



सी एस आई आर – भारतीय रासायनिक जीवविज्ञान संस्थान
 CSIR-Indian Institute of Chemical Biology
 4, राजा एस सी मल्लिक रोड / Raja S C Mullick Road,
 कोलकाता / Kolkata – 32



**DIRECT RECRUITMENT FOR THE POST OF
 “TECHNICAL ASSISTANT AND TECHNICIAN (I)”**

ADVERTISEMENT NO. : R&C/600/2025

Start date of Online Application Form & Payment of Application Fee (online) through Debit Card/Credit Card/Net Banking/UPI etc.	24/02/2025 from 11:00 hours
Last Date of submission of Online Application Form and application fee (Thereafter website link will be disabled)	31/03/2025 upto 17:30 hours
Tentative Date of Written Examination	Will be Notified on CSIR-IICB Website
Issue of Admit Card / Call letter to the valid registered candidates	Will be Notified on CSIR-IICB Website

**About
 CSIR - IICB**

CSIR-Indian Institute of Chemical Biology, Kolkata, a premier Institute under the aegis of Council of Scientific and Industrial Research (CSIR), is involved in generating cutting edge knowledge and trained human resources in the field of chemical biology, biochemistry, cell biology, genomics, epigenomics, structural biology, bioinformatics, and medicinal chemistry to address fundamental and applied biological and biomedical research questions associated with infectious and non-infectious diseases that are relevant to this country and in the global context.

The Institute intends to induct manpower for the following positions by inviting applications from the eligible candidates.

CSIR-IICB/Govt. of India strives to have a human resource which reflects gender balance and woman candidates are encouraged to apply.

1. Details of the vacancy position, Essential Qualification, Experience etc. :

Name of the post (Vacancy code)	No. of Posts & reservation status & age limit	Classification and Pay Level / Pay Matrix	Essential Qualification	Desirable Qualification/Experience	Job specification/ requirement
Technical Assistant (Vacancy code - 6002501)	No. of Post(s) : 04 (UR-01, EWS-01, SC-01, ST-01) Age limit -28	Group B (Non-Gazetted), Pay Level – 6 Cell – 1(Rs. 35,400 – 1,12,400)	B.Sc. or equivalent in chemistry, physics and math (PCM) combination with minimum 60% marks and one year experience in the operation of at least one of the following sophisticated analytical instruments (NMR/LCMS/GCMS/HPLC/FPLC/X-ray/CD/MALDI MS/BLI/ SPR/ AFM/TEM/SEM/ RAMAN/AFM) for analysis/ characterization of chemical compound and its qualitative/quantitative analysis from a recognized Institute / Organization.	M.Sc. in chemical science with experience of working in a pharmaceutical R&D centre/recognized institutes engaged in discovery and development of drugs and analysis/ characterization of chemical compound and its qualitative/quantitative analysis	Job requirement : To be deployed in central instrumentation facility for operation of sophisticated and analytical instruments. Or In the Division of Medicinal & Process Chemistry. The incumbent is expected to support in synthesis of organic compounds / Intermediates and for analysis/ characterization of chemical compound and its qualitative/quantitative analysis. Candidate will also carry out other tasks as assigned by authority.
Technical Assistant (Vacancy code - 6002502)	No. of Post(s) : 03 (UR-01, SC-01, OBC-01) Age limit -28	Group B (Non-Gazetted), Pay Level – 6 Cell – 1(Rs. 35,400 – 1,12,400)	B.Sc. or equivalent in Life Sciences/ Biological Sciences / Biotechnology/ Biochemistry / Microbiology/ Biomedical Science as one of the subjects, with minimum 60% marks and one year experience from a recognized institute / organization on genomics/proteomics to handle advanced laboratory equipments such as Next Generation Sequencing (NGS)/ or Mass Spectrometer/ Digital PCR/ Micro-array/ Fluorescence Microscope/ regular biochemical assays/ Molecular techniques such as DNA gel electrophoresis/ Plasmid Isolation/ BLI/ SPR/ AFM/ TFM/SEM.	M.Sc. or equivalent in Life Sciences / Biological Sciences / Biotechnology/ Biochemistry/ microbiology/ Biomedical Science engaged in wet lab of biomedical research in the area of microbiology / parasitology / virology/ cancer biology.	Job requirement: To be deployed in the central instrumentation facility for the operation of sophisticated and analytical instruments for biochemical analysis/characterization of biological marker compound and its qualitative/quantitative analysis. or To assist the scientists in their research activities in the disease areas of microbial infections, malaria and other parasitic diseases and virology area. To work in biosafety facility, handling of microbial cultures and tissue cultures using different molecular biology techniques. Candidate will also carry out other tasks as assigned by authority.

<p>Technical Assistant (Vacancy code - 6002503)</p>	<p>No. of Post(s) : 01 (UR) Age limit -28</p>	<p>Group B (Non-Gazetted), Pay Level – 6 Cell – 1(Rs. 35,400 – 1,12,400)</p>	<p>B.Sc. or equivalent in Biological Sciences with minimum 60% marks and one year experience from a recognized institute / organization in handling Flow cytometer and sorter, Fluorescence Activated Cell Sorter instruments</p>	<p>M.Sc. or equivalent in Biological Sciences and experience in handling Flow cytometer & sorter and Fluorescence Activated Cell Sorter instruments</p>	<p>Job requirement : To be deployed in central instrumentation facility for the operation and maintain independently the assigned analytical instruments and handling Flow cytometer and sorter, Fluorescence Activated Cell Sorter instruments of biological sample. The candidate will also carry out other tasks as assigned by the authority.</p>
<p>Technical Assistant (Vacancy code - 6002504)</p>	<p>No. of Post(s) : 02 (01-UR, EWS-01) Age limit -28</p>	<p>Group B (Non-Gazetted), Pay Level – 6 Cell – 1(Rs. 35,400 – 1,12,400)</p>	<p>B.Sc. or equivalent in Biological Sciences / Biotechnology/ Toxicology/ pharmacology with minimum 60% marks and one year experience in handling and maintenance of automated instruments as per NABL/NABH/GLP/CGLP norms or Histopathology from a recognized institute /organization having NABL/NABH/GL certification.</p>	<p>At least 2 years' experience in NABL/NABH/GLP Certified labs in handling and maintenance of automated instruments as per NABL/GLP/CGLP norms or Histopathology Or perform pharmacokinetic studies using modern analytical instruments like HPLC/LCMSMS. Design and handling of animal studies.</p>	<p>Job requirement: To be deployed in central instrumentation facility for operation of sophisticated and analytical instruments for GLP study. The incumbent is expected to participate in GLP regulatory studies as study personnel and generating and handling study data Perform animal experiments and biochemical assays.</p>
<p>Technical Assistant (Vacancy code - 6002505)</p>	<p>No. of Post(s) : 01 (OBC-PwBD – Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy) Age limit -28</p>	<p>Group B (Non-Gazetted), Pay Level – 6 Cell – 1(Rs. 35,400 – 1,12,400)</p>	<p>B.Sc or equivalent in Computer Science with minimum 60% marks and one year experience in the area of Computer Science / Computer Technology / Information Technology from a recognized institute / organization : Or Diploma in Computer Science / Computer Engineering / Computer Technology / Information Technology of at least 3 years full time duration or at least 2 years full time duration in case of lateral admission in diploma courses with minimum 60% marks and 02 years' experience in the area of Computer Science / Computer Engineering / Computer Technology / Information Technology</p>	<p>One year Experience in Administration and Maintenance of IT Applications, Installation and Configuration Management for IT and Network Devices, Servers and End User IT Equipment.</p>	<p>Job requirement: The incumbent is required to carry out the computer division services for any of the campuses of IICB like IT and Network Infrastructure Management, Service, Support and Troubleshooting, Systems and Servers Administration, Administration and Maintenance of IT Applications, Installation and Configuration Management for IT and Network Devices, Servers and End User IT Equipment. Handling of Video Conferencing or Virtual Meetings, IT Facilities arrangements and support, Web Applications Development with latest technologies on both front end and back end including data base integration, backup, system integration, Hosting and Configuration of Web Applications with latest technologies on Servers, Content Management for Web Applications and any other IT enabled services which is assigned by the authorities from time to time.</p>

<p>Technical Assistant (Vacancy code - 6002506)</p>	<p>No. of Post(s) : 02 (SC-01, OBC-01) Age limit -28</p>	<p>Group B (Non-Gazetted), Pay Level – 6 Cell – 1 (Rs. 35,400 – 1,12,400)</p>	<p>Diploma in Mechanical Engineering of at least 3 years full time duration or at least 2 years full time duration in case of lateral admission in diploma courses with minimum 60% marks with 02 years experience in relevant trade</p>	<p>experience in handling/operating/maintaining of any of the following listed sophisticated instruments NMR/LCMS/MS/HPLC/X-Ray/CD/FACS/BLI/SPR/AFM/TEM/SEM /Confocal Microscopy</p>	<p>Job requirement : To be deployed in central instrumentation facility for operation of sophisticated and analytical instruments The incumbent is required to run and carry out maintenance of sophisticated instruments viz., HPLC /LC-MS/SMB/NMR/Polarimeter/IR/NMR/LCMS/MS/HPLC/X-Ray/CD/FACS/BLI/SPR/AFM/TEM/SEM) for analysis/characterization of chemical compound and its qualitative/quantitative analysis. and technical maintenance support of the instruments. The candidate will also carry out other tasks assigned or may be deployed in another department. by authority</p>
<p>Technical Assistant (Vacancy code - 6002507)</p>	<p>No. of Post(s) : 01 (UR) Age limit -28</p>	<p>Group B (Non-Gazetted), Pay Level – 6 Cell – 1 (Rs. 35,400 – 1,12,400)</p>	<p>Diploma in Instrumentation Engineering of at least 3 years full time duration or at least 2 years full time duration in case of lateral admission in diploma courses with minimum 60% marks with 02 years experience in relevant trade</p>	<p>Experience in handling/operating/maintaining of any of the following listed sophisticated instruments NMR/LCMS/MS/HPLC/X-Ray/CD/FACS/BLI/SPR/AFM/TEM/SEM/Confocal Microscopy</p>	<p>Job requirement: To be deployed in central instrumentation facility for operation of sophisticated and analytical instruments. The incumbent is required to run and carry out maintenance of sophisticated instruments viz., HPLC /LCMS/SMB/NMR/Polarimeter/IR/NMR/LCMS/MS/HPLC/X-Ray/CD/FACS/BLI/AFM/TEM/SEM) for analysis/characterization of chemical compound and its qualitative/quantitative analysis, and technical maintenance support of the instruments. The candidate will also carry out other tasks assigned or may be deployed in another department by authority</p>

<p>Technical Assistant (Vacancy code - 6002508)</p>	<p>No. of Post(s) : 01 (UR) Age limit -28</p>	<p>Group B (Non-Gazetted), Pay Level – 6 Cell – 1(Rs. 35,400 – 1,12,400)</p>	<p>Diploma in Electronics and Telecommunication Engineering of at least 3 years full time duration or at least 2 years full time duration in case of lateral admission in diploma courses with minimum 60% marks with 02 years experience in relevant trade.</p>	<p>Experience in handling/operating/maintaining of any of the following listed sophisticated instruments NMR/LCMS/MS/HPLC/X-Ray/CD/FACS/BLI/SPR/AFM/TEM/SEM/Confocal Microscopy</p>	<p>Job requirement : To be deployed in central instrumentation facility for operation of sophisticated and analytical instruments. The incumbent is required to run and carry out maintenance of sophisticated instruments viz., HPLC /LCMS/SMB/NMR/Polarimeter/IR/NMR/LC MS/MS/HPLC/X-Ray/CD/FACS/BLI/AFM/TEM/SEM) for analysis/characterization of chemical compound and its qualitative/quantitative analysis, and technical maintenance support of the instruments. The candidate will also carry out other tasks assigned or may be deployed in another department by authority</p>
<p>Technician (1) (Vacancy code - 6002509)</p>	<p>No. of Post(s) : 01 (UR-01) Age limit -28</p>	<p>Group C (Non-Gazetted), Pay Level – 2 Cell – 1(Rs. 19,900 – 63,200)</p>	<p>SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and ITI Certificate or National/State Trade Certificate in Mechanic (Refrigeration & Air Conditioner) Trade Or SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in Mechanic (Refrigeration & Air Conditioner) Trade</p>	<p>One-year of industrial/institutional experience in the relevant field in addition to 2 years of full time as an apprentice trainee or full-time ITI certificate course.</p>	<p>Job requirement: The incumbent is required to assist the head of the department and to carry out Refrigeration & Air Conditioner, chiller works. To undertake the repair and maintenance works at workshop/CIF as well as at different sites of the institute. The incumbent is required to run and carry out maintenance/repair work of sophisticated scientific instruments and perform the analysis using these instruments. If necessary, the incumbent should carry out all the institute maintenance work, even at odd hours and on emergency calls.</p>
<p>Technician (1) (Vacancy code - 6002510)</p>	<p>No. of Post(s) : 01 (UR-01) Age limit -28</p>	<p>Group C (Non-Gazetted), Pay Level – 2 Cell – 1(Rs. 19,900 – 63,200)</p>	<p>SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and ITI Certificate or National/State Trade Certificate in Electronics Mechanic trade Or SSC/10th Standard or equivalent with Science subjects with 55% marks and 2 years of full time experience as an apprentice trainee from a recognized institution in Electronics Mechanic trade</p>	<p>One-year of industrial/institutional experience in the relevant field in addition to 2 years of full time as an apprentice trainee or full-time ITI certificate course.</p>	<p>Job requirement: The incumbent is required to run and carry out maintenance/repair work of sophisticated scientific instruments and perform the analysis using these instruments.</p>

<p>Technician (1) (Vacancy code - 6002511)</p>	<p>No. of Post(s) : 01 (OBC-01) Age limit -28</p>	<p>Group C (Non- Gazetted), Pay Level – 2 Cell – 1 (Rs. 19,900 – 63,200)</p>	<p>SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and ITI Certificate or National/State Trade Certificate in Instrument Mechanic trade Or SSC/10th Standard or equivalent with Science subjects with 55% marks and 2 years of full time experience as an apprentice trainee from a recognized institution in Instrument Mechanic trade</p>	<p>One-year of industrial/institutional experience in the relevant field in addition to 2 years of full-time as an apprentice trainee or full-time ITI certificate course.</p>	<p>Job requirement: The incumbent is required to run and carry out maintenance/repair work of sophisticated scientific instruments and perform the analysis using these instruments.</p>
<p>Technician (1) (Vacancy code - 6002512)</p>	<p>No. of Post(s) : 01 (SC- PwBD - Blindness & Low Vision) Age limit -28</p>	<p>Group C (Non- Gazetted), Pay Level – 2 Cell – 1 (Rs. 19,900 – 63,200)</p>	<p>SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and ITI certificate or National / State trade certificate in Electrician trade Or SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in Electrician trade</p>	<p>One-year of industrial/institutional experience in the relevant field in addition to 2 years of full-time as an apprentice trainee or full-time ITI certificate course.</p>	<p>Job requirement : The incumbent is required to assist the In Charge of the canteen and guest house to undertake the catering work at the required places of institute If necessary, the incumbent should carry out the required works of the institute, even at odd hours and on emergency calls.</p>
<p>Technician (1) (Vacancy code - 6002513)</p>	<p>No. of Post(s) : 02 [EWS – 01, SC– 01] Age limit -28</p>	<p>Group C (Non- Gazetted), Pay Level – 2 Cell – 1 (Rs. 19,900 – 63,200)</p>	<p>SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and ITI certificate or National / State trade certificate in Catering & Hospitality Assistant Or SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in Catering & Hospitality Assistant</p>	<p>Two-year of industrial/institutional apprentice trainee or experience in Catering & Hospitality Assistant in addition to 2 years of full time as apprentice trainee or full-time ITI certificate course.</p>	<p>Job requirement: The incumbent is required to assist the In Charge of the canteen and guest house to undertake the catering work at the required places of institute. If necessary, the incumbent should carry out the required works of the institute, even at odd hours and on emergency calls.</p>

2. Mode of Selection

Screened candidates will be called for Trade Test and those who qualify in the trade test will be called for a competitive written examination.

