



**CSIR- INDIAN INSTITUTE OF INTEGRATIVE MEDICINE**

Canal Road, Jammu-180001(J&K)

Website: www.iiim.res.in

**ADVERTISEMENT NO.06/2019**

**Last date for receipt of the applications:08/07/2019**

**CSIR-Indian Institute of Integrative Medicine**, Jammu, one of the constituent units of the Council of Scientific & Industrial Research, a premier multi-disciplinary R&D organization in India, which is an autonomous body under the Ministry of Science & Technology, Government of India. CSIR-IIIM, Jammu is engaged in high quality research and development having primary focus on drug discovery from natural resources.

Applications in the prescribed format are invited from the citizens of India for filling up two posts of Driver at CSIR-IIIM, Jammu, the detail of which is given below:-

<b>Designation</b>	<b>No. of posts &amp; reservation status</b>	<b>Level &amp; Pay Matrix</b>	<b>Essential Qualification &amp; Experience</b>	<b>Job requirements</b>
<b>Driver</b>	<b><u>Two Positions</u></b> 01- Unreserved 01- OBC	Level 2 [Rs. 19900 – 63200]	a) 10 <sup>th</sup> Class pass or equivalent with 5 years of experience in driving LMV/HMV. b) Possession of valid LMV/HMV Driving Licence. <b><u>Desirable:</u></b> i) Knowledge of maintenance of Heavy/Light Vehicles (Motor Mechanism) ii) Should be conversant with locations of various Govt./Semi Govt. Offices etc. in J&K	The incumbent will be required to drive Staff Car, Jeep, Mini Bus etc.

**Note:-Maximum age limit for aforesaid posts is 28 years as on the last date of receipt of application. However, details of age relaxation are given at “AGE LIMIT & RELAXATIONS”.**

**I. Mode of selection: Through Trade Test**

## **II. General Benefits:**

1. These posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA) and Transport Allowance (TA) as admissible/applicable to CSIR/Central Govt. employees posted at Jammu/Srinagar.
2. 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.
3. In addition to the Level and Pay Matrix indicated against the posts, benefits such as reimbursement of Medical Expenses, Leave Travel Concession, Conveyance Advance, House Building Advance provisions etc. are applicable to CSIR employees.
4. If required, the appointee can be deployed in any Lab/Institute of CSIR located in other parts of India.
5. The posts will be governed by the New Pension Scheme (NPS) applicable with effect from 01.01.2004 as notified by the Government of India and adopted by CSIR and other instructions issued on the subject. However, persons selected from other Government Departments/Autonomous Bodies/Public Sector Undertakings/Central Universities having Pension Scheme on GOI pattern and who are presently being governed by **Old Pension Scheme** will continue to be governed by the existing Pension Scheme i.e. CCS(Pension Rules), 1972.

## **III. AGE LIMIT & RELAXATIONS**

1. The prescribed date for determining the upper age limit/qualifications/experience etc. shall be the closing date for submission of application.
2. The upper age limit is relaxable upto 05 (five) years for SC/ST and 03(three) years for OBC 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 format prescribed by Govt. of India signed by the appropriate competent authority at the time of Trade Test.
3. As per GOI provisions, for Widows, Divorced Women and Women Judicially separated from their Husbands; the upper age limit is relaxable up to the age of 35 years (up to 40 years for members of Scheduled Castes/Scheduled Tribes and up to 38 years for members belonging to the Other Backward Classes in respect of the posts reserved for them). The persons claiming age relaxation under this sub-Para would be required to produce following documentary evidence:
  - (i) In case of Widow, Death Certificate of her husband together 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 judgment/decree 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.
4. The upper age limit is relaxable upto 05 years for the regular employees working in CSIR Labs/Institutes/Government Departments/Autonomous Bodies/Public Sector Undertakings.
  5. Relaxation of 05 years will also be permissible to those who had ordinarily been domiciled in the state of Jammu and Kashmir during the period from 01.01.1980 to 31.12.1989 subject to production of relevant certificate (Domicile Certificate) from concerned authority.
  6. Candidates belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes who are also covered under any other clauses of sub Para III (4) to III (5) above, viz. those coming under the category of Departmental Candidates, persons domiciled in the State of J&K will be eligible for grant of cumulative age relaxation under both the categories in respect of posts reserved for them.
  7. Relaxation of upper age limit for Ex-servicemen is admissible as per rules.

