



NORTH EAST INSTITUTE OF SCIENCE TECHNOLOGY

(Council of Scientific & Industrial Research)

JORHAT – 785006

Advertisement NO.4/2007



Applications are invited in the prescribed format for 1(one) post of Receptionist in North East Institute of Science & Technology (Formerly Regional Research Laboratory), Jorhat, Assam. Details of Educational Qualifications, Job requirement, age limit, pay scale and category are as mentioned below:

Details of posts & Scale of pay	Essential Qualification & Experience	Profile of expected candidates	Age
RECEPTIONIST (One post – UR) Rs.5000-150-8000/-	Female with Graduation in any discipline from a recognized University with 2 years relevant experience as Receptionist in a Government/ Autonomous Body/Public Sector Undertaking. In case of non-availability of candidates with 2 years experience as above, candidates having 2 years relevant experience from reputed private firm will be considered.	(1) Should have sound knowledge of computer operation and PABX/EPABX (2) Graduation should preferably be in Science (3) Should have good personality, pleasing manners and ability to receive visitors. (4) Should be fluent in English, Hindi and Assamese.	28 yrs.

General Information/Details about Advertised Posts:

1. Applicant should be Indian national.
2. The posts carry usual allowances i.e Dearness Allowance (DA), House Rent Allowance (HRA), Remote Area Locality Allowance, Transport Allowance (TA) etc. as admissible to the Central Government employees in Jorhat city as made applicable to CSIR employees. Council accommodation will be allotted as per priority to be reckoned from the date of joining/availability, in which case HRA & Transport Allowance will not be admissible.
3. In addition to the emoluments indicated against each category, benefits such as New Contributory Pension Scheme based on defined contribution, Reimbursement of Medical expenses, conveyance Advance and House Building Advance are available as per rules of CSIR.
4. The Advt. No.4/2007, application format have been incorporated in NEIST-Jorhat website <http://www.rrijorhat.res.in> / <http://www.rrijorhat.com>. Interested candidates may see details of the Advt. in the website and download the Application form.
5. The Qualifications prescribed should have been obtained from recognized Universities/Institutions.
6. The period of experience shall be counted after the date of acquiring the minimum prescribed educational qualification for the post.
7. Candidate must indicate clearly as to whether any of their blood/close relatives is working in NEIST, Jorhat or in CSIR or in any other National Labs./Instts. of CSIR.
8. Age limit: Age should not exceed the limit indicated in the Advt. as on the closing date of receipt of completed application.
9. Age relaxation upto 5 years may be allowed to the employees of CSIR/Central/State Government/Autonomous bodies/Public Sector undertakings in accordance with the instructions and orders issued by the Govt. of India from time to time in this regard.
10. Relaxation of upper age limit for Ex Servicemen and PH candidates will be applicable as per Govt. of India orders.

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11. Relaxation in the upper age limit of 5 years applicable for persons who had ordinarily 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 certificate from the District Magistrate in the Kashmir Division within whose

jurisdictions he/she had ordinarily resided or from any other authority designated in this behalf by the Govt. of J&K to the effect that he/she had ordinarily being domiciled in the Kashmir Division of J&K during the period from 01.01.1980 to 31.12.1989.

12. Applications from the candidates working in Govt. departments, Public Sector Undertakings, Autonomous bodies and Govt. funded research agencies will be considered only if forwarded through proper channel (advance copy of application should reach on or before the last date) and with a clear certificate that no vigilance case is pending/ being contemplated against him/her and the applicant will be relieved within one month of receipt of appointment order, if selected.
13. Regular employees of CSIR are exempted from payment of application fee.
14. The prescribed essential qualifications are bare minimums and mere possession of it does not entitle candidates to be called for interview. If number of applications received in response to the advertisement is large, it will not be convenient or possible for the Laboratory to arrange interview for all the candidates. The Laboratory may restrict the number of candidates for interview to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. If required seminar/written test will be conducted for preliminary screening. The candidate should, therefore, mentioned all the qualifications and experiences of the relevant field, and over and above the minimum qualifications prescribed.
15. Incomplete applications/received after the due date or not supported with attested copies of certificates, mark sheets, caste certificate etc., unsigned/without prescribed application fees etc. will be summarily rejected and no correspondence will be entertained
16. Outstation candidates called for interview will be paid to and fro single second class rail fare/ ordinary bus fare from the normal place of their residence or that declared in the application or from the actual place of undertaking the journey, whichever is nearer to the place of the interview as per rules.
17. Canvassing in any form and or bringing in any influence, political or otherwise will be treated as a disqualification for his/her candidature for the post.
18. Interim queries will not be attended to.
19. The candidates selected for the above post would be governed by the revised Contributory Pension Scheme of GOI, as made applicable to CSIR with effective from 1.1.2004.
20. The selected candidate is liable to be posted in any of the establishments under the administrative control of NEIST, Jorhat/CSIR, situated anywhere in India as and when required.
21. Last date for submission of application is 45 days from the date of publication of the Advertisement in the Employment News.
22. Higher initial pay could be considered for exceptionally meritorious candidates.
23. **HOW TO APPLY:** Neatly filled in, application on A4 size paper in the prescribed format along with the summary sheet duly completed in all respects, signed and accompanied by attested copies of the certificates/testimonials in support of age, educational qualifications, experience etc. together with an application fee of Rs.100/- which should be **ONLY in the form of crossed DD of nationalized bank, payable at SBI, NEIST-Jorhat branch code No.5604 (valid for a period of 6 months from the closing date for receipt of applications) drawn in favour of "Director, NEIST-Jorhat"** should reach the Controller of Administration, North East Institute of Science & Technology, Jorhat - 785006, Assam, India on or before 45 days from the date of publication of this advertisement in Employment News.

Check list: Please ensure that you have (a) indicated the name of the post applied for with the correct code number, (b) affixed your recent passport size photograph, (c) enclosed application fee of Rs.100/- which is in the form of Demand Draft only, if applicable (d) attached all requisite certificates (attested copies) including OBC certificate issued by appropriate authority, (e) route the application through proper channel if employed in Govt./PSU/Autonomous bodies, (f) signed duly the application, summary sheet and (g) super scribed the envelope with name of the post applied for.

Controller of Administration

उत्तर-पूर्व विज्ञान एवं प्रौद्योगिकी संस्थान, जोरहाट: असम
NORTH EAST INSTITUTE OF SCIENCE AND TECHNOLOGY, JORHAT: ASSAM
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद / Council of Scientific Industrial Research)

विज्ञापन सं० 4/2007 के लिए आवेदन प्रपत्र

APPLICATION FORM FOR ADVT. NO. 4/2007

अभ्यर्थी इस प्रपत्र जो स्वयं भरे ।
सभी कॉलम उचित रूप से भरे जाएं ।
अपूर्ज आवेदन प्रपत्र अस्वीकृत कर दिया जाएगा ।
To be filled in by the candidate in his own handwriting.
All the columns should be properly filled in. Incomplete application form will be rejected Summarily.

Affix recent
Passport size
signed photograph

नवीनतम पासपोर्ट
आकर की हस्ताक्षरित
फोटो चिपकाएं

विज्ञापन संख्या _____ Advt. No. _____ आवेदित पद नाम _____ Post applied for _____ पद कोड (यदि कोई हो) _____ Post Code (if any) _____	आवेदन शुल्क का विवरण : Particulars of application fee: डी.डी. सं. एवं तारीक _____ D.D.No. & Date _____ बैंक एवं शाखा का नाम _____ Name of the Bank & Branch _____
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1. पूरा नाम (स्पष्ट अक्षरों में): _____
(महिला अभ्यर्थी अपने नाम से पहले कुमारी अथवा श्रीमती अवश्य लिखें)
Name in full (In BLOCK LETTERS): _____
(In case of Female candidates, the appropriate prefix `Miss' or `Mrs.' should be used)

2. पिता/पति का नाम
Fathers's/Husband's Name

3. जन्म तिथि एवं स्थान
Date and place of Birth

	(क) तिथि
	(a) Date
	(ख) स्थान
	(b) Place

4. पता : (क) पत्राचार हेतु
Address: (a) Correspondence: _____

दूरभाष सं: _____ ई-मेल: _____
Telephone No. _____ E-mail: _____
फैक्स सं Fax No. _____

(ख) स्थायी
(b) Permanent _____

5. क्या आप जन्म अथवा अधिवास से भारत के नागरिक हैं ?

Are you a citizen of India by birth or by domicile? _____

6. उस राज्य का नाम जिसके आप निवासी हैं

Name of the State to which you belong _____

7. क्या आप अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़ा वर्ग में हैं ?

SC

यदि हाँ, तो अपने दावे के समर्थन में प्रमाण-पत्र अनुप्रमाणित प्रति संलग्न करें ।

ST

State whether you are a member of Scheduled Caste/

OBC

Scheduled Tribe/Other Backward Class/PH. If so, attach

GEN

An attested copy of the certificate in support of your claim.

PH

(Tick the appropriate Category /उचित वर्ग में सही का निशान लगाएं)

8. क्या आप सीएसआईआर के किसी कर्मचारी के संबंधी हैं ?

यदि हाँ, तो कृपया इसका ब्यौरा दें । _____

Are you related to any employees of the CSIR? If so, give details. _____

9. शैक्षिक/व्यावसायिक अर्हताएं:

Educational professional Qualifications:

उत्तीर्ण परीक्षा Exam passed	श्रेणी/ग्रेड तथा अंको की प्रतिशतता Divn/Grade % age of marks	वर्ष/डिप्लोमा की अवधि Year of passing	डिग्री/डिप्लोमा की अवधि Duration of the Degree/ Diploma	बोर्ड/विश्वविद्यालय Board/Univ.	विषय Subject(s)

10. रोजगार का ब्यौरा (कालक्रम में):

Details of employment (in chronological order):-

संगठन Organization	धारित पद Post held	तनमान एवं अंतिम आहरित Scale of pay & last pay drawn	निश्चित तारीख दी जाए Exact dates to be given		कुल अवधि (वर्षों में) Total period (in years)	कार्य की प्रकृति Nature of duties
			From	To		

घोषणा / DECLARATION

मैं _____ एतद्वारा घोषणा करता/करती हूँ कि आवेदन पत्र में दिया गया विवरण मेरी जानकारी तथा विश्वास के अनुसार सही, पूर्ण एवं उचित है और यदि मेरे द्वारा दी गई कोई सूचना जलत अथवा अनुचित पाई जाती है अथवा चयन से पूर्व अथवा बाद में किसी अप्रैत्रता का पता चलता है तो मेरी अभ्यर्थता रद्द की जा सकती है और मेरे विरुद्ध कार्रवाई की जा सकती है ।

I _____ hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge and belief and in the event of any of the information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be cancelled and action initiated against me.

स्थान Place:

दिनांक Date:

अभ्यर्थी के हस्ताक्षर Candidate's signature

(_____)

पूरा नाम Full Name

सेवारत अभ्यर्थी अपने वर्तमान नियोक्ता से निम्नांकित पृष्ठांक १ पर हस्ताक्षर करवाएं ।

Candidate already employed should get the following endorsement signed by his/her present employer.

विभाग/कार्यालय प्रधान द्वारा पृष्ठांक -१

Endorsement by the Head of the Department of Office

सं.No.

पूरा हस्ताक्षर Full Signature _____

दिनांक _____

Date

मोहर Stamp

पदनाम Designation _____

सार पत्र / Synopsis Sheet
(अभ्यर्थी पूर्ण सूचना दें)
(Candidate should give complete information)

Name of the Candidate :
Post Code/Post :
Whether Belongs to SC/ST/OBC/PH/UR:

जन्म तिथि तथा निर्धारित तारीख को (काट ऑफ़डेट) आयु DOB & age as off date	अर्हताएं + Qualifications +	अनुभव Experience		
		से - From	तक to	अवधि ** Duration **
1	2	3		

- + अर्हताओं का स्तर मैट्रिक से उपर: श्रेणी एवं प्रतिशतता तथा वह वर्ष जिसमें उत्तीर्ण हुए हो इंगित करें ।
- + Indicate the level of qualification: Matriculation onwards, Division, % age of marks and year of passing etc.
- ** वर्ष, माह एवं दिवसों की संख्या का विशेष रूप से उल्लेख करें ।
- ** Mention specifically in number of years, months & days.

संलग्न की सूची List of enclosures:

1., 2.
3., 4.
5., 6.
7., 8.