

Science and Engineering Research Board

(A Statutory Body Under the Department of Science & Technology, Government of India)

5 & 5A, Lower Ground Floor
Vasant Square Mall
Sector-B, Pocket-5
Vasant Kunj
New Delhi – 110 070

F.No. SERB/Rectt.con/02/2014

Dated the 22nd, August, 2014

NOTICE

Science and Engineering Research Board set up by an act of Parliament, under the Department of Science & Technology, New Delhi invites applications from citizens of India for a few the following positions purely on Short Term Contract basis:-

S.No	Positions	No. of Positions proposed to be filled
1.	Hindi/English Typist-cum Clerk	1

2. Minimum Educational Qualifications & other qualifications: As per Annexure I
3. Nature of Appointment: Purely on Short Term Contract basis for six months only extendable by another six months depending upon the requirements of the Board and subject to satisfactory performance.
4. Format of application : As per Annexure II
5. Consolidated remuneration per month : As indicated in Annexure I
6. Allowances & other benefits: Candidates selected shall be paid fixed consolidated remuneration per month and will **not** be entitled for any

other benefits like DA, HRA, Transport Allowance, Leave, Medical benefits, PF etc.

7. Working Hours : Normal working hours 9.00AM to 5.30 P.M. from Monday to Friday with Central Government Gazetted Holidays applicable. However, in exigencies of work, persons appointed may be required, on certain occasions, to put in extra hours of work after normal office hours or during holidays depending upon the situation.
8. Selection process : Candidates who fulfill the eligibility criteria shall be called for an interview in person. Selection will be made on the basis of merit list prepared by the Selection Committee on the basis of the interview and the past credentials of the applicant.
9. Application fee: NIL
10. How to apply : Candidates satisfying all the conditions of eligibility shall submit their application in the format given in the annexure which shall be either handwritten in bold capitals or typewritten on A-4 size paper only. Photocopies of the certificates of proof of age, qualifications, experience, caste etc. must be enclosed along-with application form. The candidates can also download the application format from the website of SERB (www.serb.gov.in)/DST (www.dst.gov.in).
11. Last date of receipt of the application: 05.09.2014
(upto 5.00 p.m. only)
Application form complete in all respects, with enclosures should be sent in a closed cover with a superscription on the cover.
“Application for the position of
purely on a short term contract basis ” at the following address:

Shri Ramesh Chander, Administrative Officer,
Science and Engineering Research Board , 5 & 5A, Lower Ground
Floor, Vasant Square Mall, Sector-B, Pocket-5, Vasant Kunj,
New Delhi – 110 070
12. Applications must reach at the aforesaid address either by hand or by post/speed post on or before 05.09.2014 (Upto 5:00 PM only).

Applications received after the closing date shall not be considered under any circumstances. SERB shall not be responsible for any postal delay etc.

13. Candidatures received through placement agencies or any intermediaries shall not be accepted.

14. General Instructions:

- a) Candidate should ascertain, before applying, that they satisfy all the eligibility conditions as stipulated herein. Candidates not satisfying the eligibilities conditions shall be disqualified at any stage of selection.
- b) Applications not submitted in the prescribed format or incomplete/unsigned or received without attested/self attested copy of certificate in support of age, educational qualifications, experience, etc. shall not be considered.
- c) Decision of SERB in all matters regarding eligibility, selection and posting shall be final and binding upon all the candidates. No representation or correspondence in this regard shall be entertained by SERB.
- d) No TA/DA shall be admissible for appearing in the interview.
- e) Candidates shall be required to produce original documents for verification at the time of interview.
- f) **The selected Candidate should clearly understand and confirm that he/she will join within a maximum of one week's time from the date of call letter failing which the candidature/selection shall stand cancelled.**
- g) Canvassing in any form will be a disqualification.

Annexure - I

The **Science & Engineering Research Board**, a statutory body under the Department of Science and Technology requires the following positions to be filled purely on Short term contract basis for a period of six months (extendable up to another six months) with the following educational qualifications and experience:-

Sl. No.	Name of the Post	Educational Qualification and Experience	Task to be carried out	Age Limits as on 01.09.2014	Consolidated remuneration per month (in Rs.)
1.	Hindi/English Typist-cum Clerk	Graduates with hands on working knowledge of computer application. Typing Speed : Hindi- 25 Words per minute English -30 Words per minute Preference may be given to candidates: 1. Having working experience in Central/State Government Organizations/Universities/Institutions 2. Capable of doing translation from English to Hindi & Hindi to English.	1. Typing work in Hindi & English on computer 2. Clerical jobs in office.	Between 20 and 27 years. Upper age limit is relaxable (i)For candidates belonging to SC/ST/OBC as per Central Government Rules. (ii) upto 40 years for those candidates having working experience in similar capacity in Central/ State Govt Deptts./ Autonomous Bodies.	15,000/-

APPLICATION FORMAT

Application for the Post of: _____

1. Name:

Recent Passport
size photograph to
be pasted here

2. Father's Name:

3. Date of Birth (in Christian era)

4. Nationality:

5. Residential address (with Tel. / Mob. No. one E-mail address)

6. Permanent address

7. Educational Qualifications:

S.No	Exam passed	Subjects studied	University/ Institute	Year of Passing	%age of marks obtained

8. Work Experience:

S.No	Organization/Institute	Post held From To	Nature of work performed	Scale of pay & basic Pay last drawn

9. Whether SC/ST/OBC/PH(specify category, percentage of disability)

10.References:

(i)

(ii)

11. Additional information which the applicant may like to mention in support of his/her suitability for consideration.

12. DECLARATION: I do hereby declare that information furnished is true and in case any of the declaration and/or document furnished herewith are found to be wrong, false or bogus, my candidature shall be cancelled at any stage of selection process. In the event that any wrong statement is detected/ noticed even after my appointment, I hereby agree that my appointment is liable to be terminated without serving any Notice upon me.

N.B. - Please attach supporting documents (attested/self attested photocopies).

(Signature)

Date