



सीएसआईआर मद्रास कॉम्प्लेक्स CSIR MADRAS COMPLEX

(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद / Council of Scientific and Industrial Research)

सीएसआईआर परिसर CSIR Campus, तरमणि Taramani, चेन्नै Chennai 600 113

Advertisement No. 01/2024

Date of commencement of online applications : 29-01-2025 (from 09.00 A.M)

Last date for submission of online applications : 03-03-2025 (upto 05.00 P.M)

Last date for receipt of hardcopy of applications : 13-03-2025 (upto 05.00 P.M)

Applications are invited from Indian Nationals for the under mentioned post at CSIR Madras Complex, Taramani, Chennai, Tamilnadu on Direct Recruitment basis.

Name of Post	Pay Matrix & Gross Emoluments	No. of Posts & Reservation	Essential Qualification & Experience	Desirable Qualification	Upper Age Limit not exceeding (as on last date of submission of online application)
SECURITY ASSISTANT Post Code : SA01	Level-6, Cell-1 (Initial Basic Pay Rs.35,400/-) Gross emoluments Rs.70,290/- as per 7 th CPC stationed at Chennai	01 Post [UR]	Ex-servicemen, JCO in Army Or other Paramilitary Forces with five years experiences in the work of security.	Good verbal communication in Hindi & English, written communication skill with knowledge of computers, modern firefighting and security monitoring systems	28 years

Gross Emoluments means approximate total emoluments on minimum of Pay Matrix as applicable to particular Level including House Rent Allowance (not applicable to council employees who stay in Staff Quarters / Official accommodation) and other allowances payable to council employees at CSIR Madras Complex, Chennai, as per 7th CPC.

JOB REQUIREMENTS:

To be responsible for day-to-day security of the office premises and Campus, Guest House, Establishment etc. of CSIR Campus and handling other related tasks like intelligence, vigilance, fire-fighting and safety standards of estate & buildings, round the clock vigil, regulation of movement of persons and goods to and from the Institute Campus, etc., liaison with local Police & other authorities, audit, security contract, supervising and controlling the regular/outsourced security personnel who will be deployed for security duty, maintenance of records, besides any other 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 last date prescribed for submission of ONLINE application.

General Conditions/Information:

1. Benefits under Council Service:

- a. The post carries usual allowances i.e. Dearness Allowance (DA), Transport Allowance (TA), etc., as admissible to the Central Government employees and as made applicable to council employees at CSIR Madras Complex, Chennai as per 7th CPC.
- b. Rent free accommodation (as per CSIR Resident Allotment rules) will be provided in CSIR campus and the incumbent is required to stay in Security Assistant Residence cum Office located in the CSIR Madras Complex Campus. Hence, HRA will not be admissible.
- c. In addition to the emoluments, other benefits such as applicability of New Pension Scheme (w.e.f. 2004 as adopted by Govt. of India), Medical Reimbursement, Leave Travel Concession, House Building Advance, Computer Advance and CEA provisions are applicable, as per rules.
- d. CSIR provides excellent opportunities to deserving candidates for career advancement as per CSIR rules.
- e. The post is categorised as an isolated post and the incumbent will be considered for promotion by a Committee to the respective next higher grade on completion of every ten years.

2. Other conditions:

- a. The applicant must be a citizen of India.
- b. All applicants must fulfill all the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of the online applications. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post as on the last date of receipt of the online applications.
- c. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle the candidates to be called for written examination. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. 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 necessary documents.
- d. The application should be accompanied by self-attested copies of certificates, mark sheets, testimonials in support of age, educational qualification, experience and community certificates (if applicable). The prescribed qualifications should have been obtained through recognized Universities / Institutions. Incomplete application (without photograph, unsigned, without application fee, without proper enclosures (if any), attested copies of relevant certificates, etc.) will not be entertained and will be summarily rejected.
- e. In respect of equivalent clause in Essential Educational 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.
- 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 date for determining the upper age limit, qualifications and /or experience shall be the last date prescribed for receipt of online applications.
- h. The period of experience in a discipline / area of work, wherever prescribed, shall be counted after the date of acquiring the minimum educational qualifications prescribed for that post.
- i. Persons with Benchmark Disabilities (PwBD) are not eligible for the Post of Security Assistant, as the job has not been found suitable for PwBD.
- j. Any discrepancy found between the information given in the application and as evident in original documents will make the candidate ineligible for appearing in the skill/physical/written examination.
- k. The decision of the Co-ordinating Director, CSIR Madras Complex in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination and cancellation of recruitment process at any stage will be final and binding on the candidates.
- l. Canvassing in any form and / or bringing any political influence or otherwise will be treated as a disqualification for the post.
- m. **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**

3. Mode of Selection:

- a. Candidates applying for the above post possessing the essential qualifications, experience & age will be required to attend for a skill/physical and personality assessment test (as per Annexure-I) which will be of qualifying in nature.
- b. Those who qualify in the physical and personality assessment test will be called for a written exam (as per Annexure-II).
- c. The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination.

4. Relaxation:

- a. The date for determining the age limit, qualifications and /or experience shall be the last date for submission of Applications i.e. 03/03/2025.
- b. The SC/ST/OBC candidates who apply against unreserved (UR) post will not be eligible for age relaxation.
- c. As per GOI provisions, age relaxation for widows, divorced women and women judicially separated from Husbands who are not remarried, the upper age limit is relaxable up to the age of 35 years. The persons claiming age relaxation under this sub-para would be required to produce the following documentary evidence.
 - i. In case of Widow, Death certificate of her husband along 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 judgement/decreed of the appropriate Court to prove the fact of

divorce or the judicial separation, as the case may be, with an affidavit in respect of divorced Women that they have not remarried since.

- d. Age relaxation to Ex-servicemen will be as per GOI orders.

5. Fee:

- a. Candidates belonging to General / OBC / EWS category are required to remit/pay application fee (non-refundable) of Rs.500/- [Rupees five hundred only] through online mode viz. RTGS/NEFT/IMPS/Debit Card/Credit Card, etc to the following account and fill up the transaction details in the prescribed columns of application. No other mode of payment will be accepted.

Name of Account Holder	:	CSIR MADRAS COMPLEX
Account Number	:	30267 725339
Bank Name	:	State Bank of India, Taramani
IFSC Code	:	SBIN0010673

- b. The Candidates belonging to SC/ST/Women/CSIR Employees are exempted from payment of application fee.

6. Centre for Written Examination:

- a. The written examination will be held in Chennai. The date, time and venue of the written examination will be intimated well in advance to the candidates through CSIR Madras Complex website as well as through candidates' email id by them in their application form.
- b. Candidate will have to bear the cost of their travel, boarding and lodging for appearing for skill/physical/personality assessment test/written examination at Chennai.

7. How to apply:

- a. Eligible candidates are required to apply ONLINE through CSIR Madras Complex website: <http://www.csircmc.res.in> which will be available from 9.00 a.m. on 29/01/2025 to 5.00 p.m. on 03/03/2025.
- b. If the candidate does not have a valid email id, he/she should create a new valid email id before applying online.
- c. The **last date for submitting online application** and remittance of application fee is **03/03/2025**.
- d. The candidate has to remit an application fee of Rs.500/- through Net Banking only (**Payment of fee through Mobile Banking should be avoided as it does not match with the banker's transaction reference number**) to the account (as mentioned at FEE column) and fill up the transaction details in the prescribed columns of online application.
- e. The candidates belonging to SC/ST/Women/CSIR employees/Ex-servicemen are exempted from payment of application fee (SC/ST candidate needs to enclose caste certificate as proof for availing fee exemption). The candidates staying abroad are required to remit the bank commission charges along with the application fee.

