of genomics computational facilities and any other works assigned by the Institute from time to time as per the directive of the competent authority.
5.	230205 (Genomics) [Total = 01 post] [UR – 01]	M.Sc. (Life sciences) or equivalent with minimum 55% marks and two years' experience

	Desirable experience	Experience in library preparation, sequencing, and analysis on next generation sequencing (NGS) platforms from biological and clinical samples for DNA/ RNA/ exome sequencing/ transcriptomics and advanced genotyping methodologies. Handling and upkeep of state-of-the-art NGS platforms.
	Job specifications	<ul style="list-style-type: none"> • Carry out end-to-end sequencing (DNA/RNA/microbiome/exome etc.), analysis & report generation using Illumina/ nanopore or other hi-end NGS platforms. • Maintenance, smooth running, servicing as well as AMCs/CMCs of genomics facilities and any other works assigned by the Institute from time to time as per the directive of the competent authority.
6.	230206(Genomics) [Total = 01 post] [ST - 01]	M.Sc. (Life sciences) or equivalent with minimum 55% marks and two years' experience
	Desirable experience	<ul style="list-style-type: none"> • Experience in library preparation, sequencing, and analysis on next generation sequencing (NGS) platforms from biological and clinical samples for DNA/ RNA/ exome sequencing/ transcriptomics and advanced genotyping methodologies. Handling and upkeep of state-of-the-art NGS platforms.
	Job specifications	<ul style="list-style-type: none"> • Carry out end-to-end sequencing (DNA/RNA/microbiome/exome etc.), analysis & report generation using Illumina/ nanopore or other hi-end NGS platforms. • Maintenance, smooth running, servicing as well as AMCs/CMCs of genomics facilities and any other works assigned by the Institute from time to time as per the directive of the competent authority.

Name of the post: Sr. Technical Officer (2)

Total Posts: 2 Posts [UR-2]		
Pay Matrix Level – Pay Matrix Level- 11 (Rs.67700-208700/-)		
Age Limit: 40 Years (Please see age relaxation under Age Limit and Relaxation Column)		
Sl. No.	Post Code & Vacancy details	Essential Qualification
1.	230301 (HR) [Total = 01 post] [UR - 01]	M.Sc. (Life sciences) or equivalent with minimum 55% marks and five years' experience
	Desirable experience	Experience in human resource development. Candidate should also have experience in science communication & public outreach through relevant self-generated/ self-created posts, graphical abstracts, videos, interviews etc on social media platform as well as published articles in scholarly journals & online magazines. Experience in Interface with schoolteachers, NGOs, college teachers and free-lance educators from a wide variety of socio-economic backgrounds for scientific outreach & training purposes. Conducted online quizzes, competitions, designed DIY STEM kits/toys for science popularization.
	Job specifications	<ul style="list-style-type: none"> • Documentation, compilation, and management of HR related records. • Management and interaction with temporary manpower and funding agencies for fellowships. • Carry out popular science writing/ reporting/ editing and production of scientific communication materials for various print and social media platforms. • Interact with national and international visitors and communicate scientific programs of the Institute. • Undertaking communication, outreach & public engagement programs including travel (local & outstation) to popularize science. • Facilitating interaction and training workshops for students and teachers including online quizzes, fiction, poetry, fine arts competitions, etc. • Any other jobs assigned from time to time as per the directive of the competent authority
2.	230302 (Imaging) [Total = 01 post] [UR-01]	M.Sc. (Life Sciences) or equivalent with minimum 55% marks and five years' experience
	Desirable experience	Expertise in sample processing and acquisition of images for biological or other studies. The candidate must have demonstrated expertise in data acquisition, data analysis, documentation, and method development related to biological/clinical studies.
	Job specifications	<ul style="list-style-type: none"> • Sample processing and acquisition of images with multiple high-end microscopes including confocal, super-resolution, TIRF, and live-cell imaging for biological samples. • Coordinating with multiple users, providing training & assistance towards sample processing and acquisition of images to new and old users from time to time. • Maintenance, smooth running, servicing as well as setting up AMCs/CMCs of imaging platforms and any other works assigned by the Institute from time to time, as per the directive of the competent authority.

