



CSIR- CENTRE FOR CELLULAR AND MOLECULAR BIOLOGY
(Council of Scientific and Industrial Research)
Uppal Road, Habsiguda, Hyderabad - 500 007, Telangana.

Website: <https://www.ccmb.res.in>



Advertisement No. 02/2023

“Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply”

Date of commencement of online application	:	10.10.2023
Last date for submission of online application	:	31.10.2023
Last date for submission of hardcopy of application	:	07.11.2023

CSIR - Centre for Cellular and Molecular Biology, Hyderabad (CSIR-CCMB) is a premier Research Laboratory under the aegis of Council of Scientific & Industrial Research (CSIR), an autonomous body under the Ministry of Science & Technology, Government of India. It is a leading research organization in frontier areas of modern biology and involved in conducting high quality basic research and training in multidisciplinary areas of modern biology and to seeking potential applications of the work.

CSIR-CCMB invites **ONLINE APPLICATIONS** from Indian Nationals for filling up of the following positions as per details given below:

Name of the Post	No. of Posts & Reservation status	Pay Matrix Level	#Total Emoluments	Upper Age Limit** (As on last date of receipt of online applications)
Security Officer	02 posts [01 - Unreserved & 01 - OBC]	Level-7	Rs. 80,993/- p.m. (approx.)	35 years for UR & 38 years for OBC

Total emoluments means approximate total emoluments on minimum pay of the level including admissible allowances.

** Age relaxation wherever applicable shall be as per CSIR/Gol guidelines.

Name of the Post & Post Code	No. of Posts & Reservation status	Essential Qualification (s) and Experience	Job Specification
<p>Security Officer & Post Code: [S 01]</p>	<p>02 posts [01 - Unreserved & 01 - OBC]</p>	<p>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. 8000-13,500(Pre-revised). In the case of Inspector from Para-Military Forces, the number of years of experience required shall be 10 years.</p>	<p>The Officer will be responsible for: -</p> <p>(a) Supervising all the aspects of security measures for safety of the properties of CSIR-CCMB campus and its units.</p> <p>(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/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 at the Institute.</p> <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 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 in security related matters.</p>

General information and conditions:-

1. Benefits under Council service:

- a. This post(s) carries 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 allotment rules. In case the situation so warrants, the incumbent has to stay in staff quarters as per the decision of the Competent Authority. If accommodation is allotted, HRA will not be admissible.
- b. In addition to the emoluments, benefits such as reimbursement of Medical Expenses, Leave Travel Concession, Personal Computer Advance etc. are available as per CSIR rules.
- c. All new entrants will be governed by the “**National Pension System**” based on defined contributions for new entrants, 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.
- d. Age limit, qualifications and experience will be reckoned as on the last date for receipt of online applications (i.e. 31.10.2023). Relaxation of upper age limit for Ex-Servicemen will be applicable as per GoI/CSIR orders.
- e. **Ex-Servicemen should enclose an attested copy of Discharge Certificate along with the hard copy of the application while submission.**

2. Other conditions:

- a. The applicant must be a citizen of India.
- b. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of 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 application. **No enquiry asking for advice as to eligibility will be entertained.**

The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Physical and Personality Assessment Test/Competitive 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 qualifications and experience in relevant area over and above the minimum prescribed qualification, supported with documents.

- c. As the Screening of applications will be done on the basis of information furnished in the online application form by the applicants, it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong / false information will be a disqualification and CSIR-CCMB will **NOT** be responsible for any of the consequences of furnishing such wrong/false information.
- d. The hard copy of application (i.e. printout of the successfully submitted online application) should be accompanied by self attested copies of the relevant educational qualification certificates, caste/category certificate in Govt of India format, experience certificate, payment receipt (if applicable), Ex-servicemen certificate (if applicable) etc. The prescribed qualifications should have been obtained through recognized Universities / Institutions. Incomplete applications/applications received or not accompanied with the required certificates / documents **are liable to be rejected.**
- e. In respect of equivalent 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, indicating the Authority (with number and date) under which it has been so treated otherwise the application is liable to be rejected. The decision of the Competent Authority, CSIR-CCMB with regard to equivalence of qualification(s) and about recognition of Universities/Institutes shall be final and binding.
- f. The period of experience rendered by a candidate on part time basis, daily wages, visiting / guest faculty will not be counted while calculating the valid experience for short listing the candidates for Physical test/Written test.
- 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.
- h. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in Physical test/Written test.
- i. The decision of the **Director, CSIR-CCMB, Hyderabad/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.
- j. Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.**
- k. The Competent Authority has a right to amend, delete and add terms & conditions to this advertisement.
- l. OBC candidates are required to produce a copy of the relevant certificate in the prescribed format of Government of India (GoI) signed by the specified authority along with their hard copy of application form for the posts reserved for respective category.

- m. All candidates who are shortlisted for Physical test/Written test will be required to produce the relevant Original Certificates such as Mark sheets, Educational Qualification Certificates, Caste/Category certificate, Experience certificates, Ex-servicemen certificate (if applicable) etc. as proof of having acquired the minimum educational qualification and experience on or before the stipulated date, when such certificates are sought by the competent authority at the time Physical test/Written test/document verification, failing which the candidature of such candidates will be cancelled by this institute.
- n. Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority/Appropriate Authority.
- o. The recruitment to the above posts is governed by the “CSIR Isolated Category Rules” 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 & other Relaxations:

- a. The date for determining the upper age limit, qualifications and /or experience shall be the closing date prescribed for receipt of online applications i.e. **31.10.2023**
- b. The upper age limit is relaxable up to 03 years for OBC (Non- Creamy Layer) as per Government orders in force, only in those cases where the posts are reserved for respective categories, on production of relevant certificate in the prescribed Government of India (GoI) format signed by the specified authority. The SC/ST/EWS/OBC candidates who apply against unreserved (UR) post will not be eligible for age relaxation.
- c. Age relaxation in respect of Ex-servicemen will be granted as per GOI and CSIR orders.

4. Mode of Selection:

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

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%.

5) The Selection Committee will also fix a minimum threshold marks in Paper-II which shall not be less than 35% but the same should be communicated to the candidates before the test.

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.

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.

Paper-II (Time Allotted- 2 hours):

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

#The minimum threshold marks for Paper II shall be fixed by the Selection Committee which shall not be less than 35% and the same would be communicated to candidates before the test. 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.

The methodology for resolution of “Tie Cases” wherever two or more candidates have secured equal aggregated marks in Paper II shall be in terms of CSIR guidelines on the subject notified vide CSIR letter No. 5-1(211)/2014-PD dated 30.05.2023

5. How to apply:

- a. Eligible candidates are required to apply ONLINE through CSIR-CCMB website <https://www.ccmb.res.in> followed by sending hard copy of application form generated duly signed along with self attested copies of Educational qualification certificates, mark sheets, experience certificates, caste/category certificates, Ex-servicemen certificate (if applicable), E-receipt of fee paid(as applicable) and other relevant testimonials through post only. No other mode of application will be entertained.
- b. The Online application will be available on CSIR-CCMB website <https://www.ccmb.res.in> [opens on **10.10.2023** from 11:00 A.M. and closes on **31.10.2023** at 11:59 P.M.]
- c. Candidates are advised to go through the instructions (available on CSIR-CCMB recruitment portal) for filling up of online applications carefully.
- d. **Interested candidates are advised to apply in time to avoid last minute rush.**
- e. For submission of online application the candidates are required to pay a non-refundable fee of Rs. 100/- (Rupee ONE Hundred only) through **State Bank Collect** only. The transaction number generated after successful payment of fee is required to be mentioned in the online application. The candidates are advised to download the E-receipt (SB Collect receipt) and the same must be enclosed with the hardcopy of application also preserve it for future communication.
- f. Fee once paid will not be refunded on any account and it will not be reserved for any other recruitment or selection process.

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

The following details must be mentioned on the backside of printed copy of generated acknowledgement (E-receipt) of remitted application fee.

1. Candidate Name 2. Application Number 3. Post code Applied for 4. Candidate category

- g. **The last date for submission of online application is 31.10.2023 and the last date for receipt of hard copy of application is 07.11.2023. This date will be the same for the candidates belonging to far-flung areas.**
- h. In case of universities/institute awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their university/institute and mention the percentage so arrived at the appropriate place in the online application form, while filling the same.
- i. After completely filling the online application form candidate can submit and take printout of the online generated filled application for future communication. **The candidate must sign the computer generated application while sending the hardcopy of application along with relevant certificates/documents.**

- j. The computer generated application (Printout) duly signed by the candidate and accompanied by self attested copies of the certificates, mark sheets, applicable testimonials in support of age, education qualifications, experience, Ex-servicemen certificate and caste/category certificate, e-receipt of fee paid(as applicable) etc. along with one recent passport size self-signed photograph affixed, should be sent in an envelope superscribed **“APPLICATION FOR THE POST OF _____ (Post Code: _____) vide Advt. No. 02/2023”** by post only **(By hand submission of hard copy will not be accepted)** to the address: **Section Officer (Recruitment), CSIR-Centre for Cellular and Molecular Biology, Uppal Road, Habsiguda, Hyderabad – 500007, Telangana** it should reach on or before **07.11.2023**.
- k. Application once made will not be allowed to withdraw and fees once paid will not be refunded on any account nor can it be held in reserve for any other recruitment or selection process.
- l. Applications from the regular employees working in CSIR laboratories/Institutes, Government Departments, Autonomous bodies, Public Sector Undertakings and Government Funded Research Agencies will be considered only if forwarded through proper channel, with a vigilance clearance certificate and a certificate from the employer that the applicant, if selected will be relieved within one month of the receipt of the appointment orders. Applications through proper channel must reach **CSIR-CCMB, Hyderabad** at the earliest (within 30 days after the closing date of application). However, advance copy of the application may be submitted before the closing date. Further, such candidates, when shortlisted for further stage of recruitment will be required to furnish a **“No Objection Certificate”** from their employer failing which they will not be allowed for Physical test/Written test.
- m. 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.) will not be entertained by CSIR-CCMB Hyderabad.
- n. Incomplete applications (i.e. without photograph, signature, non-payment of application fee (wherever applicable), without applicable self-attested certificates/mark sheets/testimonials etc.) will not be entertained and are liable to be summarily rejected.
- o. The candidates are required to verify all the fields in the online application form to ensure that the application is complete and correct in all respects before submitting the same. It must be ensured that the photograph and signature are appended in the respective fields of online application.
- p. Any further information regarding this advertisement like date, time and venue of Physical Test and Competitive Written Examination, any Addendum/Corrigendum or any variation in number of posts/cancellation of post (s) etc. will be made available only on CSIR-CCMB website <https://www.ccmb.res.in>. **For any updates, candidates are advised to visit CSIR-CCMB website regularly.**

q. **UNLESS DULY SIGNED HARD COPY OF THE APPLICATION ALONG WITH SELF ATTESTED SUPPORTING DOCUMENTS IS RECEIVED, THE APPLICATION SUBMITTED ONLINE WILL NOT BE CONSIDERED AS VALID APPLICATION AND WILL BE SUMMARILY REJECTED.**

r. **NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.**

6. Following documents must be attached along with HARDCOPY of application form sent by post:

- a. Signed copy of printout of online application form
- b. Copy of acknowledgment of remitted application fee, wherever applicable along with
1. Candidate Name 2. Application Number 3. Post code Applied for 4. Candidate category to be mentioned on the backside of the e-receipt.
- c. Self-Attested photocopy of SSC/10th certificate & Mark sheet (reflecting Date of Birth).
- d. Self-Attested photocopies of Educational qualification certificates and Mark sheet etc. (Intermediate/10+2/Diploma certificate & Mark sheet, Graduation certificate & Mark sheet, Post Graduation certificate & Mark sheet (wherever applicable) etc.)
- e. Self Attested photocopies of experience certificates, if any.
- f. Self Attested photocopy of caste/category certificate, Ex-servicemen certificate etc. in the prescribed Government of India format signed by the specified authority, wherever applicable.
- g. No objection certificate (NOC), wherever applicable.
- h. Copy of valid document for Identification (viz. Aadhar card, PAN etc.)
- i. Any other relevant certificate/document.

**Sd/-
Controller of Administration**