3. Scheme and Syllabus of written test for the posts of Technical Assistant & Technician (1)

- For these posts, there will be three papers (Paper-I, Paper-II & Paper-III).
- 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.

(A) TECHNICAL ASSISTANT

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 Judgment, 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

(B) TECHNICIAN (1)

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	SSC + ITI / XIIth standard
Total No. of Questions	150
Total time allotted	Total 2 hours 30 minutes

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 – 1 hour)

Subject	No. of questions	Maximum Marks	Negative Marks
Concerned Subject	50	150 (three marks for every correct answer)	One negative mark for every wrong answer

4. Application Fee

Women/SC/ST/PwBD/Ex-Servicemen	NIL
All other categories	500/-

5. Methodology for Resolution of Tie Cases

Wherever two or more candidates have secured equal aggregated marks, the tie may be resolved in accordance with the order of precedence given below (ascending order), till tie is resolved:

Order of Preference

- i. Candidate with higher marks in the papers of concerned subject / trade placed higher,
- ii. Candidate with lesser negative marks, if applicable, in the papers of concerned subject / trade of Written Test placed higher,
- iii. Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of Written Test Placed higher,
- iv. Date of Birth, with older candidate placed higher,
- v. Candidate acquiring Essential Degree earlier placed higher,
- vi. Alphabetical Order in which first names of the candidates appear.

6. Terms & Conditions

6.1] Benefits under Council Service:

- (a) The posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), and Transport Allowance (TA) etc. at Central Government rates as applicable to the employees of Council at the place of posting. Council employees are also eligible for accommodation of entitled type as per CSIR Residence Allotment rules depending upon availability in which case HRA will not be admissible.
- (b) In addition to the emoluments indicated against the post, benefits such as reimbursement of Medical expenses, Leave Travel Concession, House Building Advance etc. are available as applicable to Council employees.
- (c) The posts will be governed by the New Pension System applicable w. e. f. 01.01.2004 as notified by the Government of India and adopted by CSIR vide their letter number 17/68/2001-E.II, dated 23.12.2003 and other instructions issued on the subject. However, persons selected from other Government Departments/ Autonomous Bodies/ Public Sector Undertakings/ Central Universities having Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e. CCS (Pension) Rules, 2021, **if applied through proper channel as per rules.**

6.2] General Conditions and information:

- (a) The applicant must be a citizen of India.
- (b) All applicants must fulfil the essential requirements of the posts and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the posts as on the last date of online applications. No enquiry asking for advice as to eligibility will be entertained. The prescribed educational qualifications should have been obtained from a University/ Institution/ Board recognised by Govt. Of India/ approved by Govt. Regulatory Bodies and the final result should have been declared on or before the last date of receipt of online application.
- (c) Merely fulfilling the minimum prescribed qualifications and experience will not vest a right in a candidate for being called for Trade Test and Written Test or appointment. If on verification either before or after at any of the stages of selection process, it is found that any candidate does not fulfil any of the eligibility conditions, his/her candidature will be summarily cancelled forthwith.
- (d) Applications received will be scrutinized by a duly constituted Screening Committee. The Screening Committee will adopt its own criteria for short-listing the candidates.

- (e) **Applicants from employees of Government Departments will be considered only if forwarded through proper channel. Such applicant is required to upload a 'No Objection Certificate' from their employer at the appropriate place in the online application form. CSIR-IICB will not accept any person on lien or deputation basis.**
- (f) In respect of equivalent clause in Essential qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order / letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Application is liable to be rejected.
- (g) **Applicants are required to produce experience certificate as per format attached in Annexure – IV from a recognized Institute /Organisation, wherever prescribed. 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 Group/Grade.**
- (h) **Candidates applying for more than one post code/vacancy code should submit separate online application form and pay separate fees.**
- (i) If any document / certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested is to be submitted.
- (j) In case of Universities/Institutes awarding CGPA/SGPA/OGPA grades etc. candidates are requested to convert the same into percentage based on the formula as per their University/Institute.
- (k) Persons with Benchmarks Disabilities (PwBD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- (l) Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post.
- (m) The number of vacancies indicated against each Vacancy Code 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.
- (n) Incomplete applications and lack of required certificates / documents are liable to be rejected. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post(s).
- (o) This is for information that, if any declaration given or information furnished by any candidate proves to be false or if he/she is found to have willfully suppressed any material information, his/her candidature may be cancelled at any stage and/or he/she will be liable for removal from service after joining at any stage, and such other action as may be deemed necessary may be taken by the Competent Authority, CSIR-IICB, Kolkata.
- (p) The date for determining the upper age limit, qualification and / or experience shall be the date prescribed for closing date of online application.
- (q) The selected candidates will be on probation for a period of **one year** from the date of taking over charge of the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority,

CSIR-IICB, Kolkata. After successful completion of probationary period, they will be considered for confirmation in accordance with the extant rules

- (r) The selected candidates will not be permitted to apply for appointment elsewhere during the probationary period and if they have applied for any post in any other organization before joining, they have to intimate the details of such applications, immediately on joining CSIR-IICB.
- (s) The advertised posts are for CSIR-IICB. However, the selected candidates are liable to be posted at any Labs/Instts./HQ/Centre of CSIR.
- (t) Canvassing in any form and / or bringing any influence political of otherwise will be treated as a disqualification for the post.
- (u) The decision of the CSIR-IICB in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination will be final and binding on the candidates.
- (v) Further, all the subsequent information / notification / corrigendum / addendum regarding this recruitment drive will be hosted on the CSIR website only. Hence, applicants are requested to follow the CSIR website i.e. <https://iicb.res.in/> regularly for updates.
- (w) **Document Verification (DV):** Before issue of offer of appointment, all the candidates are required to produce Original Documents submitted along with online application as well as any other documents as may be specified by the CSIR-IICB, failing which their candidature is likely to be rejected.
- (x) **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**

[6.3] Relaxations in the Upper Age Limit :

S. No.	Category	Age-relaxation permissible beyond upper age limit
(i)	Scheduled Caste/Scheduled Tribe (SC/ST)*	05 Years
(ii)	Other Backward Classes (OBC-NCL)*	03 years
(iii)	PwBD (Unreserved) <i>(Degree of physical disability is 40% or more)</i>	10 years
(iv)	PwBD (SC/ST)* <i>(Degree of physical disability is 40% or more)</i>	15 years
(v)	PwBD (OBC)* <i>(Degree of physical disability is 40% or more)</i>	13 years
(vi)	Ex-Servicemen	3 years after deduction of the actual military service rendered from the actual age as on the closing date
(vii)	Departmental Candidate (CSIR Council employee) / Government Departments /Autonomous Bodies / Public Sector Undertakings	05 years
(viii)	Any other Category	No age relaxation
*Age-relaxation is permissible in upper age limit for the posts which are reserved for the respective categories.		

- (a) SC/ST/OBC(NCL)/EWS/PwBD/Ex-servicemen candidates are required to upload a copy of the certificate in the prescribed format signed by the specified authority valid for appointment of posts under the Central Government. In

addition, the OBC candidates have to submit a declaration as per **Annexure-III**.

- (b) The cut-off date for determining the age, qualifications, claim of SC/ ST/ OBC/ EWS/ PwBD status or any other benefit viz. fee concession, reservation, age-relaxation, etc., where not specified otherwise shall be the last date for receipt of online application.
- (c) Candidates may also note that in respect of the above, their candidature will remain provisional till the details of the concerned document is verified by the Appointing Authority. Candidates are cautioned that a suitable action will be taken in case they fraudulently claim SC/ ST/ OBC/ EWS/ PwBD/ ESM status or avail any other benefit.
- (d) 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 by the CSIR-IICB for determining the age and no subsequent request for change will be considered or granted. Date of birth should be supported with High School or Higher Secondary or Secondary School Certificate or extracts from Birth Register.

7. Instruction to the Candidates

- (a) **DOWNLOAD OF CALL LETTER:** Candidates will have to visit the Institute's website i.e. <https://iicb.res.in/> for downloading call letters for Trade test/Written examination.
- (b) **CANDIDATES REPORTING LATE:** Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test.
- (c) **IDENTITY VERIFICATION:** In the examination hall, the call letter along with original of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/Aadhar card/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination. Ration Card and Learner's Driving License are **not** valid id proof.