- f. To apply online, the candidate has to register with his/her name and email id and login using the login credentials and apply through the electronic application form.
- g. After filling-up the electronic application form, candidates can verify/edit the application details to ensure that the application is complete with all enclosures and correct in all aspects before submitting the online application. They have an option to save the online application form, in case it is not submitted. Once the online application form is submitted by the candidate, then further modifications are not allowed. Hence candidates are requested to check and validate the details before submitting the online application form. After finalizing, the candidate can print the application.
- h. This system generated application (Print-out) duly signed and accompanied by self-attested copies of the certificates, mark sheets, testimonials in support of age, educational qualifications, experience and caste certificate, if applicable along with one recent passport size self-signed photograph affixed together with E-receipt/Transaction reference for remittance of application fee (if applicable) should be sent in an envelope superscribed "**APPLICATION FOR THE POST OF _____ (Post Code _____)**" so as to reach The Controller of Administration, CSIR Madras Complex, CSIR Road, CSIR Campus, Taramani, Chennai-600113 Tamil Nadu on or before **13/03/2025**.
- i. Application once made will not be allowed to be withdrawn and fee once paid will not be refunded on any account nor can it be held in reserve for any other recruitment or selection process.
- j. Applications from employees of Government Departments 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 order. Vigilance clearance should also be recorded. However, advance copy of the application may be submitted before the closing date otherwise the application will be rejected. Applications routed through proper channel should reach **The Controller of Administration, CSIR Madras Complex, Taramani, Chennai -600 113** on or before 13/03/2025.
- k. Candidates should specifically note that the applications/any other enclosures received after the closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by **CSIR Madras Complex**.
- l. Incomplete applications (i.e. unsigned, unfilled, without photograph and application fee, applicable testimonials etc.) will not be considered and will be summarily rejected.
- m. Details of screened/short-listed candidates to be called for skill/physical/personality assessment test/written examination will be notified in CSIR Madras Complex website only. Therefore the candidates are advised to visit the website www.csircmc.res.in for the latest updates.

8. Following documents must be attached along with application form:

- a. Proof for remittance of application fee through net banking (E-receipt/Transaction reference), wherever applicable.
- b. Colour photograph pasted on the application form and signed across in full.
- c. Self-attested photocopy of Date of Birth Certificate.
- d. Self-attested photocopies of educational qualification certificates.
- e. Self-attested photocopy of community certificate, EWS certificate and other applicable certificates in prescribed Government of India format signed by the specified authority, if applicable.

- f. Self-attested photocopies of experience certificates.
- g. No Objection Certificate (NOC)/ proper channel application, if applicable.
- h. Any other document in support of the claim made in the application, as applicable.

प्रशासन नियंत्रक / **Controller of Administration**

Skill / physical and personality assessment test and scheme of competitive written examination for the post of Security Assistant: (CSIR Letter No.5-1(315)/2015-PD dated 23/03/2023)

A. Stage-I: Skill/Physical and Personality Assessment Test:

a. Physical Standards:

Category	Minimum height requirement		Minimum Chest size requirement for Male	
	Male	Female	Exhaled	Expanded (inhaled)
General	167 cms	157 cms	80 cms	85 cms
Hilly Area #	165 cms	155 cms	80 cms	85 cms
ST category	162.5 cms	154 cms	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

b. Physical Test:

Physical Events	Male	Female
Running	1600 m 6 min 30 secs	800 m in 4 Min
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

c. Personality Assessment Test:

Mode of Examination	OMR-Based or Computer Based Objective Type Multiple Choice Examination
Medium of Exam	The questions will be set both in English and Hindi
Number of Question	100 Nos. (This test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem solving, Situational Judgment etc.)
Maximum Marks	100 Marks (One mark of every correct answer. There will be no negative marks for wrong answer)
Standard of exam	Class XII
Time Allotted	1 Hours 30 Minutes

The test will be qualifying in nature and those candidates who secure the minimum threshold marks (to be determined by Selection Committee) shall only be qualified. However, minimum threshold marks shall not be less than 30% in any case.

B. Stage-II: Competitive Written Examination:

Those candidates who qualify in the Skill/Physical and Personality Assessment Test for the post Security Assistant will be invited for Written Test/Competitive Written Examination. The Competitive Written Examination will be subjective in nature.

Medium of Exam	The questions will be set bilingually (in English and Hindi) and the examination can be taken either in English or Hindi medium.	
Maximum Marks	100 marks	
	(Comprehension	- 25 marks
	Report Writing	- 25 marks
	Security Regulations, firefighting etc.	- 25 marks
	General Awareness	- 25 marks)
Standard of exam	Class XII	
Time Allotted	2 Hours	

The final merit list will be prepared on the basis of the performance of the candidates in the Competitive Written Examination and will consist of only those who secure minimum threshold marks (to be determined by Selection Committee) in Competitive Written Examination. However, minimum threshold marks shall not be less than 35% in any case.