



**CSIR-STRUCTURAL ENGINEERING RESEARCH CENTRE**  
(Council of Scientific and Industrial Research)  
CSIR Road, Taramani, Chennai 600 113

**ADVERTISEMENT NO.SE-2/2021**

Applications are invited from Indian Nationals for the undermentioned posts in the CSIR- Structural Engineering Research Centre, Chennai:-.

**[A] TECHNICAL POSTS**

Post Code	Pay Matrix level and Entry level Pay	Designation, No. of post, Reservation and Age limit not exceeding	Educational Qualifications and Experience	Desirable	Job requirement
TA FFL	Level 6 ₹.35400- 112400  ₹.35400	<b>Technical Assistant</b>  01 Post Unreserved 28 years	First class Diploma in Mechanical Engineering/ Technology of 3 years full time duration or at least 2 years full time duration in case of lateral admission in Diploma courses or its equivalent with experience of 2 years in the relevant area /field.	Experience in operation and maintenance of servo-hydraulic fatigue rated actuators, universal testing machines, hydraulic power packs and EOT crane Experience related to instrumentation and data acquisition for strain, displacement, force etc. The candidate may have to work in shift system during continuous running of fatigue tests.	The selected candidate will be required to assist the scientists in experimental set-ups, operation and maintenance of sophisticated equipment both in the laboratory and in the field investigations.
TA KRD	Level 6 ₹.35400- 112400  ₹.35400	<b>Technical Assistant</b>  01 Post  <b>EWS</b>  28 years	First class Bachelor of Science with BLIS (Bachelor degree in Library and Information Science)	MLIS (Master of Library and Information Science)/ M.Sc. in Library Science and working knowledge in computers with two years of working experience in the library of any reputed / recognized organizations.	The selected candidate will be required to have knowledge of library automation, institutional repository, procurement of documents, database entry and management. Carry out regular library activities and any other work assigned from time to time.

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Post Code	Pay Matrix level and Entry level Pay	Designation, No. of posts, Reservation Age limit not exceeding	Educational Qualifications and Experience	Desirable	Job requirement
TA WEL	Level 6 ₹.35400-112400  ₹.35400	<b>Technical Assistant</b>  01 Post  <b>Unreserved</b>  28 years	First class Diploma in Electronics and Communication Engineering/Electronics Engineering /Instrumentation Technology of 3 years full time duration or at least 2 years full time duration in case of lateral admission in Diploma courses or its equivalent with experience of 2 years in the relevant area /field.	Experience in operation and maintenance of data loggers, sensors and instruments	The selected candidate will be required to operate and maintain data loggers, sensors and instruments (viz sophisticated electronics instruments) and to assist the Scientists in experimental set ups and data collections.
TA BKMD	Level 6 ₹.35400-112400  ₹.35400	<b>Technical Assistant</b>  01 Post  <b>OBC</b>  31 years	First class Diploma in Computer Engineering /Technology of 3 years full time duration or at least 2 years full time duration in case of lateral admission in Diploma courses or its equivalent with experience of 2 years in the relevant area /field. <b>OR</b> First class B Sc. (Sci.) with one year full time Professional qualification or one year experience in the relevant discipline from a recognized Institute/ Organisation.	Knowledge / working experience in marketing / Business related activities. Experience in data collection/ compilation / presentation using latest software tools. Good communication skill.	The selected candidate is required to assist in business development / knowledge management / project management / event management and any other activities assigned from time to time.

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[B] ADMINISTRATIVE POSTS

Post Code	Pay Matrix level and Entry level Pay	Designation, No. of post, Reservation and Age limit not exceeding	Educational Qualifications and Experience	Desirable	Job requirement
HO 001	Level 10 ₹.56100-177500  ₹.56100	<b>Hindi Officer</b>  01 Post  <b>Unreserved</b>  35 years	Master's degree of a recognized University or equivalent in Hindi with English as subject at the degree level <b>OR</b> Master's degree of a recognized University or equivalent in English with Hindi as subject at the degree level <b>OR</b> Master's degree of a recognized University or equivalent in any subject with Hindi and English as subject at the degree level <b>OR</b> Master' degree of a recognized University or equivalent in any subject with Hindi Medium and English as a subject at the degree level <b>OR</b> Master's degree of a recognized University or equivalent in any subject with English Medium and Hindi as a subject at the degree level, with experience of 5 years terminological work in Hindi and/or translation work from English or vice-versa, preferably of technical or scientific literature or 5 years experience of teaching, research, writing or journalism in Hindi.	Knowledge of Sanskrit and/or a modern Indian Language.  Administrative experience.  Experience of organizing Hindi classes or Workshops for noting and drafting.	The Hindi Officer will be responsible for ensuring compliance of the Official Language Policy of the Central Government in CSIR-SERC and CSIR Madras Complex in accordance with the Official Language Act 1963 as amended up-to-date and rules & orders issued by the Central Government in this regard.

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**General information and conditions:-**

**[A] Benefits under Council service:**

1. 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 employees stationed in Chennai. Council employees are also eligible for accommodation of their entitled type as per CSIR allotment rules depending on availability in which case HRA will not be admissible.
2. Besides pay, these posts carry usual allowances as admissible under the CCS rules made applicable to Council employees. The total emoluments at the minimum of the scale for the posts at present is as follows (including House Rent Allowance) as applicable for the city of Chennai.

Technical Assistant - Level 6 in Pay Matrix ₹.35400 + allows. = ₹.54126/-

Hindi Officer - Level 10 in Pay Matrix ₹.56100 + allows. = ₹.87525/-

In addition to the emoluments indicated against each category of posts, benefits such as reimbursement of Medical expenses, Leave Travel Concession, Conveyance advance and House Building Advance are available as applicable to Council employees.

3. The selected candidate under CSIR-SERC will be governed by the New Defined Contribution Pension Scheme of Government of India as made applicable with effect from 1<sup>st</sup> January 2004 amended from time to time.

**[B] Relaxations:**

1. The date for determining the age limit/experience/qualifications shall be the closing date prescribed for receipt of online applications **i.e. 31-05-2021**. The upper age limit is however, relaxable as per Government orders in force only in those cases where the post are reserved for respective categories, on production of relevant certificate in the prescribed format signed by the specified authority at the time of test/examination.
2. Upper age limit is relaxable upto 5 years for the regular employees working in CSIR Laboratories/Institutes, Government Departments, Autonomous Bodies and Public Sector undertakings.
3. Relaxation in case of Ex-servicemen will also be applicable as per GOI/CSIR provisions.
4. Relaxation in the upper age limit of 5 years applicable for the persons who had been domiciled in the Kashmir Division of the State of J&K during the period of 01-01-1980 to 31-12-1989 subject to production of a certificate from the District Magistrate in the Kashmir Division within whose jurisdiction he/she had ordinarily resided OR from any other authority designated in this behalf by the Government of J&K State to the effect that he/she had ordinarily been domiciled in the Kashmir Division of State of J&K during the period from 01-01-1980 to 31-12-1989.
5. Special Age Relaxation: Upto the age of 35 years in the case of Widows, Divorced Women Judicially separated from their husbands, who are not re-married.
6. Age relaxation is allowed to the Persons with Disabilities (PWD) Upto 10 years for Unreserved posts, 13years for OBC posts and 15 years for SC posts.
7. Relaxation in age, qualification and/or experience may be permitted if sufficient number of candidate possessing the requisite qualification and/or experience is not likely to be available to fill up the posts.

**[C] General conditions/Information:**

1. These positions are open only to Indian Nationals / Overseas citizens of India.
2. Candidate should ensure that he/she possess educational qualification/experience in the relevant area as required in the category/post, for which he/she is applying, on the last date of receipt of online electronics application.
3. The number of vacancies indicated against each category is provisional and may vary at the time of selection.
4. The period of experience in a discipline/area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualification prescribed for that post.
5. The qualifications prescribed should have been obtained through recognized Universities/Institutions.

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6. Application form should be complete in all respects. Complete application means (i) all information sought duly filled in or provided (ii) application form duly signed with date wherever required /asked (iii) all relevant documents sought duly self attested by the individual to be enclosed. Incomplete applications/applications received not accompanied by the required certificates/documents are liable to be rejected.
7. If any document/certificate furnished 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.
8. Outstation SC/ST candidates called for Written test/Skill test will be paid to and fro single second class rail fare / ordinary bus fare from the normal place of their residence or declared in the application or from the actual place of undertaking the journey, in India, whichever is nearer to the place of the Written test/Skill test, as per rules.
9. Canvassing in any form and/or bringing in any influence, political or otherwise, will be treated as a disqualification for the post. Interim enquiries will not be attended to.
10. The decision of the Director, CSIR-SERC in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of skill/written test as per '**CSIR Service Rules 1994 for Recruitment of Technical and Support Staff and CSIR Administrative Service (Recruitment & Promotion) Rules, 2020**' and not to fill up all or any of the posts will be final and binding on the candidates and no interim enquiry or correspondence will be entertained in this connection from any individual or his/her agency.
11. Candidate may visit CSIR-SERC website (<http://www.serc.res.in>) from time to time for any additional instructions/updates.

**[D] Mode of Selection:**

1. **Selection for the post of Technical Assistant:** The candidates fulfilling all necessary eligibility criteria as recommended by the Screening Committee will be invited for Trade Test and those who qualify in the Trade Test will be called for Written test consisting of Paper I (Mental Ability Test), Paper II (General Awareness and English) and Paper III (concerned subject). 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 on the basis of the performance of the candidates in the written examination (scheme of written /skill test will be notified in the CSIR-SERC website).
2. **Selection for the post of Hindi Officer:** The candidates as recommended by the Screening Committee will be invited for Interview.

IN THE EVENT OF NUMBER OF APPLICATIONS BEING LARGE, CSIR-SERC WILL ADOPT **SHORT LISTING CRITERIA** TO RESTRICT THE NUMBER OF CANDIDATES TO BE CALLED FOR INTERVIEW TO A REASONABLE NUMBER BY ANY OR MORE OF THE FOLLOWING METHODS:

- i) On the basis of higher educational qualifications than the minimum prescribed in the advertisement.
- ii) On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement
- iii) On the basis of Marks obtained in the academic qualification
- iv) By holding a written test.
- v) Any other methodology as deemed fit by Screening Committee

**[E] How to apply:**

1. Applications from employees working in Government Departments, Public Sector Organizations and Government funded research agencies will be considered only if forwarded through proper channel with a clear certificate that the applicant will be relieved within one month of receipt of the appointment orders. However advance copy of the application may be submitted before the closing date.

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2. (a) Eligible candidates are required to apply on-line through CSIR-SERC website <http://www.serc.res.in>. No other mode of application will be accepted.
- (b) Online application will be available on CSIR-SERC website upto **31-05-2021** 5.30pm.
- (c) The candidate has to remit application fee ₹.500/- (wherever applicable) through Net Banking to the following account and fill up the transaction details in the prescribed columns of online application:

Name of Account Holder	:	Director, CSIR-SERC, Chennai
Account Number	:	30225927924
Bank Name	:	State Bank of India, Taramani
IFSC Code	:	SBIN0010673
MICR No.	:	600002130
- (d) Scheduled Caste/Scheduled Tribe/Persons with Disabilities/Women/CSIR Employees are exempted from submission of application fee..
3. Application once made will not be allowed to be withdraw and fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
4. Candidates should specifically note that the applications received after the closing date for any reason whatsoever will not be entertained by CSIR-SERC.
5. Candidates should apply **Online on or before 31-05-2021 upto 5.30 pm.** Hard copy of the online application duly signed along with recent passport size photograph, self attested copy of matriculation/SSLC as proof of age/degree/provisional degree certificate, copies of mark sheets for all the semesters/years, SC/ST/OBC certificate(s), work experience certificates, testimonials etc. should reach us in a sealed cover superscribed "Application for the post of **Technical Assistant /Hindi officer**" to "THE CONTROLLER OF ADMINISTRATION, CSIR-STRUCTURAL ENGINEERING RESEARCH CENTRE, CSIR CAMPUS, POST BAG NO.8287, CSIR Road, TARAMANI, CHENNAI 600 113' on or before **11-06-2021 upto 5.00 p.m.**
6. **CANDIDATES ARE ADVISED NOT TO VISIT THE INSTITUTE FOR ANY QUERIES / CLARIFICATIONS OR ANY OTHER MATTER DUE TO COVID 19 RESTRICTIONS. CANDIDATES MAY NOTE THAT NO INTERIM ENQUIRES ARE ENTERTAINED.**

  
CONTROLLER OF ADMINISTRATION

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This advertisement may also be seen in CSIR-SERC website: "[www.serc.res.in](http://www.serc.res.in)" by clicking "Recruitment" from the Home Page