Name of the post: Pr. Technical Officer

Total Posts: 1 Post [UR-1]		
Pay Matrix Level – Pay Matrix Level- 13 (Rs.123100-215900/-)		
Age Limit: 45 Years (Please see age relaxation under Age Limit and Relaxation Column)		
Sl. No.	Post Code & Vacancy details	Essential Qualification
1.	230401 (IT) [Total = 01 post] [UR-01]	B.E./B.Tech. in the field of Computer Sciences/Information Technology or equivalent with minimum 55% marks and eleven years' experience
	Desirable experience	The candidate should have a domain expertise in 1) Enterprise-wide computer networks spanning multiple sites that include routing, switching, wireless technologies. 2) Firewalls, various kinds of security compliance's, load balancing techniques. 3) All kinds of enterprise storage architectures. 4) VMware or equivalent Hypervisor based Hyper converged Infrastructure 5) Demonstrable working knowledge of any kind of Linux with conceptual understanding of Linux based High Performance Computing clusters, Dockers or similar containers and machines used in AI. 6) Practical understanding of Datacenter Infrastructure management and network monitoring tools. 7) Active directory/ LDAP structures, mail servers, mail relay, anti-spam technologies.
	Job specifications	<ul style="list-style-type: none">• Carry out Datacenter infrastructure management that includes high performance computing clusters and enterprise storage architectures as well as oversee multi-site enterprise-wide computer networks for the Institute.• Preparing tender documents for procurement of IT-related products and services as required by the Institute from time to time.• Maintenance and management of FMS.• AMCs/CMCs related work of IT-related facilities and any other works assigned by the institute from time to time as per the directive of the competent authority.

Job requirement:

Incumbents are expected to use existing scientific and/ or technical knowledge/ methods/ techniques towards solution of technical problems and assist the scientist[s] for achieving the organizational mandates.

A. Selection Procedure for Technical Assistant:

The candidates as recommended by the 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 candidate in the competitive written examination.

B. Mode of Examination for Technical Assistant:

- For these posts, there will be three papers [Paper-I, Paper-II & Paper-III] held on the same day.
- Paper-II & III 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-III.

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 exam	Diploma / Graduation Level [based on the advertised qualification of the post].
Total No. of Questions	200
Total Time Allotted	3 hours

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

C. Selection Procedure for the Sr. Technical Officer (1) & Sr. Technical Officer (2) and Pr. Technical Officer:

The candidates as recommended by the Screening Committee will be invited for an Interview. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. The prescribed essential qualifications are the minimum and the candidates, therefore, should mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification. The final merit list will be prepared on the basis of the performance of the candidate in the Interview. In the event of number of applications being large, CSIR-IGIB will adopt shortlisting criteria to restrict the number of candidates to be called for interview to a reasonable number by any holding a written test or any other methodology as deemed fit by Screening Committee.

D. 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.

BENEFITS:-

1. The post carry Pay and Allowances, such as HRA and Traveling allowance etc. at Central Government rates as applicable to the employees of Council at the place of posting. In addition, other benefits such as Leave Travel Concession and Reimbursement of Medical expenses and Children's Education Allowances etc. are also available,

as per CSIR rules. Accommodation will be provided as per CSIR Residence Allotment Rules as amended from time to time depending on availability in which case HRA will not be admissible.

2. New entrants will be governed by the “National Pension System” on defined Contributions as admissible to new entrants recruited in Central Government Services on or after 01.01.2004, the same has been adopted by CSIR for its employees.
3. CSIR-IGIB provides excellent opportunities to deserving candidates for career advancement under Assessment Promotion Scheme for Technical staff.
4. The appointment to the post shall be governed by the provisions of the Central Civil Services (Conduct) Rules, 1964, Central Civil Services (Classification, Control and Appeal) Rules, 1965 as amended from time to time and other service Rules to the extent made applicable to the Council Servant and decision of the Council as to their applicability shall be final.

AGE LIMIT AND RELAXATION: -

- 1 Upper age limit is relaxable by 5 years in the case of SC/ST and by 3 years in the case of OBC(NCL) candidates for the posts which are reserved for the respective categories. Relaxation of upper age limit for Ex-servicemen will be applicable as per GOI rules. [SC/ST/OBC(NCL) candidates applying against unreserved posts will not be eligible for age relaxation].
- 2 Age relaxation to Persons with Benchmark Disabilities [PwBD]: Age relaxation of 10 years is allowed [total 15 years for SCs/STs and 13 years for OBC (NCL) in respect of the posts reserved for them] to persons suffering from a. blindness and low vision; 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 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.
- 3 The upper age limit is relaxable **up to 05 years** for the regular employees working in CSIR and its 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.
- 4 Persons with Benchmark Disability is entitled to age concession by virtue of being a Central Government Employee, concession to him/her will be admissible either as a ‘persons with benchmark disability’ or as a ‘Central Government Employee’ whichever may be more beneficial to him/her.
- 5 SC/ST/OBC(NCL)/PwBD/EWS candidates shall produce the required certificate in the prescribed format duly signed by the issuing authority at the time of Interview/Written/Trade Test. OBC(NCL)/EWS candidate shall produce the certificate valid for appointment to the posts under the Central Government.
- 6 The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by specified authorities in the prescribed format shall only be accepted as proof of candidate’s claim as belonging to EWS.
- 7 As per GOI provisions, age relaxation to Widows, Divorced Women and Women Judicially separated from Husbands, the upper age limit is relaxable upto the age of 35 years [upto 40 years for members of Scheduled Castes/Scheduled tribes in respect of the posts reserved for them] for Widows, divorced Women and Women judicially separated from their Husbands who are not remarried. The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence: -
 - [i] In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
 - [ii] In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgment/decreed of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be with an Affidavit in respect of divorced women and they have not remarried since.
- 8 Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted for determining the age and no subsequent request for change

will be considered /granted.