Note: Candidates have to produce in original the photo identity proof along with Examination call letter while attending the examination, without which they will not be allowed to take up the examination. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate/affidavit in original.

- (d) Interim queries will not be entertained.
- (e) Mobile phones, calculators or any electronic devices are strictly prohibited at the examination venue.
- (g) The decision of the competent authority of CSIR-IICB in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of written test / Interview 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.

- (h) CSIR-IICB will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements and satisfy themselves that they are eligible for the post(s). The Original certificates/documents in support of their Educational Qualifications, Experience and Caste/Category, etc. shall be sought at the time of Document Verification. Candidates may also note that they would be required to submit their certificates/documents of EQs/caste/category, etc. as and when sought by the CSIR-IICB. After scrutiny of the certificates/documents of EQs/ caste/ relaxation etc., if any claim made in the application is not substantiated by certificates/documents, his/her candidature will be cancelled.
- (i) When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form for their own records. Printout of the online Application Form is not required to be sent to the CSIR-IICB, kolkata.

8. Centre Clauses

- (a) The examination will be conducted at the venues given in the respective call letters.
- (b) No request for change of centre/venue/date/session for Examination shall be entertained.
- (c) CSIR-IICB, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
- (d) CSIR-IICB also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
- (e) Candidate will appear for the examination at the Examination Centre at his/her own risks and expenses and CSIR-IICB will not be responsible for any injury or losses etc. of any nature.

9. Guidelines for Persons with Disabilities including use of Scribe

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply:

- (a) The candidate will have to arrange his/her own scribe at his/her own cost. The qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidate will have to submit the certificate and undertaking as per **Annexure-I & II** at the time of written test.
- (b) The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- (c) **During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.**
- (d) A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- (e) The scribe may be from any academic stream.
- (f) Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- (g) Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.

- (h) Scribe should not answer on his/her own. Any such behavior observed will result in cancellation of candidature. Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

10. Guidelines for Visually Impaired candidates

Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour.

11. Other Conditions

- (a) The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- (b) Decision of CSIR-IICB in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained in this regard.
- (c) If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any Centre or for any candidate.
- (d) The responses (answers) of individual candidates will be analysed with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by the competent authority, CSIR-IICB, Kolkata in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/ valid, the CSIR-IICB reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
- (e) Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the CSIR-IICB recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
- (f) Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, registration of preferences for posts/cadres etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. CSIR-IICB will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the online application form or omission to provide the required details in the application form.
- (g) Online applications once registered will not be allowed to be withdrawn and/or the application fees once paid will not be refunded nor be held in reserve for any other examination.

12. How to Apply

- (i) Eligible candidates are required to apply on-line through CSIR website: website i.e. <https://iicb.res.in/>
- (ii) No other mode of application will be accepted.
- (iii) **Candidates are required to pay application fee Rs.500/- as per fee payment Procedure available on the website.**

- (iv) Scheduled Caste/Scheduled Tribe/Persons with Benchmark Disabilities/Women/Ex-Servicemen are exempted from submission of application fee.
- (v) Candidates are advised in their own interest to submit the online application much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the CSIR-IICB website on account of heavy load on the website during the closing days.
- (vi) **Not more than one application should be submitted by any candidate against a particular vacancy code. In case of multiple applications, only the latest valid (completed) application will be retained and the application fee etc. paid for the other multiple registration(s) will stand forfeited. Multiple attendance/appearances in the online examination and/ or interview will be summarily rejected/ candidature cancelled.**
- (vii) **Eligible candidates are required to upload the following documents as per instruction given in the online application form:**
- Photo
 - Signature
 - Left Thumb Impression (Use right hand thumb in case the applicant's left thumb is permanently disfigured and unfit for use.
 - SSC/10th Marksheet/Certificate for age proof
 - Marksheet of all education qualifications in support of your application
 - Experience Certificate (if applicable) as per annexure - IV
 - Certificate for category i.e. SC/ST/OBC/EWS (if applicable)
 - Declaration by the OBC-NCL Candidate (if applicable) as per annexure-III
 - PwBD Certificate (if applicable)
 - Upload any other documents in support of your application
 - Upload NOC from current employer (if applicable)
 - Upload the following hand written declaration:

"I _____ (name) hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required"

13. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- using unfair means or
- impersonating or procuring impersonation by any person or
- misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- resorting to any irregular or improper means in connection with his/ her candidature or
- obtaining support for his/ her candidature by unfair means, or
- carrying mobile phones or similar electronic gadgets of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:

(a) to be disqualified from the examination for which he/ she is a candidate

(b) to be debarred either permanently or for a specified period from any examination conducted by the Institute

(c) for termination of service, if he/ she has already joined the Institute.