#### **IV. GENERAL CONDITIONS/INFORMATION:-**

1. The applicant must be a citizen of India.
2. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Trade Test. The decision of Director, CSIR-IIIM in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of Trade Test will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any candidate.
3. The application should be accompanied by self-attested copies of the relevant educational qualification, driving license and experience certificates. The prescribed qualifications should have been obtained from recognized Institutions. Incomplete applications received and applications not accompanied with the requisite certificates/documents are liable to be rejected.
4. 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.

5. The period of experience rendered by a candidate on part time basis will not be counted while calculating the valid experience for short listing the candidate for Trade Test.
6. The period of experience shall be counted after the date of acquiring the minimum educational qualification prescribed for the post.
7. 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.
8. Canvassing in any form or bringing of any influence, political or otherwise, will be treated as a disqualification for the post.
9. Date of Trade Test or any other update as the case, may be, will be displayed on CSIR-IIIM website.
10. No TA will be reimbursed for attending the Trade Test.
11. Application from candidate working in Government Departments, Autonomous Bodies and Public Sector Undertakings 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 order, if selected. Vigilance clearance should also be recorded in such case. However, advance copy of the application may be submitted before the closing date.
12. Any addendum/Modification/corrigendum shall be posted on our website only. All notifications regarding this advertisement will be displayed/uploaded on our website from time to time.
13. Application routed through proper channel should reach **CSIR-Indian Institute of Integrative Medicine, Jammu** within one month from **08.07.2019**.
14. If the circumstances warrant, the Institute reserves the right not to fill up any of the advertised post. The Institute reserves the right to withdraw advertised posts at any time without giving any reason.

**V. HOW TO APPLY: -**

1. Interested candidates fulfilling the requisite criteria may apply in the prescribed Proforma which can be downloaded from the CSIR-IIIM, Jammu **website:** [www.iiim.res.in](http://www.iiim.res.in)
2. Duly completed application accompanied by attested photocopies 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 should be sent in an envelope super scribed **“APPLICATION FOR THE POST OF DRIVER”** by **Registered/Speed Post** to: The Director, CSIR-Indian Institute of Integrative, Medicine, Canal Road, Jammu-180 001, so as to reach on or before the **closing date 08.07.2019**. This date will be the same for candidates belonging to far flung areas also.

3. Candidates are required to remit the application fee of Rs.100/- in favour of Director, CSIR-Indian Institute of Integrative, Medicine, Canal Road, Jammu through online payment system i.e. NEFT/Bank Transfer/Net Banking, etc. for which details are as under:-
  - (i) Bank Name : State Bank of India
  - (ii) Branch Name: Hari Market, Jammu – 180001 (J&K)
  - (iii) Bank Account No. : 30186230982
  - (iv) Account Type : Saving
  - (v) Bank Telephone No., with STD Code: 0191-2574086
  - (vi) RTGS/NEFT IFSC Code: SBIN0000657
  - (vi) MICR Code: 180002001
4. The candidates are required to generate acknowledgement of remitted application fee from the online payment system, containing UTR Number/Transaction Number, Transaction Date and the same is required to be attached along with the hard copy of application. Following details must be mentioned on back side of the acknowledgement generated (i) Candidate's Name, (ii) Candidate's Category and (iii) Post Applied For. Candidates belonging to SC/ST/Women/CSIR Employees are exempted from submission of application fee.
5. The hard copy of application must be accompanied by acknowledgment of remitted application fee.
6. 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.
7. In case of Boards/Institutes awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their Board/Institute and provide proof of the formula adopted for the same.
8. Applications from employees of Government Departments will be considered only if forwarded **through proper channel and certified by the employer** that the applicant, if selected will be relieved within one month of the receipt of the

appointment orders. Also, vigilance clearance should be recorded. However, advance copy of the application must be submitted before the closing date.

9. 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-Indian Institute of Integrative Medicine, Jammu**.
10. Incomplete applications (i.e. unsigned, **without** photograph/application fee/driving licence/applicable certificates/ mark sheets/ testimonials etc.) will not be entertained and will be summarily rejected.

**VI. Check enclosures list. Self-attested copies of following documents must be enclosed with the application form sent by post:**

- a) Paste one coloured photograph on the form and signed across in full.
- b) Self-attested photocopy of 10<sup>th</sup> mark sheet/Date of Birth Certificate.
- c) Copy of acknowledgement of remitted application fee, wherever applicable.
- d) Self-attested photocopy of valid Driving Licence.
- e) Self Attested photocopy of Category certificate, if applicable.
- f) Self Attested photocopies of experience certificates.
- g) NOC in case of employees working in Govt. Departments/ Autonomous Bodies/ Public Sector undertakings.

**NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**

Sd/-

नियंत्रक प्रशासन

**CONTROLLER OF ADMINISTRATION**