



विज्ञापन संख्या : 2/2016  
Advertisement No. : 2/2016

सीएसआईआर – राष्ट्रीय पर्यावरण अभियांत्रिकी अनुसंधान संस्थान  
CSIR-NATIONAL ENVIRONMENTAL ENGINEERING RESEARCH INSTITUTE  
[वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्/Council of Scientific and Industrial Research]  
जेहेरू मार्ग, नागपुर – 440020/NEHRU MARG, NAGPUR - 440020

**LAST DATE FOR RECEIPT OF THE COMPLETED APPLICATIONS: 25<sup>th</sup> July, 2016**

CSIR-National Environmental Engineering Research Institute (CSIR-NEERI) established in the year 1958 with its headquarters at Nagpur and at present having five Zonal Centres at Delhi, Mumbai, Chennai, Kolkata and Hyderabad, is one of the constituent institutes of the Council of Scientific & Industrial Research (CSIR), a premier multi-disciplinary R & D organization in India which is an autonomous body of the Department of Scientific & Industrial Research (DSIR) under the aegis of the Ministry of Science & Technology, Government of India. The vision of NEERI is "Leadership in Environmental Science and Engineering for Sustainable Development".

CSIR-NEERI invites applications from Indian Citizens for filling up one post of Security Assistant in its' Office at Nagpur as per details given below: -

**NAME OF THE POST: - Security Assistant - 1 Post (Unreserved)**

**PAY SCALE: - Pay Band - PB-2- Rs.9300-34800 with Grade pay of Rs. 4200/- plus usual allowances. [Approximate total emoluments without HRA are ₹ 42,165/- as on to date]**

**ESSENTIAL QUALIFICATIONS AND EXPERIENCE:**

Ex-Serviceman/Serving JCO in Army OR Equivalent in other Military/Para-Military Forces with 5 (FIVE) years' experience in the work of Security.

**DESIRABLE:-** Good verbal & written communication skill with knowledge of computers and modern fire- fighting and security monitoring systems. Knowledge of criminal procedures, Flag Code of India. Medical Category "AYE", Character - Very Good.

**JOB REQUIREMENT:-** Candidate will be responsible for day-to-day security, watch and ward of the Institute premises and its' Pilot Plants, Guest House, Electrical Substation and Dispensary, Community Centre, Pump House, Research Home Scholar in East Colony etc. *The total campus of the institute and colony which houses office installations is around 110 acres.* The candidate should also handle other related tasks like intelligence (threat, analysis, cyber-crimes) vigilance, fire-fighting arrangements, surveillance techniques, liaison with Local Police Authorities, supervision of the regular watchmen and contractors providing Security Services to the Institute. He is required to make surprise checks during odd/night hours and on holidays in addition to regular patrolling of the campus. He should monitor/take steps/devise mechanism to prevent thefts of the institute's property and in

case of theft/loss arrange to investigate into the matter/arrange to lodge immediate complaints with police authorities in consultation with departmental authorities, record any suspicious activity, suggest remedial measures. Further he will have to monitor the flow of visitors to the institute, make arrangements to celebrate the Independence Day and Republic Day functions in the institute including parades, etc. He will also have to attend to any other work or responsibility assigned to him by the Head of the Institute or his authorised representative(s).

**AGE LIMIT: - Not more than 28 years as on 25<sup>th</sup> July, 2016.**

**Relaxation of age in respect of Ex-servicemen will be as per G.O.I. orders.  
[Military Service Plus Three Years].**

#### **AGE RELAXATION ON OTHER COUNTS-**

- a. Upper age limit is also relaxable up to five years for the regular employees working in CSIR Laboratories / Institutes, Government Departments, Autonomous Bodies and Public Sector Undertakings in accordance with the instructions and orders issued by the Government of India from time to time in this regard. *This age relaxation will be admissible to such of the Council/Government Servants etc. who have completed three years' continuous service in these departments and are working in posts which are in the same line or allied cadres AND where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post, recruitment to which has been advertised.*
- b. Relaxation of five years will also be permissible to those persons who had ordinarily been domiciled in the Kashmir Division of the State of Jammu and Kashmir during the period from 01-01-1980 to 31-12-1989 subject to production of relevant certificate from the concerned authority which will be subject to Government of India Orders as applicable on the date of the recruitment.

