



सीएसआइआर-खनिज एवं पदार्थ प्रौद्योगिकी संस्थान  
CSIR-INSTITUTE OF MINERALS AND MATERIALS TECHNOLOGY  
भुवनेश्वर /BHUBANESWAR – 751013

विज्ञापन संख्या /Advertisement No.06/2024 दिनांक /Date:09.12.2024

Date of commencement of online application	:	<b>12-12-2024</b>
Last date for receipt of online application	:	<b>10-01-2025 (05:00 PM)</b>

**Opportunities for an Exciting Career in Administrative Support Services**

CSIR-Institute of Minerals & Materials Technology (CSIR-IMMT), Bhubaneswar, a premier National Institute of the Council of Scientific and Industrial Research (CSIR) engaged in multidisciplinary R&D for sustainable development of mineral and material resources, invites **only Online** application from bonafide eligible Indian citizens having motivation, aptitude, domain knowledge for the following position: -

Post Code	Name & No. of Posts, Reservation status & Upper Age limit not exceeding #	Pay Level, Pay Matrix & Total Emoluments ##	Essential Qualification	Desirable Qualification
JS01	Junior Stenographer 02-Posts (UR) Age:18-27 years	Pay Level-4 ₹ 25500-81100  ₹46869/-	10+2/XII or its equivalent and proficiency in stenography as per the prescribed norms fixed by DOPT from time to time.	Working knowledge in computer, preferably MS-Office, MS-Word, MS-Excel, Power Point after fulfilling essential qualification.

# Total emoluments means approximate gross pay on minimum of scale including House Rent Allowance as applicable to the city of Bhubaneswar (Odisha), India as per rules.

## Age relaxation as admissible under the rules will be applicable to certain categories of candidates.

**JOB REQUIREMENTS:** To perform secretarial / stenographic, typing and any other official/ administrative work as and when assigned by the Competent Authority.

**The cut-off date for determining the upper age limit, qualification and/or experience shall be the closing date prescribed for submission of ONLINE application i.e. 10-01-2025.**

**1. BENEFITS UNDER COUNCIL SERVICE:**

- The posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to the central government employees and as made applicable to CSIR. Council employees are also eligible for accommodation of their entitled type as per CSIR Residence Allotment Rules depending upon availability in which case HRA will not be admissible.
- In addition to the emoluments indicated above, benefits such as applicability of New Pension Scheme 2004, reimbursement of Medical Expenses, Leave Travel Concession, Conveyance Advance and House Building Advance are available as applicable to Council employees.

**2. GENERAL INFORMATION AND CONDITIONS:**

- The applicant must be a citizen of India.
- All applicants must fulfill the essential requirements i.e. age, essential qualification, proficiency in stenography test at the speed of 80 w.p.m. and experience of the post and other conditions stipulated in the advertisement as on the last date of submission of **ONLINE** application. 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 submission of online application. **No enquiry asking for advice as to eligibility will be entertained.**
- The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for **proficiency test in Stenography/Written test** or **appointment**. The candidate should, therefore, mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification supported with documents.

- d. Online Application alongwith scanned copies of all certificates, mark-sheets, experience certificates and testimonials in support of relevant educational qualification and relevant experience etc., issued by the degree awarding institutions and organizations must be uploaded. The prescribed qualifications should have been obtained through recognized Universities/Institutions.
- e. In respect of 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 attach copy of order/letter in this regard and upload the same while applying for the post, indicating the Authority (with number and date) under which it has been so treated, otherwise application is liable to be rejected.
- f. 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 uploaded.
- g. Candidate must ensure that he/she possesses the essential educational qualification/ proficiency in stenography test at the speed of 80 w.p.m. /experience in the relevant areas as required for the post, for which he/she is applying, on the last date of submission of ONLINE application, failing which their candidature shall be cancelled.
- h. All the candidates should possess the minimum essential educational qualifications and experience as per advertisement should invariably mention those higher qualifications in the application.
- i. **A non-refundable application fee of ₹500/- (Rupees Five hundred only) as applicable is required to be paid by the candidates through SB Collect.** Candidates belonging to Scheduled Caste/Scheduled Tribe/ Ex-servicemen/PwBD/CSIR employee and Women candidates need not to pay any application fee. All other candidates including in-service candidates are required to pay the application fee of ₹500/- (Rupees Five hundred only) through SB collect, failing which their candidature shall be cancelled.
- j. Persons with **Benchmark** disabilities (PwBD), (Divyang) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- k. The posts will be governed by the New Pension Scheme applicable w.e.f. 01.01.2004 as notified by the Government of India and adopted by CSIR vide their letter No.17/68/2001-E. II dated 23.12.2003/ No. 5-1(49)/2008-PD dated 18.08.2022 or as amended from time to time and other instructions issued on the subject.
- l. Any discrepancy found between the information given in application and as evident in original documents at the time of verification of documents, will make the candidate ineligible for the post.
- m. The number of vacancies indicated against the Post Code is provisional and may increase or decrease at the time of selection. The Competent Authority may or may not fill up any or all the posts or cancel the Advertisement in part or full due to any unforeseen/unavoidable reasons. No representation in this regard shall be entertained.
- n. It may also be noted that if at any stage of the examination (proficiency test or written exam) a sufficient number of candidates (minimum three candidates) are not found for any post(s), the further test/examination will be cancelled.
- o. The selected incumbents will be posted in CSIR-IMMT. But they can be transferred to any of the Labs/Institutes/centers/field stations of CSIR-IMMT/CSIR anywhere in India. The decision of the Director, CSIR-IMMT in all matters relating to eligibility, acceptance or rejection of application, mode of selection, conduct of examination/ proficiency test/type test/written test, as applicable, venue for test, not to fill up all or any of the posts will be final and binding on the candidates and no interim inquiry or correspondence will be entertained in this connection from any individual or his/her agency.
- p. NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.

**3. AGE LIMITS (AS ON LAST DATE OF ONLINE APPLICATION i.e. 10-01-2025):**

The age limit for above post is 18-27 years i.e. candidates born not before **11-01-1998** and not later than **10-01-2007** are eligible to apply. The date of determining the upper age limit shall be the closing date prescribed for receipt of Online Application i.e. **10-01-2025**.

## **RELAXATIONS:**

- a. The upper age limit is relaxable up to 05 years for SC/ST and 03 years for OBC as per Government of India orders in force **only in those cases where the posts are reserved for respective categories**, on production of relevant certificate in the prescribed format signed by the specified authority at the time of test/verification.
- b. There is no age limit for departmental candidates (CSIR employees) provided they possess the prescribed qualifications. No such age relaxation is allowed to applicants under employment of Central Government/State Govt./Autonomous Bodies.
- c. As per Govt. of India 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 up to 38 years for members belonging to 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/decree of the appropriate Court to prove the fact of divorce or judicial separation, as the case may be, with an Affidavit in respect of divorced Women and they have not remarried since.
- d. Age relaxation to Persons with Benchmark Disabilities (PWD): Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates as per rules) in upper age limit shall be allowed to persons suffering from the following benchmark disabilities as per GOI instructions:
  - (i) blindness and low vision;
  - (ii) deaf and hard of hearing;
  - (iii) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
  - (iv) autism, intellectual disability, specific learning disability and mental illness;
  - (v) multiple disabilities from amongst persons under clauses (i) to (iv) including deaf-blindnessPersons claiming age relaxation under this sub-para would be required to produce a certificate in the prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government.
- e. SC/ST/OBC/EWS/PWD candidates are required to produce a copy of the certificate in the prescribed format issued recently by the specified authority at the time of **document verification**. candidates should ensure to produce valid certificates for appointment to posts under the Central Government.
- f. Persons claiming reservation under Economically Weaker Sections (EWS) are required to produce valid certificate on Income and Asset in the prescribed format issued by a Competent Authority. The crucial date for submitting income & asset certificate by the candidate shall be the closing date for receipt of online application(s).

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

- a. Mode & Scheme of examination for the post of Junior Stenographer is attached at **Annexure-A**.
- b. The prescribed essential qualifications are the minimum and mere fulfillment of educational qualifications and advertised criteria does not entitle a candidate to be called for **Proficiency test in stenography/written test**, as applicable. CSIR-IMMT may adopt its own criteria for short-listing the applicants and only those candidates who, in the opinion of the Institute, suit the Institutional requirement, will be called for **proficiency test in Stenography/ written test**, as applicable. The candidate should, therefore, mention in the application all the qualifications, **division, full marks, marks secured, %age marks without extra-optional beginning from 10<sup>th</sup> / SSC onwards** and experience, in the relevant area over and above the minimum prescribed qualifications, supported with documents.

- c. In the event of number of applications being large, CSIR-IMMT may adopt short listing criteria to restrict the number of candidates to be called for Proficiency test in Stenography /written test to a reasonable number by any or more of the following methods: -
- I. On the basis of higher educational qualifications than the minimum prescribed in the advertisement after satisfying essential qualification.
  - II. On the basis of marks obtained in the academic qualification.
  - III. Any other methodology as deemed fit by IMMT.
- d. Screening of applications will be done prima facie on the basis of documents and information furnished by the candidates. If at any subsequent date it is found that the candidates do not fulfill the eligibility criteria, their candidature shall be cancelled without assigning any reason whatsoever.
- e. The candidates as recommended after screening will be invited for a Proficiency test in Stenography/written test, as the case may be. The sequence/order of conducting Tests will be notified separately.
- f. All the tests will be conducted in Bhubaneswar. However, it can be conducted in any other city as may be decided by CSIR-IMMT. No representation for change of center will be entertained.

