



सीएसआईआर-केन्द्रीय खनन एवं ईंधन अनुसंधान संस्थान

CSIR-CENTRAL INSTITUTE OF MINING AND FUEL RESEARCH

(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)

(Council of Scientific & Industrial Research)

बरवा रोड, धनबाद-826015 (झारखंड)

BARWA ROAD, DHANBAD- 826 015 (JHARKHAND)

(Website: www.cimfr.nic.in)

विज्ञापन संख्या / Advt. No. CIMFR-04/2017

Last date for receipt of Application: 16th of January, 2018 before 5.30 PM

CSIR-Central Institute of Mining and Fuel Research (CSIR-CIMFR), Dhanbad, is a premier ISO-9001 certified Research Institute under the aegis of Council of Scientific & Industrial Research (CSIR), an autonomous body under Department of Scientific & Industrial Research, Government of India. Its vision is to be an Internationally Acclaimed Mining & Fuel Research Organization and mission to Develop and Deliver Sustainable Cutting Edge Technologies for Social Up-liftment and Industrial Advancement.

Applications are invited from enthusiastic, Indians with requisite qualification, experience and a high degree of motivation and desire to take up the job of **Security Officer** in this Institute. Details of the post are as under:-

Post Code	Name of the Post	Essential Qualifications	Desirable	No of Post
Pay Scale: Revised Pay Matrix Level 7 plus allowances as per Central Govt. rules made applicable to CSIR Employee (pre-revised ₹9300-₹34800;PB-2 ,Grade Pay ₹4600/-)				
Age Limit : Not more than 35 years as on 16 th of January, 2018.				
SECOF	Security Officer	Ex-Servicemen – Short Service Commissioned Officer or Assistant Commandant from CRPF/BSF/ITBP, etc. in the scale of ₹8000-₹13,500 (Pre-revised) with 05 years experience OR JCO (Subedar or higher rank) or equivalent rank in other para-military forces with minimum of 10 years experience in Security.	Graduation with good verbal & written communication skill with knowledge of computers and modern fire fighting, security monitoring systems etc.	01(One) UR

***Job description:** The officer will be responsible for (a) Supervising all the aspects of security measures for safety of the properties of CSIR-CIMFR campus located in Dhanbad (Barwa Road & Digwadih) and its units; and to attend all other matters pertaining to Securities in CSIR-CIMFR premises (b) To conduct investigation into the serious cases such as theft, pilferage, accident etc. hence the candidate should be conversant with Security Rules and procedure to deal with the local authority of law and order as and when required; (c) The officer should be well conversant in fire fighting arrangement to combat fire in emergency; (d) Any other duty as may be assigned by Director, CSIR-CIMFR from time to time in security matters.

I. General Benefits:

1. The post carry usual allowances as admissible to the Central Govt. employees and as made applicable to the council servants i.e. DA, HRA, TA etc.
2. Council employees are eligible for accommodation of their entitled type as per CSIR (Residence Allotment) Rules.
3. In addition Medical Reimbursement, Leave Travel Concession, Conveyance Advance, House Building Advance provisions are applicable, as per rules.
4. The service under CSIR is governed under New Pension Scheme of GoI, w.e.f. 01.01.2004. All New Entrants will be governed by the “New Pension Scheme” based on defined Contributions for New entrants recruited in Central Government Services on or after 01.01.2004, 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 Pensions Scheme on GOI pattern, will continue to be governed by the existing Pension Scheme i.e. CCS (Pension) Rules, 1972.
5. The appointees are liable to be posted in any of the Laboratories / Institutes of CSIR situated in other parts of India as and when need arises.

II. AGE LIMIT & RELAXATION

- a. The date for determining age limit/experience/qualifications shall be the closing date prescribed for receipt of Application completed in all respects i.e. **16th of January, 2018**.
- b. The date of determining the upper age limit/qualification/experience/shall be the closing date prescribed for receipt of applications complete in all respect. Relaxation of age in respect of Ex-Serviceman will be as per G.O.I. orders.
- c. Relaxation of 5 years in age will also be permissible to those who had ordinarily been domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989 subject to production of relevant certificate from concerned authority.
- d. Those employed in Govt. Deptt./PSUs/Autonomous Bodies should send their applications through proper channel.

III. Application Fee:

- a. Candidates are required to pay an Application Fee (Non-refundable) of **₹100/-only (Rupees One Hundred only)** drawn on **State Bank of India** valid for at least 3 months in favour of “**DIRECTOR, Central Institute of Mining & Fuel Research** and payable at **SBI, Hirapur Branch, Dhanbad (Branch Code: 001670)**”. Alternatively Examination Fee of ₹100/- may also be submitted through SBI payment gateway available at CIMFR website. After making necessary payment, the candidate must enclose the web generated slip along with the application form.
- b. The following details must be written on the back side of **Demand Draft/Web Generated E-Receipt State Bank Collect Payment**. (a) Candidate’s name; (b) Post Code & Post applied; (c) Postal Address
- c. **No other mode of payment will be accepted.**

IV. Mode of Selection:

The prescribed Essential Qualifications are a bare minimum and mere possession of the same will not entitle the candidates to be called for Interview. The Screening Committee will adopt its own criteria to shortlist the candidates for Interview. The candidates should, therefore, furnish in the relevant field/column all the qualifications and experience that they have acquired over and above the minimum prescribed qualifications and attach the supporting documents in this regard invariably.

V. General conditions/information:

- a. The applicant must be a citizen of India.
- b. The qualifications prescribed should have been obtained through recognized Universities / Institutions.
- c. The date for determining the upper age limit, qualifications and/or experience shall be the closing date prescribed for receipt of completed application **16th of January 2018**.
- d. The period of experience in the requisite discipline/area of work wherever prescribed shall be counted w.e.f. the date of acquiring the prescribed minimum educational qualifications for that post.
- e. The period of experience rendered by a candidate on part time basis, daily wages, will not be counted while calculating the valid experience for short listing the candidates for interview
- f. Candidate should ensure that he/she possesses educational qualification/experience in the relevant area on the last date of receipt of application as required for the post, for which he/she is applying.
- g. 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.
- i. Applications from candidate working in Government Departments, Autonomous bodies, Public Sector Undertakings and Government Funded Research Agencies will be considered only if forwarded through proper channel, certified by the employer that the applicant will be relieved within **one month** of the receipt of the appointment orders, if selected. Vigilance clearance should also be recorded in such cases. **However, advance copy of the application may be submitted before the closing date.**
- j. Only outstation candidates found eligible and called for **Interview** will be paid to and fro single second class rail fare/bus fare from the actual place of undertaking the journey or from the normal place of their residence whichever is nearer to Railway Station on production of Rail Tickets/Rail Ticket Numbers or any other proof of journey. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in interview. Such candidate will not be paid any fare.
- k. The decision of CSIR-CIMFR/CSIR in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/her agency.
- l. Institute reserves the right not to fill up the advertised post, if the circumstances so warrant. The Institute reserves the right to withdraw any nos. of advertised post(s) at any time without giving any reason.
- m. Canvassing in any form or bringing of any influence, political or otherwise, will be treated as a disqualification for the post.
- n. In respect of equivalent clause in educational qualification, if a candidate is claiming a particular qualification as equivalent as per the requirement of the advertisement, then the candidate is required to produce order/letter in this regard, indicate the authority (with number and date) under which it has been so treated, otherwise, the application is liable to be rejected.
- o. **NO INTERIM ENQUIRY OR CORRESPONDANCE SHALL BE ENTERTAINED.**
- p. Any addendum/Modification/corrigendum shall be posted on our website only.
All notification regarding this advertisement will be displayed / uploaded on our website time to time
Only. Applicants are advised to check out Institute's Website regularly for updates.