**MODE OF SELECTION:-** Skill/Physical Test and Personality Assessment Test (S/PT & PAT)

#### **GENERAL CONDITIONS:**

1. The applicant must be a Citizen of India.
2. This post, in addition to Pay in the Pay Band with Grade Pay, carry usual allowances viz., Dearness Allowance (DA), Transport Allowance (TA) etc. as admissible to the Central Government employees stationed in Nagpur and as made applicable to CSIR employees.
3. Candidate will be entitled to Rent-Free Accommodation in CSIR-NEERI Colony as per rules. Candidate is expected to stay in colony.
4. In addition, benefits such as Reimbursement of Medical Expenses/ Tuition Fees, Leave Travel Concessions, Conveyance/Computer Advance and House Building Advance are also available as per CSIR rules.
5. The selected candidates will be governed by the 'National Pension System, 2004' based on defined contributions as adopted by CSIR for its employees. However,

persons selected from other Government Departments/ Autonomous Bodies/Public Sector Undertakings/Central Universities working prior to 01.01.2004 and having pension scheme on Government of India pattern, will continue to be governed by the existing Pension Scheme i.e. C.C.S. (Pension) Rules, 1972, as per the rules.

6. The application should be accompanied by attested copies of the **Discharge Book, relevant Certificates in support of Military Service/Discharge/Ex-serviceman Category**, Age, Educational Qualifications, Marks obtained, Experience, Caste/Community/Class, etc. The prescribed qualifications should have been obtained through recognized Universities/ Institutions, etc. **Pro forma of certificate for employed officials in Military and Form or undertaking to be given by candidates applying for civil posts under Ex-servicemen Category**, are appended below for information and submission.

Applications incomplete, unsigned, not in the prescribed form /received after due date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) or not accompanied with the required attested certificates/documents, requisite application fee, photographs, or incomplete in any manner are **liable to be rejected**.

7. If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or Notary is to be submitted.
8. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date for receipt of applications. They are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down for the post which are compulsory even if a candidate has some other higher qualifications. No enquiry asking for advice as to eligibility will be entertained.

The prescribed essential qualifications are the minimum. Mere possession of it does not entitle candidates to be called for Skill/Physical Test and Personality Assessment Test (S/PT & PAT). The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates including test, if required. The candidate should, therefore, mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with documents and ensure that all the details are given in full and accurately.

9. The date for determining the upper age limit, qualifications and /or experience shall be the closing date prescribed for receipt of completed applications.
10. Only outstation candidates called and **found eligible** for S/PT & PAT will be paid to and fro single second class rail fare including reservation charges, if any, *on through ticket basis*/ordinary bus fare, from the actual place of undertaking the journey or from the normal place of their residence as declared in the application, *whichever is nearer to Nagpur*, on production of Rail Tickets/Rail Ticket PNR Numbers/Bus Tickets or any other proof of journey.
11. Any discrepancy found between the information given in the application and as evident in original documents will make the candidate ineligible for appearing in S/PT & PAT. Such candidate will not be paid any T.A. fare.

12. The decision of the Director, CSIR-NEERI/CSIR in all matters relating to eligibility, acceptance or rejection of any/all applications, fixing the eligibility criteria, equivalence of qualifications, mode of screening/selection, conduct of examination/S/PT & PAT, will be final and binding on the candidates.
13. The Director, CSIR-NEERI reserves the right to cancel the advertisement without assigning any reason therefor.
14. Applicants must disclose as to whether any of their close or blood relatives are employees of CSIR-NEERI **OR** CSIR **OR** any other laboratory/institute of CSIR in the application form. *Close relations would include wife / husband /son / daughter/ brother/sister/son-in-law/daughter-in-law and those who could be termed as blood relations.*
15. Notifications from time to time regarding S/PT & PAT's dates, recommendations of the screening committees along with criteria adopted by it shall be displayed on the website: [www.neeri.res.in](http://www.neeri.res.in)
16. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.