**5. Resolution of tie:**

If there will be a tie in the merit list between/amongst the candidates, then tie will be resolved in the following order of precedence (ascending order), till tie is resolved:

- a) Candidate with lesser negative marks, if applicable, in the papers (which have been considered for preparation of merit) of written test placed higher,
- b) Date of Birth, with older candidate placed higher,
- c) Candidate acquiring Essential qualification earlier placed higher,
- d) Alphabetical order in which first names of the candidates appear.

**6. How to Apply:**

- a. Eligible candidates are required to apply **ONLINE through the website [www.immt.res.in](http://www.immt.res.in)** (No other mode of application will be considered. The link for ONLINE APPLICATION will be available on the website of CSIR-IMMT (<http://recruitment.immt.res.in/permanent/>) as per schedule mentioned.
- b. Candidates are advised to read the advertisement carefully and also go through the instructions before filling up of the online application. Application once made will not be allowed to be withdrawn and application fee once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
- c. Candidates are required to submit only one online application for the above post code. They should avoid applying multiple applications. However, in case of multiple applications, the last application will be treated as valid application and it will be accepted if eligible Scrutiny of application will be done only on the basis of last submitted application. No request to consider any other application will be entertained.
- d. Candidates are required to choose option for Proficiency test in Stenography either in English or Hindi. If no option exercised, English will be taken as his/her option.
- e. Candidates are required to upload his/her recent passport size **scanned photograph and signature (Only JPG/JPEG with size less than 50 KB)** at the specified place in the online application and preserve 04 identical copies of color photograph for submission at this office as and when asked.
- f. **Procedure for ONLINE payment of Application Fees: Candidates are to log on to the State Bank Collect web page (<https://www.onlinesbi.sbi/sbicollect>) then click-**

Type of Corporate / Institution = Govt. Department  
State of Corporate / Institution = Odisha  
Govt. Department Name = I M M T  
Purpose of Payment = Application fee  
Related Department = Administration  
Budget head = <R06713>  
Remarks = Mention Post Code

- g. Candidates are to furnish the E-receipt of SB Collect Reference No. \_\_\_\_\_, date \_\_\_\_ amount ₹500/- while filling the online application form after successful e-payment through SB Collect, failing which application will be rejected. However, application fee exempted applicants (SC/ST/PwBD/Women/Ex-Servicemen/CSIR employee) are required to mention 00 application fee at the space provided while submission.
- h. After submission of ONLINE application, candidates are requested to download the application and keep the same with them as the facility of downloading of application will not be available after the last date. **Candidates should mandatorily preserve hard copy of the application alongwith its enclosures, if any, for their record and they should produce it as and when asked for submission by authorities of IMMT. Candidates are requested not to send or post the hard copy of the application to IMMT but keep the same with them.**
- i. **Candidates are required to bring the hard copy of application alongwith its enclosures, a color passport size photograph and proof of payment of application fee with them at the time of Proficiency in Stenography Test/Written Test/Document verification, failing which their candidature will be rejected.**
- j. Applicants should indicate their marks in percentage. However, 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 & upload the conversion formula certificate from the appropriate authority from the Institute/university in this regard.
- k. Application once made will not be allowed to be withdrawn and fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
- l. Applicants must provide detailed information at the appropriate place in the online application regarding his/her relative, if any, working in CSIR, like name, designation, name of the CSIR-Lab, where posted, relationship with the candidate.
- m. Applications from employees of Government Departments will be considered only if they have uploaded No Objection Certificate from the employer failing which they will not be allowed to take any test.
- n. Call letters for written test/stenography test will be sent through speed post/ registered post/ courier/ e-mail or may be downloaded from IMMT website [www.immt.res.in](http://www.immt.res.in), as and when notified. In case of downloading of call letters, no hardcopy will be dispatched by post.
- o. The details of screened/scrutinized candidates to be called for Proficiency test in Stenography/ Written test, date of test, change of date of test, venue, selection, result, cancellation post, or advertising extension of the last date for receipt of applications etc. will be notified on CSIR-IMMT website. Therefore, candidates are advised to visit the website [www.immt.res.in](http://www.immt.res.in) for latest updates.
- p. No inquiry regarding schedule of test, venue, issue of call letter, change of threshold marks, change of exam centre and date, change of exam pattern etc. through e-mail/telephone or any other mode will not be entertained/considered.
- q. The candidature is provisional and subject to verification of original documents and if the verification reveals any false information, candidature will be summarily rejected forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.
- r. The Director, CSIR-IMMT, Bhubaneswar reserves to itself the right to relax any of the above provisions, if required or the right not to fill up any or all the posts. **The decision of the Director, CSIR-IMMT, Bhubaneswar in all matters will be final and binding on candidates** and no representation in this regard will be entertained.
- s. Candidates submitting incomplete application, application without application fee, educational documents (10+2/XII or its equivalent pass certificate), proof of qualification, proficiency will be summarily rejected. If any candidate is found not eligible at any stage, then his/her candidature will be rejected forthwith and no representation in this regard will be entertained.
- t. Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.