In the event of any inconsistency between Hindi and English version, the English version shall prevail

(Controller of Administration)

HINDI VERSION FOLLOWS

DECLARATION / UNDERTAKING BY PERSON WITH DISABILITIES (PWD)
CANDIDATES WHO WISH TO USE SCRIBE / PASSAGE DICTATOR
(Letter of Undertaking for Using Own Scribe)

I _____, a candidate with _____
(name of the disability) appearing for the _____ (name of the
examination) bearing Roll No. _____ at
_____ (name of the centre) in the District
_____, _____ (name of the State/UT).
My qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the
service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/her qualification is _____. In case,
subsequently it is found that his / her qualification is not as declared by the undersigned and is beyond
my qualification, I shall forfeit my right to the post and claims relating thereto.

Signature with date of the Scribe / Passage
Dictator

ID Proof Type* :

ID Number. :

Correspondence Address:

.....
.....
.....

Signature with date of the candidate

Roll No.:

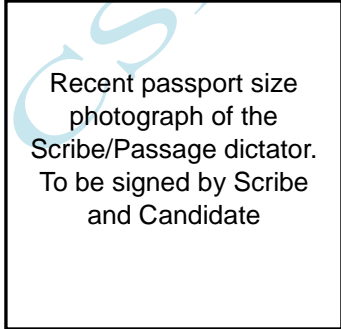
Advertisement No. :

Vacancy Code (s) :

Date of Examination.....

Name of Centre :

City :



*Left Hand Thumb Impression of
the Scribe / Passage Dictator*

*Left Hand Thumb Impression of
the candidate*

****Scribe/Passage dictator is required to carry his ID proof in original at the time of examination***

Annexure - II

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr./Ms./Mrs. _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o, D/o _____ a resident of _____ (Village/District/Sate) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government health care Institution

Name & Designation

Name of Government Hospital / Health Care Centre with Seal

Place: _____

Date: _____

Note :

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Orthopaedic specialist / PMR).

Annexure – III

Form of declaration to be submitted by the OBC candidate
(in addition to the community certificate)

I _____ Son/daughter of Shri _____
resident of village/town/city _____ district _____
state _____ hereby declare that I belong to the _____ community
which is recognized as a backward class by the Government of India for the purpose of reservation in
services as per orders contained in Department of Personnel and Training Office Memorandum No.
36102/22/93-Estt.(SCT) dated 8-9-1993. It is also declared that I do not belong to persons/sections
(Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum
dated 8-9-1993, O.M. No. 36033/3/2004-Estt.(Res.) dated 9 th March, 2004 and O.M. No.
36033/3/2004-Estt.(Res.) dated 14th October, 2008 and as amended time to time.

Signature _____

Full Name _____

Address _____

Place: _____

Date: _____

Annexure – IV**The form of certificate to be produced by Candidates for claiming experience**

Experience Certificate

Letter Head of the Institution/Issuing Authority

Telephone No.....

Fax No.....

Name of the Organization
Address of the Organization

Dated.....

This is to certify that Shri/Ms.....S/o,D/o,W/o Shri.....was/is an employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under:

Name of post held	From dd/mm/yy	To dd/mm/yy	Total period Dd/mm/yy	Nature of Appointment- Permanent, Regular, Temporary, Part-time, Contract, Guest, Honorary etc.	Field/area of experience
(1)	(2)	(3)	(4)	(5)	(6)
Pay scale and last salary drawn	Place of posting	Duties performed/experience gained in brief			
(7)	(8)	(9)			

2. It is certified that above facts and figures are true and based on service records available in our organization/Department/Ministry.

Signature
Name of the competent authority
Stamp of competent authority