#### **HOW TO APPLY-**

- a. Eligible candidates are required to apply in the prescribed application form available on our website <http://www.neeri.res.in> under the link for "**Application Form in respect of Advertisement No. 2/2016 for Security Assistant along with Synopsis**" which can be downloaded by them. Application form can also be obtained in person from the Recruitment and Assessment Section of CSIR-NEERI, Nagpur at the above address OR by sending a self - addressed envelope (size 27.5 cms x 13 cms). The application form (s) should be obtained well before closing time so that the completed application reaches the institute on or before the **closing date for receipt of applications which is 25.07.2016**. If the candidate does not have a valid E-mail id, he/she may create it and indicate it at the appropriate place in the Application Form.
- b. Payment of non-refundable Application Fee is required for which candidates are required to submit a crossed Demand Draft for Rs.100/- [Rupees One Hundred Only] drawn on any nationalized bank and valid for at least 3 months in favour of "Director, CSIR-NEERI, Nagpur" payable at Nagpur. The Bankers of the CSIR-NEERI are State Bank of India, NEERI Branch (Code 04254). The **last date for receipt of the application along with the D.D. is 25.07.2016**.

The following details must also be filled up on back side of the Demand Draft (i) **Candidate's Name** (ii) **Candidate's Category** (iii) **Advertisement Number**.

**SC/ST candidates/Regular Employees of CSIR are exempted from payment of application fee.**

- c. The Application Form duly filled in the prescribed form **along with the Synopsis and complete in all respects** accompanied by **attested copies of the Discharge Book, Certificates in support of Military Service/Discharge/Ex-serviceman Category**, **Certificates and Mark Sheets of Educational Qualifications, Age, Experience**, testimonials, Caste /Community/ Class, along with **recent passport**

**size self-signed photograph affixed on the application form + one more to be stapled to the application as required, should be sent to the Director, CSIR-National Environmental Engineering Research Institute, Nehru Marg, Nagpur - 440 020 in an envelope super-scribed as "APPLICATION FOR THE POST OF SECURITY ASSISTANT Advertisement No 2/2016" by post so as to reach on or before 25.07.2016**

- d. Applications of serving employees should be forwarded through proper channel, with a clear certificate that there is no vigilance case pending/being contemplated against him/her and that the applicant, if selected, will be relieved within one month of the receipt of the appointment order/as per the terms of Military Service. However, advance copy of the application may be submitted before the closing date but Applications routed through proper channel should reach CSIR-NEERI at the earliest *[should be available at the time of screening of the applications]*, without which the candidates will not be considered for screening/allowed to appear for the test, *if any/interview.*
- e. **PLEASE NOTE PARA 6 OF GENERAL CONDITIONS** ALSO FOR INFORMATION, REFERENCE AND COMPLIANCE BEFORE SENDING THE APPLICATION.
- f. **NO INTERIM ENQUIRY OR CORRESPONDANCE SHALL BE ENTERTAINED.**

**Following documents must be attached along with application form:-**

- a. **Synopsis** of the Candidates, duly filled in the prescribed form, available at the end of the Application Form
- b. **Demand Draft for Rs. 100/-** towards Application Fee
- c. Copy of the **Discharge Book/Certificates** in support of Military Service/Discharge/Ex-serviceman Category
- d. **Two colour photographs** with the application form, **as required**, and signed across in full.
- e. Attested photocopy of **Birth Certificate** in proof of age.
- f. Attested photocopies of certificates in support of **educational qualification (s)** along with copies of **all the mark sheets.**
- g. Attested photocopy of **Caste/ Community/ Class/ Ex-servicemen proof**, etc.
- h. Attested photocopies of **experience certificates**/testimonials, if any.

-Sr. Controller of Administration  
CSIR-NEERI, Nagpur - 440020.

**FOR PROFORMA OF CERTIFICATE AND FORM OF  
UNDERTAKING, PLEASE SEE NEXT PAGE **

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**PRO FORMA OF CERTIFICATE FOR EMPLOYED OFFICIALS**  
**(G.I. Dept. of Per. & Trg., O.M. No.36034/2/91-Estt.(SCT) dated 3-4-1991**

I hereby, with the information available, certify that Shri.....  
[Name], No.....(Rank) would complete prescribed period of  
appointment on.....(Date)

Place:

Signature

Date:

Commanding Officer

Office Seal

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**FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES APPLYING FOR CIVIL POSTS**  
**UNDER EX-SERVICEMEN CATEGORY**  
**[G.I. Dept. of Per. & Trg., O.M. No. 36034/2/91-Estt. (SCT) dated 3-4-1991**

I understand that, if selected on the basis of the recruitment/examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to ex-servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

2. I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-servicemen.

Place:

Signature of Candidate

Date: