



वै0औ0अ0प0-केन्द्रीय औषधीय एवं सगंध पौधा संस्थान
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)
पोस्ट ऑफिस - सीमैप, लखनऊ-226015, भारत
CSIR-CENTRAL INSTITUTE OF MEDICINAL & AROMATIC PLANTS
(Council of Scientific & Industrial Research)
P.O. CIMAP, Lucknow-226015, (U.P.) INDIA



ADVT. NO. SAA-July-2024

Dated: 21-06-2024

WALK-IN-INTERVIEW for engagement of Scientific Administrative Assistant

DATE OF WALK-IN-INTERVIEW – 15th July, 2024 (Reporting Time: 09:30 AM to 11:30 AM)
VENUE –Administrative Block, CSIR-CIMAP, Lucknow

The eligible and interested candidates may appear in Walk-in-Interview for purely temporary engagement as Scientific Administrative Assistant under different ongoing Project of CSIR CIMAP, Lucknow. The eligibility criterion is as follows: -

S. No.	Name of Position & Age Limit	No. Of Position	Essential Qualification	Stipend Recommended per month as Per Funding Agency	DATE OF Walk-in-Interview & Reporting Time
1	Scientific Administrative Assistant (Age Limit -50 year)	2	Graduate in any Discipline	Rs. 18000 +HRA per month fixed	Dt- <u>15-07-2024</u> Reporting Time:- <u>9.30 AM to 11.30 AM</u> only

Mode of Selection

Selection is to be done on the basis of performance in the Walk-in- Interview. A **written test may be conducted if the candidates appear in higher numbers**. The Walk-in-Interview will be conducted on **15th July, 2024 (Reporting Time: 09:30 AM to 11:30 AM) at Administrative Block, CSIR-CIMAP, Lucknow.**

General Terms & Conditions

- Engagement will be initially for a period of one year, and may be extended or curtailed depending upon the project requirement and desired level performance or conduct of the incumbent, and availability of Funds from funding agencies as the case may be.
- The tenure of Project Staff shall be co-terminus with the project. However, under no circumstances the tenure would be allowed to exceed five years' duration. The performance of the Project Staff would be reviewed periodically so that any one not found up to the mark, could be terminated.
- The position is only **temporary** and, therefore, will not confer any right on the incumbent to any claim, implicit or explicit on any post in CSIR-CIMAP.
- The upper age limit as on **date of Walk-in-Interview**, is relaxable as per the Government of India Rules.

5. On completion of the tenure in one project, in case, one wants to apply for engagement in another project, he/she will have to go through the process of selection by submitting a fresh application under the new project. Engagement of the Project Staff under the new project would be made only after submission of resignation and “No Dues Certificate” in the previous project.
6. Wherever possible accommodation will be provided to project staff. If accommodation is not possible, HRA will be paid as per rules. If accommodation is provided, the licence fee would be deducted as per CSIR rules.
7. The Project Staff shall be permitted to avail leave and dispensary facility, as per rules. Dispensary facility\ies will be for self only and not for family members or dependants.
8. The Institute provides canteen facilities as is being provided for regular staff members on payment of suitable charges.
9. Experience, wherever required, will be counted from the date of acquiring minimum educational qualification.
10. Final semester and result awaited candidates will not be allowed to appear for Walk-in-Interview.
11. **The candidates who wish to appear in Walk-in-Interview should come along with all Original Documents, 01 (One) set of Self Attested Photocopies of all the educational testimonials and 01 (One) Recent Passport size photograph, failing which the candidate will not be allowed to appear in the Walk-in-Interview.**
12. No TA will be paid to candidates for attending the interview.
13. **No request for Online Interview will be entertained.**
14. The number of positions is tentative and subject to change at the time of interview.
15. **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**

Administrative Officer

Copy to:-

1. Head ICT, CSIR-CIMAP, Lucknow with request for hosting on CIMAP Website under vacancy Link.
2. Head HRD, CSIR-CIMAP, Lucknow for information and necessary action please.

CSIR-CENTRAL INSTITUTE OF MEDICINAL & AROMATIC PLANTS, LUCKNOW

1. CANDIDATURE FOR THE POSITION OF: **Scientific Administrative Assistant**
(As per Advertisement **No SAA-July-2024**)

2. SUBJECT/AREA :

3. NAME OF APPLICANT :

4. FATHER'S/HUSBAND'S NAME :

5. DATE OF BIRTH :

6. AGE (as on Date of Walk-in-Interview) : _____ Years. _____ Months. _____ Days.

7. WHETHER SC/ST/OBC/GEN :

8. CORRESPONDENCE ADDRESS & :

Photograph

Phone/ Mobile No . _____ Email I.D. _____

9. QUALIFICATION :

NAME OF EXAM PASSED	DIVISION	% of MARKS	SUBJECTS	YEAR	BOARD/UNIV.
High School					
Intermediate					
Graduation _____					
Post Graduation _____					
Other Degree/ Diploma if Any					

10. EXPERIENCE :

Name of Deptt./Lab.	Position	Date From - To	Total period

11. Whether any close relative employed in CIMAP/CSIR :
(If yes, please state his/her name designation and place of posting etc.)

12. Option for place of posting at CIMAP Hqrs.Lucknow or its Res. Centres at Bangalore/Hyderabad/ Pantnagar :

I hereby declare that the information given above is true to the best of my knowledge and belief. In case the above information is found to be incorrect at any stage, my candidature may be terminated. Copies of all Certificates/Marksheets Caste certificate are enclosed.

SIGNATURE OF CANDIDATE

DATE:

PLACE:

Permanent Address: