

**NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND INFORMATION RESOURCES**

**(Council of Scientific & Industrial Research)**

Dr. K. S. Krishnan Marg, Pusa Campus, New Delhi -110 012

[www.niscair.res.in](http://www.niscair.res.in)

**Advt. No: 1/III/2014-R&A**

**Opening Date of Online Application:**

**9:00 AM, March 29, 2014**

**Last Date of Online Submission of Application:**

**5:30 PM, April 29, 2014**

**Last Date of receiving of Hard Copy/ Offline Application:**

**5:30 PM, May 06, 2014**

National Institute of Science Communication and Information Resources (NISCAIR) was formed by the merger of erstwhile National Institute of Science Communication (NISCOM) and Indian National Scientific Documentation Centre (INSDOC) on 30th September 2002. The emphasis of the institute, since its inception, has been to preserve, synergize, and build upon the rich expertise and resources of the erstwhile NISCOM and INSDOC, which had served the S&T community through their excellent S&T information products and services for over five decades. NISCAIR is devoted to science communication and dissemination of S&T information. Broadly, the core activity of NISCAIR is to collect, collate, store, publish and disseminate S&T information, which benefits different segments of the society. The institute offers wide range of information products and services ranging from production of S&T publications, translation & interpretation from foreign languages to English (scientific documents), human resource development in the area of science communication, library & information science, IPR, herbarium techniques, etc. NISCAIR also undertakes projects in its area of activities.

Applications are invited from the citizens of India for filling up the following positions at NISCAIR, New Delhi. Applicants are requested to carefully go through the full text of the advertisement on NISCAIR Website <http://www.niscair.res.in> regarding qualifications, subjects, fields of specializations and job requirements etc. prescribed for each position and then fill up the online application/ offline application form carefully.

<b>Name of post</b>	<b>Number of Posts</b>	<b>Scale of pay</b>	<b>Age Limit</b>
Technical Assistant PC-01 to PC-06	<b>7 Posts</b> <b>(UR- 3, OBC-3, ST-1)</b>	PB-2: Rs.9300-34800 Grade Pay Rs.4200/- (plus usual allowances as admissible to Council employees)	<b>28 Years</b> <b>(Relaxation</b> <b>as per Gol</b> <b>rules)</b>
Sr. Technical Officer (2) PC-07	<b>1 Post</b> <b>(UR-1)</b>	PB-2: Rs.15600-39100 Grade Pay Rs.6600/- (plus usual allowances as admissible to Council employees)	<b>40 Years</b> <b>(Relaxation</b> <b>as per Gol</b> <b>rules)</b>

Post code 02 is reserved for orthopedically handicapped. The date of determining age limit/ experience/ qualifications shall be the closing date of receipt of application i.e. May 06, 2014.

