

UGC-DAE Consortium for Scientific Research

University Campus, Khandwa Road, Indore-452 001 (M.P.)

www.csr.res.in

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The UGC-DAE Consortium for Scientific Research (UGC-DAE CSR) is an autonomous institution established by the UGC, New Delhi with headquarters at Indore and Centers at Indore, Mumbai and Kolkata. This Consortium also has a Node near IGCAR at Kalpakkam. Each Centre is headed by a Centre-Director. The UGC-DAE CSR coordinates research from scientists / teachers from all Indian Universities on major facilities like Dhruva reactor, Variable Energy Cyclotron, INDUS-I etc. established by the Department of Atomic Energy. In addition, the Centers are also having many advanced research facilities including in the areas of condensed matter physics or allied areas.

Applications are invited for the following post:-

Post No. 1	ADMINISTRATIVE OFFICER-I		: ONE POST. [RESERVED FOR ST]
	(i)	Pay Band and Grade Pay	: Level-10 (As per 7CPC).
	(ii)	Normal Maximum Age Limit	: 40 years as on last date of receipt of online application. (Relaxation as per Government of India Rules).
	(iii)	Minimum Qualification & Experience	: Master's degree with 55% marks with five years' experience in Personal/ Purchase & Stores/ Finance & Accounts in Govt. / University/ Autonomous Body. OR A Bachelor's degree of a recognized university with Second class and 10 years' experience in related field. OR A Bachelor's degree of a recognized university with second class and a pass at the Final examination of Institute of Chartered Accountants or a pass in SAS examination conducted by Comptrollers & Auditor General of India or equivalent thereof with five years' experience in general Administration/ Finance & Accounts in a University /Govt. / Autonomous Body/ Public or Private undertaking.

General Instructions:

1. The applicants must apply online at www.csr.res.in till (19-05-2023) (5.00 pm) and printout of the application form shall be submitted to institute along with self-attested copies of required documents on or before 5.00 pm on 29-05-2023 to the postal address mentioned below. Institute will not be responsible for any postal delay or application lost in transit.

Administrative Officer-II,
UGC-DAE Consortium for Scientific Research,
University Campus, Khandwa Road,
Indore – 452001 (M.P.), India.

2. Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only.
3. The applicant must ensure his/her eligibility for the post in respect of Age, Qualification, Experience, Specialization, and other requisite criteria as prescribed and only then should apply.
4. All the details furnished in the online application will be treated as final and no changes shall be entertained at a later stage. The responsibility of entries in the application form lies with the applicant.
5. Institute strives to have a workforce, which reflects gender balance and women candidates are encouraged to apply.
6. The age limit and qualification/experience etc. for the post as on the last date of submission of application form shall only be considered.
7. Canvassing in any form will be a disqualification.
8. No interim correspondence shall be entertained.
9. Selected candidate can be posted to any Centre or Node of the Consortium.
10. On the positions reserved for especially abled persons (OH, VI, HH), all the especially abled persons are requested to apply since if the designated category of especially abled person is not available, the post may be filled with other categories of especially abled candidates available to the extent of required number of their reserved posts.
11. The positions reserved for especially abled persons (OH, VI, HH) for which the particulars post(s) has been reserved, the candidate of other categories of especially abled persons may also submit their application. In case of non-availability/suitability of the applicant of certain category of advertised post(s) may be filled up by the suitable applicant belongs to other categories of disabilities.
12. Persons employed in Government/Semi Government Organizations/Autonomous Bodies should process their application through proper channel and submit NOC with vigilance clearance. The candidate may also submit the NOC with vigilance clearance at the time of written test/ interview.
13. Age-relaxation as applicable to reserved category and candidates working in Govt./Semi. Govt./ Autonomous Body/ Univ. as per rules.
14. For any claim of Age Relaxation/ Reservation, the same is to be allowed only upon production/ submission of Certificate issued in prescribed Format under the relevant rules and notification only by permitted authority with Seal as per applicable latest Government of India orders in this regard. All such claims are also liable for independent verification by the Institute at any time.
15. Applicants should include self-attested photocopies of marks sheets/certificates in support of all the qualifications and relevant experience with application. All Mark sheet, Certificates, Degrees, NOC and other documents must be produced in original at the time of Written Test/ Trade Test/ Skill Test/ Personal Interview as well as at the time of joining for verification. In case, it is found at any time in future, that during the process of selection or even after appointment the applicant was not eligible as per the prescribed RRs which could not be detected at the time of selection for whatever reason; his/her candidature / appointment shall be liable to be cancelled / terminated immediately.
16. Only screened-in/shortlisted applicants will be called for Written Test/ Skill Test/ Trade Test/ Personal Interview.
17. Mere fulfilment of eligibility criteria does not confer any assurance for being called for the Written Test/ Skill Test/ Trade Test/ Personal Interview. The Institute reserves the right to restrict number of candidates to be called for the written test and the Interview by short-listing the applications on the basis of higher benchmark. The short-listing criteria will be decided by the Institute depending on the number of application received.

18. Institute reserves the right to reject or accept the candidature of any applicant at any stage. Institute reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if need arises, without issuing any further notice or assigning any reason therefore.
19. The Number of posts shown above may change and may vary at the time of personal selection/recruitment. The Institute reserves the right not to fill any/ all posts advertised and to reject any/all application without assigning any reason.
20. The applicants would be admitted to the Written Test/ Skill Test/ Trade Test/ Personal Interview on the basis of the information furnished by them in their application form. They are therefore advised to ensure that they fulfill all the eligibility conditions before applying. In case it is found at a later stage that the information furnished by an applicant is false or an applicant does not fulfill any other eligibility conditions, the candidature of such applicant would be cancelled and no correspondence in this regard would be entertained. Issuance of invitation to appear before the Selection Committee shall not confer any right for appointment. Appointment will be solely subject to fulfilment of all the eligibility conditions and recommendations of the Selection Committee.
21. Written Test/ Skill Test/ Trade Test/ Personal Interview of shortlisted candidates will be conducted at Head Office of Consortium situated at Indore.
22. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel any/all communication made with the applicants.
23. No correspondence will be entertained with candidates not considered for the written test or Personal Interview/appointment. No Interim queries on schedule, result etc. will be entertained.
24. **All communications in regard with recruitment (e.g. Scrutiny result, schedule of Interview, etc.) will be made through Institute Website only. Candidates should check their email including SPAM folder regularly. No separate intimation will be sent by post.** No separate communication through post will be sent. Hence, candidates are advised in their own interest to provide their working e-mail id and to white-list the e-mail id recruit@csr.res.in so that communications from Institute does not end up in spam folder. Institute will not be responsible for non-receipt of intimation via e-mail due to any technical reason/problem not attributable to the Institute.
25. No TA/DA shall be paid to the candidates for attending the written test / interview.
26. The decision of the Institute in all matters related to this recruitment shall be final. No correspondence /interim inquiries will be entertained from the candidates in connection with the process of selection / interview. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Indore.
27. The candidate should send their application in an envelope superscripted clearly. **“APPLICATION FOR THE POST OF _____”** separately to the postal address mentioned at point no 1 of General Instructions.
28. Schedule for Recruitment Process
 - a. Date of Publication of detailed notification on Institute's Website: **24/04/2023**
 - b. Portal open for online application: **24/04/2023**
 - c. Last Date of online application: **19/05/2023**
 - d. Last date of submission of hard copy of Application Form: **29/05/2023**

- e. The procedure for selection / examination pattern/ syllabus/ schedule of examination etc. will be intimate in due course of time and will be uploaded on the Institute website.

[ADMINISTRATIVE OFFICER-II]