- 9 Candidates seeking reservation benefits available for SC/ ST/ OBC(NCL)/ EWS/ ESM/ PwBD must ensure that they are entitled to such reservation as per eligibility prescribed in the notice.

GENERAL CONDITIONS

1. The prescribed educational qualifications should have been obtained from recognized Board/Institutions/Universities.
2. The date of determining the age limit/experience/qualifications shall be closing date prescribed for filling up online application. The period of experience in a discipline/area of work, wherever prescribed, shall be counted after the date of acquiring the minimum educational qualification prescribed for that post.
3. A candidate can apply for multiple post codes subject to fulfilling all eligibility criterion attached to each individual post code. However, candidates need to fill the application [except primary/ registration details] with the requisite application fee separately for each post code.
4. The decision of the Competent Authority of CSIR-IGIB in all matters relating to eligibility, acceptance or rejection of applications, conduct of Interview/Written/Trade Test and not to fill up all or any of the posts will be final and binding on the candidates and no enquiry or correspondence shall be entertained in this regard from any individual. Further, in case of a claim for qualification as equivalent qualification, the candidate is required to produce order/ letter in this regard by the Competent Authority.
5. The number of vacancies indicated against each category is provisional and may vary either way at the time of selection. This advertisement does not necessarily tantamount to the selection being actually made. The selection process is subject to the CSIR/GoI instructions prevalent at a given point of time during various stages of selection process.
6. Candidate should ensure that he/she possesses essential educational qualification/experience in the relevant area as required in the category/post, for which he/she is applying, on the last date of filling of online application. Mere fulfilling the minimum essential qualification does not entitle candidates to be called for Interview/Written/Trade Test. The duly constituted Screening Committee may adopt its own criteria for shortlisting the candidates to be called for test.
7. The period of experience in the requisite discipline/area of work wherever prescribed shall be counted w.e.f. the date of acquiring the prescribed minimum educational qualifications required for that post.
8. Documentary evidence such as letter of appointment, joining notification, pay certificate and Experience certificate for the period claimed as experience must be submitted. The experience certificate should clearly state the duration of experience indicating from & to date i.e. date of joining and date of relieving of various organizations / universities concerned as claimed by the candidate. Further, experience certificate must be issued by the Authority, competent to issue such certificates, with respect of the organization[s]/ Institutes/ Universities concerned.
9. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post[s].
10. If any document/ certificate furnished is in a language other than Hindi or English, a translation in Hindi or English of the same duly attested by a Gazetted Officer or notary is to be uploaded.
11. The services in the Council are liable for transfer to anywhere in India. CSIR-IGIB can transfer any employee from one Laboratory / Institute to another including their Extension/Field Centers in Public interest.
12. Government/CSIR strives to have work force which reflects gender balance and women candidates are encouraged to apply.
13. Persons with Benchmark Disability [PwBD] fulfilling the eligibility conditions prescribed under GOI/CSIR instructions are encouraged to apply.
14. Only a single application will be entertained from each candidate for each post code. In case a candidate submits multiple online applications for a single post code with different email IDs, only the latest completed application will be considered.
15. Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post.
16. The recruitment for the above posts is governed by the “CSIR Service Rules, 1994 for Recruitment of 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.

HOW TO APPLY:

- a. Eligible candidates are required to apply ONLINE by accessing the website www.igib.res.in or accessing the link “Technical Staff Recruitment” available on CSIR-IGIB Website <https://www.igib.res.in>
- b. For online application process please refer “How-to-apply online” instructions, “Fee Payment Procedure” and ‘Application Replica’ available on the above- mentioned website.
- c. The application is to be submitted in three distinct steps, as below: -
 - i) Registration [online]
 - ii) Fee Submission [online], if applicable.
 - iii) Receipt of Application Form via email [online]
- d. If the candidate does not have a valid email id, he/she should create a new valid email ID before applying online and should be kept active during the entire recruitment process. The datelines for the above-mentioned stages of application is as follows: -
 1. Start Date for Registration/fee submission for Online Application: 05 August 2023 at 10:00 AM
 2. Last date for Fee Submission Online: 18 September 2023 at 5:00 PM
 3. Last Date for Submission of Online application: 18 September 2023 at 5:00 PM
- e. Candidates are required to pay application fee of **Rs.500/-** as per ‘fee payment Procedure’ available on the website. **No fee is payable for SC/ST/PwBD/Women/CSIR Employees/Ex-Servicemen/Abroad candidates.** Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.
- f. Candidate is required to upload his/her recent passport size scanned colour photograph, signature each [max size 1MB] and also relevant certificates [max size 8 MB] at the specified place in the online application.
 - i) Photo : 2MB
 - ii) Photo Identity Card : 2MB
 - iii) Educational Qualification Certificates: 8MB
 - iv) Signatures : 1MB
 - v) Category Certificate(if any): 2MB
 - vi) CV 2MB
 - vii) Experience Certificate if any: 2MB
- g. Application once made will not be allowed to be withdrawn and fees once paid will not be refunded under any circumstances nor can it be held in reserve for any other examination or selection.
- h. In case of payment failure or suspended payment or amount debited but receipt not generated, please email to recruit@igib.res.in.
- i. In case of Boards/Universities/Institutes awarding CGPA/SGPA/OGPA/DGPA/CPI grades etc., candidates are required to convert the same into percentage based on the formula as per their Boards/Universities/Institute. A copy of conversion formula of CGPA/SGPA/OGPA/DGPA/CPI grades etc. into percentage, issued by the Boards/Universities/Institutes is to be uploaded in the online application.
- j. When application is successfully submitted, it will be accepted provisionally. The print-out of the application, generated after online submission, duly accompanied by self-attested copies of the requisite certificates, mark sheets, age proof, education qualifications, experience and caste certificate, if applicable along with one recent passport size self-signed photograph affixed should be kept with him/her and produce the same along with original documents as and when required by the office.
- k. Request of change/ correction in any particulars in the application form, once submitted, will not be entertained under any circumstances.
- l. Candidates must fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made only through e-mail/ SMS.
- m. In case of fake/ fabricated application/ registration by misusing any dignitary's name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber law/ IT act.

- n. Candidates belonging to Government/ Autonomous/ PSUs are required to provide a No Objection Certificate at the time of Interview/Written/Trade Test, failing which he/she will not be allowed to appear for the Interview/Written/Trade Test.
- o. **e-Admit Cards/Roll Nos** will be issued for the Interview/Written/Trade Test etc. No separate call letter[s] shall be posted to candidate[s]. All intimation/communications shall be sent by the e- mail to the address mentioned by the candidate in the application form.
- p. Candidates should indicate as to whether any of their blood/close relatives [relation to a Government servant include the wife or husband, son or daughter, parents, brothers or sisters or any person related to any of them by blood or marriage, whether they are dependent on the Government servant or not] is working in CSIR-IGIB / Hqrs. or any other National Labs/Institutes of the CSIR.

Following documents must be kept ready with the candidate along with the Physical/Hard Copy [Print-out] of Online application form and produce as and when required by the office: -

- A. Colored photograph pasted on the form and signed across in full.
- B. Self-attested photocopy of 10th/12th class certificate indicating Date of Birth.
- C. Self-Attested photocopies of educational qualifications certificates.
- D. Self-Attested photocopy of SC/ST/OBC/EWS/PwBD certificate, if applicable.
- E. Self-Attested photocopies of experience certificates, whenever required.

CSIR-IGIB is not responsible for any discrepancy in submitting details through online. The applicants are therefore, advised to strictly follow the instructions. The particulars furnished by the applicant will be taken as final and further processing of the application will be based on these particulars only. Frivolous representation/ clarification made through any correspondence without reading the instructions given in the advertisement thoroughly will not be entertained.

Online Application validation rules and design are based on the Advertisement requirements. Candidates are advised to read the advertisement carefully and refer "Instructions" page on application portal. Application submitted through online form does not imply that candidate has fulfilled all the criteria given in the advertisement. Application is subject to subsequent scrutiny and can be rejected if found to be ineligible at any point of time.

The appointments to the reserved posts will be provisional and subject to the verification of caste certificates through proper channels. If the verification reveals that the claim of the candidate belong to the SC/ST/OBC/EWS/PwBD is false OR it reveals that the claim of the candidate belong to creamy layer is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.

Candidates are advised to check the website regularly **for addendum/corrigendum and updated information regarding this advertisement please visit our website: <http://www.igib.res.in>. No separate individual information/intimation shall be sent to the candidates. Therefore, candidates are advised to keep visiting regularly the website of CSIR-IGIB.**

No interim Enquiry or Correspondence will be entertained

-sd-
Administrative Officer
CSIR-IGIB