**Complete details including downloadable application form are given below.**

Post wise details are given as under: -

Post Code & Category	Name and No. of post(s)	Area/ Field	Essential Qualifications & Experience	Desirable Qualification	Job Requirement
PC- 01 [ST-01, UR-01]	Technical Assistant 02(Two)	Printing Technology	10+2 with Science subjects followed by 1st class Diploma in Printing Technology of three years full time duration (2/2.5 years full time duration in cases of lateral admission after 10+2 if applicable) or its equivalent	A) Working Knowledge of computer application like M S Office and DTP work of Pre-press. B) Minimum three years experience in pre-press. OR Minimum three years hands on experience in the operation of computerized offset printing machine.	Computerized colour correction, imposition and plate making through CTP system.
PC-02 [OBC-01] Reserved for Orthopedically Handicapped	Technical Assistant 01(One)	Desk Top Publishing	1st class B. Sc.(Sci.) with one year full time professional qualification in DTP/ Graphic work from a recognized Institute/ Organisation OR 10+2 with Science subjects followed by 1st class Diploma in Printing Technology of three years full time duration (2/2.5 years full time duration in cases of lateral admission after 10+2 if applicable) or its equivalent	A) Knowledge of DTP/ Graphic Softwares such as MS Office, Page Maker, Adobe Photoshop, In-Design, and Corel Draw etc. B) Minimum One (1) year experience in DTP/ Graphic Work in any Publishing House or Printing Organization C) 30 wpm speed of typing on computer in English. D) 25 wpm speed of typing on computer in Hindi.	DTP Work( Formatting of pages , layout designing and Scanning of Different In-house and Outside Publication)
PC-03 [OBC-01]	Technical Assistant 01(One)	Art & Graphics	10+2 with Science subjects followed by 1st class Diploma in Printing Technology of three years full time duration (2/2.5 years full time duration in cases of lateral admission after 10+2 if applicable) or its equivalent OR 1st class B.Sc. (Sci.) with one year full time professional qualification in Graphic Design from a recognized Institute/ Organisation	1.Certificate in Graphic design softwares like •Photoshop, •Corel Draw, •In Design •Illustrator, etc.  2.Knowledge of Digital Photography  3.Minimum one year experience in designing publications in a Publication House, Printing or Advertising Agency	1. Creation and editing Graphics using Photoshop/ Corel Draw/ Illustrator. 2. Specialized layout Designing using Adobe Page Maker/ In Design. 3. Designing of Covers/ Brochures/ Publications etc. for print through offset printing process. 4. Digital Photography.
PC-04 [OBC-01]	Technical Assistant 01(One)	Library (NUCSSI)	1st class B.Sc. (Sci.) with B. Lib. Sci.	Good knowledge of classification and cataloguing	

PC-05 UR-01	Technical Assistant 01(One)	Medicinal and Aromatic Plants (MAPA)/ Indian Science Abstracts (ISA)	1st Class B.Sc. (Biological Science) with B. Lib. Sci.	1. M.Sc. (Botany) 2. Good knowledge of computer use	
PC-06 [UR-01]	Technical Assistant 01(One)	Library (NSL)	1st class B.Sc. (Sci.) with B. Lib. Sci.	M. Lib. Sci.	
PC-07 [UR-01]	Senior Technical Officer(2) 01(One)	Science Communication through Multimedia	B.E./ B.Tech. or equivalent with 55% marks with 5 years of experience in handling video production and/or direction and/or camera(film or video camera) and/or post production	Experience in a government organisation of producing documentaries and science/ educational programmes. Proven capability of supervising production and post production teams.	

**UR- Unreserved, OBC- Other Backward Class, SC- Schedule Caste, ST- Schedule Tribe, PH- Physically Handicapped**

#### **GENERAL INFORMATION AND CONDITIONS**

##### **1. Benefits under Council Service:**

**a.** The posts will carry usual allowances as admissible to CSIR employees at New Delhi. Council accommodation will be allotted as per priority which is to be reckoned from the date of joining / availability; in that case HRA will not be admissible.

**b.** Candidates on appointment will be governed by New Pension Scheme of Central Government effective from 01-01-2004. However, candidates working prior to 01-01-2004 in other Government departments / autonomous bodies / PSUs / Central Universities having pension scheme of GOI pattern and apply through proper channel, if selected, will continue to be governed by CCS (Pension) rules, 1972.

**c.** Benefits such as reimbursement of Medical Expenses, Leave Travel Concession, Conveyance Advance and House Building Advance are available as per Council/ GOI Rules.

##### **2. Relaxations:**

**a.** Upper age limit is relaxable up to 5 years for SC/ST and 03 years for OBC only in respect of those posts which are reserved for the respective categories.

**b.** Relaxation in upper age limit for Ex-serviceman will be applicable as per GOI rules.

**c.** SC/ST/OBC candidates are required to produce attested copy of community certificate in the prescribed format along with the Application. For the purpose of age **relaxation belonging to OBC category, the candidate should not belong to the creamy layer.**

**d.** Relaxation in the upper age limit up to 5 years will also be permissible for the 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 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.

**e.** Relaxation in the upper age limit up to a maximum of 10 years is permissible in case of candidates belonging to Persons with Disability (PWD). For candidates belonging to SC/ST/OBC who are Persons with Disability (PWD), the maximum age relaxation of 10 years permissible for Persons With Disability (PWD) shall be in addition to the age relaxation provided to SC/ST/OBC.

**f.** Relaxation in age limit up to 5 years will be allowed to Council/Government/Autonomous Bodies/ Public Sector Undertaking employees in accordance with instructions and orders issued by GOI from time to time in this regard.

**g.** Relaxation in age limit, qualification and/ or experience in cases of exceptionally meritorious candidates would be allowed with the prior approval of DG, CSIR.

**h.** As per GOI provisions, age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands, 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) 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.

### **3. General Conditions / Information:**

**a.** The qualifications prescribed should have been obtained through recognized Universities/Institutions.

**b.** The numbers of vacancies indicated are provisional and may vary.

**c.** The date for determining upper age limit, qualifications and experience shall be the closing date prescribed for receipt of the applications.

**d.** Wherever grades are awarded by Universities/ Institutes in CGPA/SGPA/OGPA etc. system, candidates are requested to convert the same into percentage based on the formula adopted by the University/ Institute and mention the percentage at the appropriate column in the application form.

**e.** Applications from employees of Council/ Government Departments/Autonomous Bodies/Public Sector shall be considered only if forwarded through proper channel and certified by the employer that the applicant will be relieved within one month of the receipt of the appointment orders, if selected.

**f.** Persons with Disability (PWD): only such persons would be eligible for reservation that suffered from not less than 40 per cent of relevant disability and submit the Permanent Disability Certificate from the competent authority.

**g.** Candidate belonging to SC/ST / Persons with Disability (PWD) category/ Women and regular employees of CSIR are exempted from payment of application fee.

**h.** 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 by NISCAIR. Any enclosure received separately subsequent to the receipt of the application cannot be linked therewith. No representation in this regard will be entertained.

**i.** Incomplete application (i.e. without photograph, unsigned, blank columns, fees and other requisite documents) will not be entertained.

### **4. Mode of Selection:**

**a.** The prescribed essential qualifications are bare minimum and mere possession of same does not entitle a candidate to be called for test/interview. The duly constituted Screening Committee will adopt its own criteria like test, etc., if required, for short-listing the candidates to be called for interview. Only those candidates, who are in the opinion of the Institute, suit the Institutional requirements will be called for test/interview. The candidate should, therefore, mention in the application all the possessed qualifications and experience in the relevant area over and above the minimum prescribed qualification supported with documents.

**b.** Higher Initial Pay could be considered for exceptionally meritorious candidates.

- c. In case a candidate is staying abroad, his/ her candidature may be considered *in absentia* by the Selection Committee on his/ her written request.
- d. Candidate should ensure that he/she possesses 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 application.
- e. The period of experience in the requisite discipline/area of work wherever prescribed shall be counted after the date of acquiring the prescribed minimum educational qualifications required for that post.
- f. Only outstation candidates who will be found eligible and called for test/interview will be paid to and fro single second class rail / ordinary bus fare from the actual place of undertaking the journey or from the normal place of his/her residence whichever is nearer to the place of the test/interview, as per rules, subject to production of original tickets / receipts.

## 5. How to Apply

a. The applicants can fill in the online application form available at NISCAIR website [www.niscair.res.in](http://www.niscair.res.in) or can apply offline by using the print out of the application form available with this advertisement.

b. Online application will be available on NISCAIR website from March 29, 2014 to 5:30 PM, April 29, 2014.

c. Print out of duly filled online application or offline application, complete in all respects and supported by self attested copies of certificates in proof of educational qualifications, date of birth, caste, experience, passport size photograph, etc. along with an application fee (except SC, ST, PWD, Women and regular employees of CSIR) of **Rs.500/-** (Rupees Five Hundred only) in the form of crossed Demand Draft valid for at least 3 months in favour of **Director, NISCAIR, payable at New Delhi** should be sent in a sealed cover superscripted with "*Application for the post of Technical Assistant/ Sr. Technical Officer (2)*" (Post Code and Category) to: The Controller of Administration, National Institute of Science Communication and Information Resources (NISCAIR), Pusa Campus, Dr. K S Krishnan Marg, New Delhi – 110012, so as to reach on or before 5:30 PM, May 06, 2014.

d. Candidates should keep a printout of the online application for their record.

e. Candidates applying for more than one posts, should send separate applications for each post.

6. Canvassing in any form or bringing of any influence, political or otherwise, will be treated as a disqualification.

7. The decision of the Director, NISCAIR in all matters relating to eligibility, acceptance or rejection of applications, mode of screening/selection shall be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual.

8. No. Interim inquiry or correspondence will be entertained.

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Controller of Administration

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**APPLICATION FORMAT**

Affix your recent  
 passport size  
 photograph duly  
 self attested

All the columns are to be filled neatly either in capital letters or should be typewritten.

[Use only A4 size paper for the format and enclosures] [Please ( ✓ ) in the appropriate box]

1.	Advertisement No.	:	1/III/2014-R&A			
2.	Name of the post applied for	:			Code <input type="checkbox"/> (Separate applications for each post code is required)	
3.	DD Details	:	<u>Bank Name</u>	<u>Number</u>	<u>Date</u>	<u>Amount (Rs.)</u>
4.	Name of the Applicant <i>(in block letters)</i>	:				
5.	Sex	:	Male <input type="checkbox"/> Female <input type="checkbox"/>			
6.	Postal Address	:				
			PIN: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
7.	Contact Details	:	Ph. No.			
			e-mail :			
8.	Permanent Address	:				
			PIN: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
9.	Nearest Railway Station	:				
10.	Date of Birth	:	(DD/MM/YYYY)			
11.	Age as on closing date of application	:	<input type="checkbox"/> <input type="checkbox"/> Years <input type="checkbox"/> <input type="checkbox"/> Months <input type="checkbox"/> <input type="checkbox"/> Days			
12.	Are you a citizen of India by birth and/or by domicile	:	Yes <input type="checkbox"/> No <input type="checkbox"/>			
13.	Religion	:				

14.	Community (Tick and enclose attested copy of certificate)	:	SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> GEN. <input type="checkbox"/> PWD <input type="checkbox"/>			
15.	Father's /Husband's name	:				
16.	Are you related to any NISCAIR/CSIR employee, if so please state:					
	Name	Designation	Name of the Lab Where working		Relationship	
17.	Particulars of all examinations passed and degrees and technical qualifications obtained at the university or other places of higher technical education (commencing with the Matriculation or equivalent examination) :					
	Sl. No.	Examination/Degree/Diploma	Name of College/Institution/University	Year of passing	Subjects/Specialisation	Percentage of Marks*
* In case of CGPA/SGPA/OGPA etc. system, convert the same into percentage, based on the formula adopted by the University/ Institute.						
18.	Professional training, if any :					
19.	Have you been outside India? If so, give the following details:					
	Country visited	Date of visit	Duration of visit	Purpose of visit		
20.	Experience, starting from the present employment: (Furnish a resume of work done with supporting documents, if any, separately)					
	Name and address of the employer	Post held	Period from	Period to	Permanent/Temporary	Salary & Grade

21	Are you under any bond/contractual obligation to serve central/State Government/PSU/Autonomous or any other body? If yes, give details:		
22	Joining time required from date of offer of appointment, if selected	:	Minimum :
			Maximum :
23	Any other relevant information (Attach additional sheets)		
24	List of enclosures: Please enclose all passing certificates & marks sheets from class 10th and onwards. For Diploma, Graduation, Post Graduation & other higher qualifications marks sheets of each year is required to be enclosed. Experience Certificates should be in the order specified at serial number 20.		
	(1)	(7)	
	(2)	(8)	
	(3)	(9)	
	(4)	(10)	
	(5)	(11)	
	(6)	(12)	

**UR–Unreserved, OBC–Other Backward Class, SC–Scheduled Caste, ST–Scheduled Tribe,  
PWD–Person with Disability**

### DECLARATION

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. I am aware that, if at any time I am found to have concealed/distorted any material information, my appointment is liable to be summarily terminated without notice.

I have informed my employer in writing that I am applying for the above post (in case of candidate who is already employed) and shall produce the no objection certificate to attend the interview/ test, if called, and relieving order at the time of joining NISCAIR, if selected.

PLACE:

DATE:

(SIGNATURE OF CANDIDATE)