VI. How to apply

- a. Eligible candidates may visit the CIMFR Website www.cimfr.nic.in and download the Application Form. Typed/Neatly written application in the prescribed format only (appended below) may be submitted on A4 size thick/Xerox white paper along with applicable fee (DD/SBI collect payment), self attested copies of the required educational qualification and experience and valid category certificates (if applicable).
- b. In case of University/Institute awarding CGPA/SGPA/OGPA grades etc. candidates are requested to convert the same into percentage based on the formula as per guidelines of the University/Institute. Candidates are required to enclose the documents of conversion formula, as per their university/institute guidelines. No rounding off of percentage of marks obtained shall be allowed.
- c. The candidates will have to produce his/her all ORIGINAL Educational Qualification Certificates & Mark Sheet and Provisional Pass Certificate, age and/or experience and caste/community certificate etc at the time of Interview for verification. The candidates are requested to ensure while filling up the Application Form that any discrepancy found between the information given in the Application and as evident in original documents will make the candidate ineligible for appearing in interview and subsequent appointment.

d. The Candidate after filling the Application Form must sign the same and send it along with the crossed **Demand Draft/ Web Generated E-Receipt State Bank Collect Payment** in case of online payment & other essential enclosures in an envelope superscribed “APPLICATION FOR THE POST OF _____ (Post Code: _____) by **Registered/Speed Post Only** to the following address:

**The Administrative Officer,
Recruitment Section
CSIR- Central Institute of Mining & Fuel Research
Barwa Road, Dhanbad – 826015 (JHARKHAND)**

The Application must reach to this office on or **before 16th of January, 2018 by 5.30 P.M.** Application received after due date and time will not be accepted.

e. 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.

f. Candidates should specifically note that the Applications received after the closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay, etc.) shall not be entertained.

g. Incomplete Applications (i.e. without photograph, unsigned and Application received without fee, if applicable etc.) will not be entertained and shall be summarily rejected.

VII. CHECKLIST:-

Following documents must be attached along with the signed Application in absence of which their application will be rejected:

a. Crossed Demand Draft / **Web Generated E-Receipt State Bank Collect Payment** of ₹100/- (Rs. One Hundred) as Application Fee, where applicable.

b. Self Attested Copies of Service Discharge Certificate & Documents in support of Educational qualification, Date of Birth, Experience & Category.

C. Documents of conversion formula of CGPA/SGPA/OGPA/DGPA into percentage of Marks, in their university/institute/Board (if applicable).

d. Passport size Colour Photograph pasted on the Application Form & Annexure I and signed across in full.

e. Dully filled in Annexure I.

f. One self addressed envelope (10”x 4”) affixing therewith **postal stamp of ₹22/-**.

NOTE: In absence of any of the above enclosures/information application will be summarily rejected without assigning any reason. Candidature will also be rejected if double application for single post code is submitted.

**Sd/-
Administrative Officer**

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CSIR-CENTRAL INSTITUTE OF MINING AND FUEL RESEARCH

Application No.(For Office use)

Application Form (Advt. No. CIMFR-04/2017)

Note: Before filling the application, please go through the full text of advertisement carefully which is available only on www.cimfr.nic.in . Write Not Applicable (NA) in the column, if it is not relevant to you. Use A-4 size white paper for Application & Enclosures. Incomplete application form will be rejected summarily.

Post Applied For:

Post Code:

Name (In Block Letter)	
Father's Name	

Affix your
recent Passport
size Photograph

Particulars of DD	For Official Use
No..... Date..... For ₹..... Drawn on Bank	DD for Rs. _____ Removed or Web Generated E-receipt State Bank Collect Checked
OR Particulars of Web Generated E-Receipt State Bank Collect.	Date: Signature:

List of documents attached (please ✓)	CHECKLIST
1.Copy of X th Certificate (for Age Proof)	<input type="checkbox"/>
2.Copy of all certificates & mark - sheets (Xth onwards)	<input type="checkbox"/>
3.Experience Certificate	<input type="checkbox"/>
4.Ex-serviceman certificate/Service Discharge Certificate	<input type="checkbox"/>
5.Crossed Demand Draft/Web Generated E-Receipt	<input type="checkbox"/>
6.Duly filled Annexure I	<input type="checkbox"/>
7.One self addressed envelope affixed stamps of ₹22/-	<input type="checkbox"/>
8.Documents of conversion formula of CGPA/SGPA/OGPA into percentage of Marks, as per their university/institute guidelines (if applicable).	<input type="checkbox"/>
9.Others	<input type="checkbox"/>

PERSONAL DETAILS																	
1.	<p>पूरा नाम; हिंदी में/देवनागरी लिपि में</p> <p>Name in Full (English Block Letters):</p>																
2.	<p>Father's/ Husband's Name:</p> <p>Occupation:</p>																
3.	<p>Mother's Name:</p> <p>Occupation:</p>																
4.	Gender:																
5.	<p>Category: (UR, OBC, SC, ST,PWD (OH/VH/HH) Ex ServiceMan, Divorced / Judicially Separated woman) (Please attach valid certificate in support of your claim)</p>																
6.	<p>Date of Birth:</p> <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">D</td> <td style="text-align: center;">M</td> <td style="text-align: center;">M</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> </tr> </table>									D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y										
7.	<p>Age on (last Date of receipt of application):</p> <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">M</td> <td style="text-align: center;">M</td> <td style="text-align: center;">D</td> <td style="text-align: center;">D</td> </tr> </table>							Y	Y	M	M	D	D				
Y	Y	M	M	D	D												
8.	Nationality:																
9.	Marital Status:																
10.	Address for correspondence with PIN Code:																
11.	Permanent Address with PIN Code:																
12.	Mobile Number:																
13.	Email ID:																
14.	Are you related to any CIMFR/CSIR employee? If so, please give details (Viz Name, Designation, Place of work & relationship with the applicant):																
15.	Are you seeking Fee Exemption(if yes, specify your category):																

16. Details of Educational qualification (commencing with the Matriculation or equivalent examination). (% of Marks converting CGPA/DGPA/OGPA/any other grading into percentage of Marks should be entered. Rounding off of marks is not allowed.)

Examinations Passed	Name of the Board/University	Class or Division	% of Marks	Subject taken	Year of Passing
10 th /Matriculation			___.__%		
12 th /Intermediate			___.__%		
Diploma			___.__%		
Graduation			___.__%		
Post Graduation			___.__%		
Others			___.__%		

17.Details related to Essential Qualifications as per your claim of Ex-Service Man (attach copy of proof):

Short Service Commissioned Officer in the scale of Rs. 8000/---Rs. 13,500/-(pre-revised)	YES/NO	Name of Service: Designation/Rank: Year & month of Experience: Role & Responsibilities:
Assistant Commandant from CRPF/BSF/ITBP, etc. in the scale of Rs. 8000/---Rs. 13,500/-(pre-revised)	Yes/NO	Name of Service: Designation/Rank: Year & month of Experience: Role & Responsibilities:
JCO(Subedar or higher rank) or equivalent rank in other para-military forces)	Yes/NO	Name of Service: Designation/Rank: Year & month of Experience : Role & Responsibilities:

18. Details of all Previous Services (attach copy of proof):

Name of the Employer/ Name of the Organization	Date of joining	Date of Leaving	Post Held	Nature of Employment (Permanent/Temporary/ Contractual)	Pay Scale & Grade Pay/Lump-sum

UNDERTAKING

I hereby confirm and declare that the information furnished in the application and in the attached certificate is true/correct and complete. I have not concealed any relevant information. I am fully aware that if any of the information furnished by me is found to be false /incorrect, my candidature for the post will be treated as cancelled. Moreover, it is also declare that

Date:

Candidate's Full Signature

Place:

Candidate already employed should get the following endorsement signed by his/her present employer:

ENDORSEMENT BY THE HEAD OF THE DEPARTMENT/ OFFICE

File Number:

Date:

1. In case of selection, the candidate will be relieved within one month of the receipt of appointment letter.
2. No vigilance/disciplinary case is pending against the candidate as on date.

(Stamp)

Full Signature:

Designation:



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HALL TICKET FOR INTERVIEW

(Advt. No. CIMFR-04/2017)

Name of the Post : _____ POST CODE: _____

Full Name: _____

FATHER'S NAME: _____

CATEGORY: _____

DATE OF BIRTH: _____

CORRESPONDENCE ADDRESS: _____

Affix your recent

Passport size

Photograph

Candidate's signature

FOR OFFICE USE ONLY:

VENUE FOR THE EXAMINATION:

DATE & TIME OF EXAMINATION:

HALL TICKET NUMBER:
