

Advertisement No. 02/2022

Date of commencement of application	:	28.01.2022 (Friday)
Last date of receiving physical copy of application	:	01.03.2022 (Tuesday)

Advertisement for Security Officer

CSIR-Central Electronics Engineering Research Institute (CSIR-CEERI), Pilani is a premier research Institution in the field of Electronics established under the aegis of Council of Scientific & Industrial Research (CSIR) in 1953. It undertakes multi-disciplinary R&D activities and projects in the areas of Electronics.

S. No.	Designation	No. of Post (s) & Reservation	Pay Scale	*Total Emoluments	* Upper Age Limit not exceeding (as on 01.03.2022)
1	SECURITY OFFICER	1 Post [Unreserved]	Level-7 (₹ 44,900-1,42,400)	₹61,117/-	35 Years

*Total Emoluments means approximate total emoluments per month on minimum of scale including Allowance as admissible in CSIR-CEERI, Pilani.

The Essential Qualification for the above post is as under: -

Post Code: SECOFF-01: 1 Post [UR]	SECURITY OFFICER
Pay Matrix: Level 7 (₹ 44,900-1,42,400)	
Essential Qualification (s)	Ex-Servicemen JCO (Subedar or higher rank) OR equivalent rank in other Para-military forces with minimum of 10 years' experience in security. However, number of years of experience shall be 05 years in case of Short Service Commissioned Officers and incumbents holding the position of Assistant Commandant in CRPF/BSF/ITBP etc. carrying the pay scale of Rs. 8,000-13,500 (Pre-revised). In the case of Inspector from Para-Military Forces, the number of years of experience required shall be 10 years.
Job Requirements/ Nature of Job	The Officer will be responsible for: - (a) Supervising all the aspects of security and safety measures for safety of the properties of CSIR-CEERI campus and its units. (b) Responsible for proper maintenance of all records relating to movement of men and material, proper deployment of security personnel in all shifts, handling of visitors, working of security cameras, enforcement of security rules, regulations and procedures, etc. The candidate should be able to work round the clock (24x7) as and when required and attend in person to any security related emergency.

	<p>(c) To conduct investigation into the serious cases such as theft, pilferage, accident, sabotage or subversive activities etc. Hence the candidate should be conversant with Security Rules/ Regulations and procedures to deal with local authority of law & order as and when required. Knowledge of local language will be an added advantage.</p> <p>(d) The Officer should be well conversant in firefighting arrangement to combat fire in emergency.</p> <p>(e) Any other duty as may be assigned by the authority from time to time.</p>
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Mode of Selection:

Designation	Selection Procedure
Security Officer	<p>(i) Candidates applying for these posts possessing the existing essential qualifications & age will be invited for a physical and personality assessment test which will be qualifying in nature.</p> <p>(ii) Those who qualify in the physical and personality assessment test will be invited for a written test.</p> <p>(iii) The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination.</p>

Syllabus for the post of Security Officer:-

Physical Standards:

Minimum height Requirement	Male	Female
General	167 cms	157 cms
Hilly Area#	165 cms	155 cms
ST category	162.5 cms	154 cms

Minimum Chest size Requirement for Male	Exhaled	Expanded (inhaled)
General	80 cms	85 cms
Hilly Area#	80 cms	85 cms
ST category	77 cms	82 cms

Candidates belonging to hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Kashmir Valley, Leh & Ladakh regions, North Eastern States and Sikkim.

Physical Test Details:

Physical Events	Male	Female
1600 m Running	6 min 30 secs	Not Applicable
Long Jump	3.65 m in 3 chances	2.70 m in 3 chances
Chin-ups	Minimum 06	Not Applicable
Push-ups	Minimum 12	Not Applicable
Sit-ups	Minimum 10	Minimum 10
800 m Running	Not Applicable	4 mins

Syllabus for Written Test:

- 1) Candidates who qualify the physical test will be allowed to appear for the written test.
- 2) There will be two papers in the written test (Paper-I and Paper-II).
- 3) Paper-I will be OMR Based or Computer Based Objective Type Multiple Choice Test whereas Paper-II will be subjective in Nature.
- 4) The threshold marks for Paper-I shall be 30%. The Second paper will be evaluated only for those candidates who secure the minimum threshold marks in the first paper.
- 5) The Selection Committee will also fix a minimum threshold marks in Paper-II which shall not be less than 35%.
- 6) The final merit list would be prepared based on the performance of the candidates in Paper-II. Only those names would appear in the merit list who have secured more than the minimum threshold marks as fixed by the Selection Committee.
- 7) Medium of Exam – The question papers will be set bilingually (in English and Hindi) and the examination can be taken either in English or Hindi medium.
- 8) Standard of Exam – Graduation level.

Paper-I (Time Allotted- 90 minutes)

Subject	No. of Questions	Total Marks	Negative Marks
Mental Ability and Personality Assessment Test*	100	100	<u>There will be no negative marks in this paper.</u>

* This Test will be so devised so as to include General intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational judgment, etc.

Paper-II (Time Allotted- 2 hours)

Subject	Maximum Marks
Comprehension	25
Report Writing	25
Security Regulations, Firefighting etc.	25
General Awareness	25

Note: The scrutiny of the applications will be done prima facie on the basis of documents and information furnished by the candidates. If at any stage, it is found that the candidates do not fulfill the eligibility criteria; their candidature shall be cancelled without assigning any reason whatsoever.

GENERAL INFORMATION AND CONDITIONS:-

1. Benefits under Council service:

a. These 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 on availability in which case HRA will not be admissible. In case the situation so warrant, the incumbent has to stay in staff quarters.

b. In addition to the emoluments indicated above, other benefits are also available as per CSIR rules. The selected candidates will be governed by the 'National Pension System' 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 joined before 01-01-2004 and having Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e., CCS (Pension) Rules, 1972, as per rules.

c. The said post is isolated category and entitled for Career Advancement on the basis of completing the minimum residency period or as amended from time to time by CSIR.

d. The Competent Authority has a right to amend, delete and add terms & conditions to this advertisement.

2. Other Conditions:

a. The applicant must be a citizen of India.

b. All applicants must possess the essential qualification of the post and fulfill other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down for post which is compulsory even if a candidate has some other higher qualifications. Enquiries asking for advice as to eligibility will not be entertained. The prescribed essential qualifications are the minimum mentioned against the post. The candidate should mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualifications, supported with documents and ensure that all details are in full and accurate.

c. Applications from candidate working in Government Departments, Autonomous bodies, Public Sector Undertakings and Government Funded Research Agencies will be considered only if hard copy of the same is forwarded through proper channel, certified by the employer that the applicant will be relieved within one month of receipt of the appointment orders on immediate absorption basis, if selected. Vigilance clearance should also be recorded in such cases. Application through proper channel must reach us on or before 01.03.2022 (Tuesday).

d. The hard copy (print-out) of the application generated after filling application form should be accompanied by self-attested copies of the relevant educational qualifications, experience, discharge book, caste/community/class certificate etc. **Incomplete applications or applications not accompanied with the required self-attested certificates/documents if any, requisite application fee are liable to be rejected.**

e. In respect of equivalency 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, under which it has been so treated otherwise the application is liable to be rejected. The decision of the CSIR-CEERI with regard to equivalence of qualification(s) and about recognition of Universities/Institutes shall be final and binding.

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 submitted.

g. The decision of the CSIR-CEERI/CSIR 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. No enquiry or correspondence will be entertained in this connection from any individual or agency on behalf of the candidate.

h. The selected persons should be ready to serve under the administrative control of the Director, CSIR-CEERI, Pilani (at the Headquarters in Pilani or its Resource Centres located at Jaipur and Chennai).

i. Canvassing in any form and/or bringing any influence, political or otherwise will be treated as a disqualification for the post.

j. The Director, CSIR-CEERI reserves the right to cancel the advertisement without assigning any reason thereof or reserves the right not to fill up the posts, if required. The number of vacancies indicated above may vary i.e., it may increase or decrease at the time of actual selection. This advertisement does not necessarily tantamount to the selections 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.

k. The selected candidate will be on probation for a specified period 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. After successful completion of probationary period, they will be considered for confirmation in accordance with the extant rules.

l. Applicants must disclose as to whether any of their close or blood relatives are employees of CSIR-CEERI or CSIR or any other laboratory/ Institute of CSIR in the application form. Close relations would include wife/ husband/ brother/ sister/ brother's wife and those who could be termed as blood relations.

m. Notifications regarding selection, details of eligible candidates to be called for physical test and written exam along with criteria adopted and any updates shall be displayed only on CEERI official website: <https://www.ceeri.res.in> from time to time.

n. NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.

o. The recruitment for the above post is governed by the rule for Isolated Category of staff as amended from time to time. Hence all other terms and conditions not stipulated herein will be applicable as per the said Recruitment Rules.

3. Age Limit & Relaxations:

- The date for determining the upper age limit, qualifications and/or experience shall be the last date prescribed for receiving of applications in the Institute i.e., 01.03.2022 (Tuesday). Post is unreserved and not identified as suitable for PwD category.
- The upper age limit is however, relaxable as per Government orders in force only in those cases where the post is reserved for respective categories, on production of relevant certificate in the prescribed format signed by the specified authority. The SC/ST/OBC candidates who apply against unreserved (UR) post will not be eligible for age relaxation. Relaxation of age in respect of Ex-Serviceman will be as per the orders of Government of India.

4. How to apply:

- Candidates are to apply in the prescribed application format downloaded from CSIR-CEERI website or neatly typed on A4 size paper on one side only as per the format available on the website www.ceeri.res.in.
- Application fee will be paid through Digital Mode only. The link for online fee submission is available on CSIR-CEERI website www.ceeri.res.in under the '**Quick Link - Digital Payment for CSIR-CEERI**'. Candidates are instructed to take a proof of online fee submission and enclosed with Application form. Without proof of submitted fee will not be entertained / considered for the post.
- Applications complete in all respects enclosing self attested copies of all certificates, marks sheet of all semesters/ years/ aggregate, testimonials in support of age, educational qualifications, experience, caste/ community/ PwD, recent passport size colour photograph signed along with non-refundable application fee of ₹100/- (SC/ ST/ PwD/ Women/ CSIR employees/ Ex-Servicemen/ Abroad Candidates are exempted from payment of application fee).
- Application should be sent in an envelope superscribed "**APPLICATION FOR THE POST OF SECURITY OFFICER**" (POST CODE: **SECOFF-01**) by post to:
**CONTROLLER OF ADMINISTRATION,
CSIR - Central Electronics Engineering Research Institute,
Pilani-333031
Rajasthan**
- The last date given above will be the same for the candidates belonging to far-flung areas as well.
- In the 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.
- Application once made will not be allowed to be withdrawn and fee once paid will not be refunded on any count nor shall it be held in reserve for any other recruitment or selection process.

- h. Applications from employees of CSIR/Government/Autonomous Bodies/Public Sector Undertaking will be considered only if forwarded through proper channel & certified by the employer that the applicant if selected, will be relieved within one month of the receipt of the appointment offer. Also, vigilance clearance should be recorded. However, an advance copy of the application must be received before the last date of receiving applications. Applications routed through proper channel should reach CSIR-CEERI at the earliest. **'No Objection Certificate' must be submitted at the time of written examination.**
- i. Candidates should specifically note that applications received after the last date due to any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay, not supported by copies of certificates, without application fee, etc.) will be summarily rejected. Any enclosure received separately subsequent to the receipt of the application cannot be connected therewith. No representation in this regard will be entertained. Furnishing of false, incorrect and wrong information will be a disqualification.
- j. **Incomplete applications** (i.e. without a photograph, applicable testimonials and application fee, unsigned etc., if applicable) will not be entertained and will be summarily rejected.
- k. The details of candidates whose applications form complete & fulfill all eligibility criteria in all respect to be called for **physical test.**
- l. Declaration of date for Physical test, written examination & cancellation of post, corrigendum/addendum to the advertisement, an extension of the last date for receipt of applications etc. will be notified on CSIR-CEERI website only. Therefore, candidates are advised to visit the website www.ceeri.res.in for latest updates on regular basis.

5. Following documents MUST be attached along with application form sent by post:

- a. Proof of online fee ₹100/- submission, where applicable.
- b. Colour photograph pasted on the form and signed across in full.
- c. Self-attested photocopy of certificates relating to Date of Birth, educational qualifications, experience and Caste/Community/ PwD/ Widow/ Divorced Woman/ Woman judicially separated from husband, if applicable.

Note: In the case of discrepancies between the English version of this Advertisement and its Hindi translation, the English version shall prevail.

Controller of Administration