**7. Candidates are required to upload the following original documents in a merged single PDF file (less than 05 MB) in following chronological order while filling up of online application form, failing which his/her candidature will be cancelled:**

- a) **Date of Birth Certificate/10<sup>th</sup> /SSC Certificate as DoB proof. (Mandatory)**
- b) **SSC/10<sup>th</sup> certificate & Mark sheet (Mandatory)**
- c) **10+2/XII or its equivalent pass certificate & Mark sheet (Mandatory)**
- d) **Valid document for Identification (Aadhar Card/PAN Card/ Voter ID Card etc.) (Mandatory)**
- e) SB Collect Receipt of ₹500/- as application fee, non-refundable, where applicable.
- f) Any higher Educational certificate and Mark sheets availed after Intermediate/10+2 or its equivalent
- g) Valid Caste/Category/Tribe/community/EWS/PwBD certificate, in the prescribed Govt. of India format signed by the specified authority, if applicable
- h) Experience/ Service Certificate (s) mentioning the details of Name, Designation, Periods of Service and Pay Scale with Pay Level, if applicable.
- i) Certificate of Proficiency in Stenography @ 80 W.P.M.
- j) No objection certificate, if applicable.
- k) Any other relevant certificate/documents.

**Candidates may note that they need to submit only ONLINE application alongwith relevant documents as above to be uploaded in a single merged PDF file (less than 05 MB) at the space provided and after submission of online application, download the application on or before the last date and keep it with them. Candidates need to bring it with them at the time of Proficiency test in Stenography/Written Test, failing which they will not be allowed to attend the Proficiency test in Stenography/Written Test. Candidates need not to send hard copy of application to IMMT.**

*Sd/-*

प्रशासनिक अधिकारी/Administrative Officer



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**A. SCHEME OF COMPETITIVE WRITTEN EXAMINATION FOR JUNIOR STENOGRAPHER**

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 examination	10+2/XII
Total No. of Question	200
Time Allotted	Total 2 hours (2 hours and 40 minutes for the candidates eligible for scribe)

Competitive Written Examination will consist of only one Paper with three parts as detailed below:

Part	Subject	No. of questions	Maximum Marks	Negative Marks
I	General Intelligence & Reasoning	50	50	0.25 marks is deducted for every wrong answer
II	General Awareness	50	50	0.25 marks is deducted for every wrong answer
III	English Language & Comprehension	100	100	0.25 marks is deducted for every wrong answer

**B. Proficiency Test in Stenography**

The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the Application Form) at the speed of 80 w.p.m. for the post of Junior Stenographer. The transcription time is as follows:

Sl. No.	Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for the candidates eligible for scribe
1.	English	50	70
2.	Hindi	65	90

**C. Evaluation of Transcripts of Stenography Tests-Nature of Mistakes**

The methodology of evaluation of Stenography Test, calculation of mistakes, etc. is enclosed as Annexure-B.

**D. Preparation of Merit List**

- 1) The proficiency in stenography will only be qualifying in nature.
- 2) The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination.
- 3) The merit list will only comprise of those candidates those who have qualified the proficiency test in stenography.

**E. Sequence/Order of conducting Competitive Written Examination and Proficiency Test in Stenography**

The sequence/order of conducting Proficiency Test in Stenography followed by Competitive Written Examination or vice versa may be decided by the Selection Committee of CSIR and its Labs./Instts.

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**EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TESTS-NATURE OF MISTAKES**

**1. FULL MISTAKES: The following mistakes are treated as full mistakes: -**

- Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
- Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/figures dictated which have been replaced/substituted by other word(s)/figure(s). However, if a figure is written correctly either in numeral or words both will be acceptable and will not be counted as mistake.
- Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.

**2. HALF MISTAKES: The following are treated as half mistakes: -**

- Wrong spelling, including transposition of letters in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as a single half mistake.
- Using singular or plural noun and vice versa.
- Use of small letter at the beginning of the sentence.

**NOTE**

- More than one error in a single word: All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
- Every passage will be accompanied by a list of words which can be spelt/written in more than one form. All the spellings/forms of words will be acceptable and not counted as error. For example, the word 'Honorable' is written as Hon'ble, Hon., honourable and hon. – all these forms will be treated as correct.
- CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERROR OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.
- The above guidelines will be valid for Hindi Stenography Skill Test also.
- Method of calculation of mistakes in Stenography Skill Test:-

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100}{\text{Number of words in the master passage}}$$

Percentage will be rounded off to two decimal places. For example, 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00.

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