

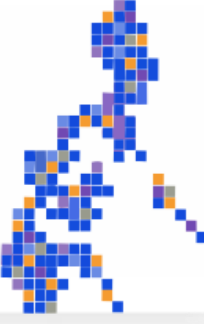
BITT Group of Institutions Celebrating it's 26 Glorious years

# BITT POLYTECHNIC

(Approved by AICTE, New Delhi & Affiliated to Jharkhand University of Technology, Ranchi)

RUN AND MANAGED BY BIRSA INSTITUTE OF TECHNOLOGY (TRUST) - BITT

मानवता की सेवा, सभी के लिए सर्वश्रेष्ठ शिक्षा



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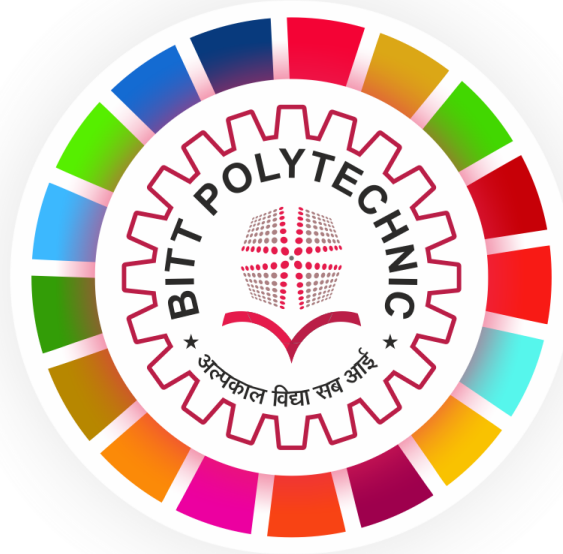
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DTPCIR



UNIT OF BITT

हमारे सभी विद्यार्थियों एवं सहयोगियों को  
हमारी 26 वर्षों की गौरवशाली यात्रा का हिस्सा  
बनने के लिए धन्यवाद.

सर्वश्रेष्ठ पॉलीटेक्निक संस्थान, सर्वोत्तम पढ़ाओ, सर्वोत्तम बनाओ ।

DEPARTMENT OF TRAINING, PLACEMENT, CONSULTING,  
INNOVATION & RESEARCH (DTPCIR)

BITT-G/NOTICE/2021-22/ 10200

Dated: 11/12/2021

## NOTICE

All the students of diploma in ME, EE, ECE, CE sessions: 2018- 21, 2017-20, 2016-19, 2015-18, 2014-17, 2013-16 are hereby informed that a company “**CSIR-Central Mechanical Engineering Research Institute (CMERI)**” is shortly going to do online/offline/apprenticeship/ placement program.



### CSIR-Central Mechanical Engineering Research Institute (CMERI)

In India, mechanical engineering technology has accounted for nearly half of the total technology imported. In terms of products, nearly one third of the value of total imports is for mechanical engineering equipment. In order to develop indigenously mechanical engineering technology for the industries so that R&D can play a key role in self-reliance, the Central Mechanical Engineering Research Institute at Durgapur, West Bengal was established in February 1958 with the specific task of development of mechanical engineering technology.

The Central Mechanical Engineering Research Institute (CMERI) is the apex R&D institute for mechanical engineering under the aegis of the Council of Scientific and Industrial Research (CSIR). Being the only national level research institute in this field, CMERI's mandate is to serve industry and develop mechanical engineering technology so that India's dependence on foreign collaboration is substantially reduced in strategic and economy sectors. Besides, the institute is facilitating innovations and inventions for establishing the claims of Indian talent in international fields where Indian products shall ultimately compete. In the new millennium, CMERI is poised to expand its horizon of research activities so as to steer the country forward in cutting-edge and sunrise fields. CSIR-CMERI, Durgapur is a premier Institute under the Council of Scientific and Industrial Research (CSIR), involved in multidisciplinary R&D programmes of both basic and applied nature across scientific disciplines for economic, environmental and societal benefits for the people of India.

As the only national laboratory dedicated to mechanical engineering, the core mission of the CSIR-CMERI is to conduct research and develop cost effective and value added technologies in mechanical engineering and allied domains. Yet another element of CSIR-CMERI's mission is to contribute significantly to national skill

development initiatives for sustainable empowerment. CSIR-CMERI envisages emerging as a global R&D institute having confidence of industries and visibility to society in mechanical engineering sciences and technologies.

The research activities of CSIR-CMERI, Durgapur and its extension centre: Centre of Excellence for Farm Machinery (CMERI-CoEFM), Ludhiana extends over Advanced Design and Analysis, Robotics & Automation, Advanced Manufacturing and Metrology, Near Netshape Manufacturing, Micro-Systems Technologies, NDT and Condition Monitoring, Tribology, Product and Process Design, Renewable Energy Technologies, Precision Farm Machinery and Biofuel etc. A number of challenging projects in these areas are currently on-going.

The Institute is looking for dynamic and creative persons as mentioned in subsequent post codes as Technical Assistants at this Institute. The posts are primarily meant for CSIR-CMERI Hqrs at Durgapur (West Bengal) or CSIR-CMERI Centre of Excellence for Farm Machinery at Ludhiana (Punjab). However, the incumbent shall be liable to be transferred from / to the Institute Centre CSIR-CMERI CoEFM, Ludhiana and vice versa and to any of the CSIR Labs/Instts. including its centres as per the need in public interest. The eligible candidates may apply for the following positions online through the Institute website: [www.cmeri.res.in](http://www.cmeri.res.in).

#### **JOB DETAIL:**

**Educational Qualification:** Diploma in ME, EE, ECE, CE

**Post:** Technical Assistant

**Diploma passing year:** pass out session: 2018-21, 2017- 20, 2016-19, 2015-18, 2014-17, 2013-16.

**Location:** All over India.

**Last date:** 31/12/2021 up to 11:59PM

**Salary:** pay level 6 of pay matrix Rs. 35400 – Rs. 112400

#### **RECRUITMENT PROCESS:**

Online/ offline/ recruitment/ apprenticeship/ placement program.

#### **DOCUMENTS REQUIRED (In Joining):**

1. PAN Card
2. AADHAAR Card
3. 10<sup>th</sup> /12<sup>th</sup> Mark sheet
4. Board Certificate
  - a. Diploma Semester wise Mark sheet and Certificate.

#### **BITT HELP-DESK:**

**BITT Special Student's Care:** In Case of any issue, for any Observation/Suggestion/Grievances/Feedback, Please WhatsApp on 9931080111 / Call 9470193650 Or Email at: [rkbitt@gmail.com](mailto:rkbitt@gmail.com) (From 11.30 AM to 02.30 PM & Days: MONDAY - FRIDAY Only). We are committed for best academic support to our students.

(NOTE - All students are advised to make only WhatsApp messages on BITT helpline WhatsApp No.- 9931080111. Students may send their feedbacks/suggestions/complaints through WhatsApp only. No any call will be entertained on this no. in any cases.)







सी एस आई आर- केन्द्रीय यांत्रिक अभियांत्रिकी अनुसंधान संस्थान  
CSIR - CENTRAL MECHANICAL ENGINEERING RESEARCH INSTITUTE

(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद / Council of Scientific & Industrial Research)  
महात्मा गांधी एवेन्यू, दुर्गापुर - 713 209 (पश्चिम बंगाल) / Mahatma Gandhi Avenue, Durgapur - 713 209, (West Bengal)

**Advertisement No. 04/2021**

URL for Online Application: [www.cmeri.res.in](http://www.cmeri.res.in)

Last Date for submission of online application: 20.12.2021 up to 5:00 PM

Last Date for Receipt of the hard copy of online application: 31.12.2021 up to 5:30 PM

A unique opportunity for research career in Engineering & Technology

CSIR-CMERI, Durgapur is a premier Institute under the Council of Scientific and Industrial Research (CSIR), involved in multidisciplinary R&D programmes of both basic and applied nature across scientific disciplines for economic, environmental and societal benefits for the people of India.

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Designation	No. of Posts & Reservation status	Pay Scale	*Total Emoluments	**Upper Age Limit not exceeding (as on the last date of online application)
Technical Assistant	<b>22 Posts</b> [UR-12, ST-02, OBC-06 and EWS-02] [Horizontal Reservation for PWD: VH-1(Low Vision)]	Level - 6 Rs. 35400-112400	Rs. 53,988/-	28 years

\*Total Emoluments means approximate total emoluments per month on minimum of scale including House Rent Allowance as per rules stationed at Durgapur, West Bengal / Ludhiana, Punjab.

\*\* Please see age relaxation under Relaxation column.



**Candidates are strongly advised to apply online and send the Hard Copy of the Application well in time without waiting for the last dates for submission of Applications.**

CSIR-CMERI strives to have a work-force which reflects Gender balance and Woman candidates are encouraged to apply.

Persons with Benchmark Disabilities (PWD) fulfilling the eligibility conditions prescribed under GOI / CSIR instructions are encouraged to apply.

Candidates applying for the post must possess the prescribed basic essential qualification criteria mentioned in the Advertisement.

**Name of post : Technical Assistant**

<b>Post Code : 202101 :: 13 posts [UR-07(1 PWD : VH(Low Vision), OBC-04, ST-01 and EWS-01]</b>		
<b>Position with Pay</b>	<b>Essential Educational Qualification &amp; Experience</b>	<b>Job Specification</b>
<b>Technical Assistant</b>  Pay : Level 6 of Pay Matrix  Rs. 35400-112400	Diploma in <b>Mechanical /Production Engg./Tech.</b> of at least 03 years full time duration with minimum 60% marks and experience of 02 years in the area of 3D CAD Modeling/Machining/ Drafting/ CNC/Molding/Casting etc.  <b>OR</b>  Diploma in <b>Mechanical /Production Engg./Tech.</b> of at least 02 years full time duration in case of lateral admission in Diploma courses with minimum 60% marks and experience of 02 years in the area of 3D CAD Modeling/Machining/ Drafting/ CNC/Molding/Casting etc.	To provide technical support in R&D projects and technical services in the areas like CAD Modeling/Drafting/Prototype Manufacturing & Testing/ Operation of precision equipments and pilot plants. In addition, the incumbent may be assigned any jobs from time to time as per the directive of the competent authority.
<b>Post Code : 202102 :: 05 posts (UR-02, OBC-01, ST-01 and EWS-01)</b>		
<b>Position with Pay</b>	<b>Essential Educational Qualification &amp; Experience</b>	<b>Job Specification</b>
<b>Technical Assistant</b>  Pay : Level 6 of Pay Matrix  Rs. 35400-112400	Diploma in <b>Electrical / Electronic Engg./Tech.</b> of at least 03 years full time duration with minimum 60% marks and experience of 02 years in the area of System Design/ Micro controller/ Sensors/ Data Acquisition Systems/ Design of circuit/ power electrics etc.  <b>OR</b>  Diploma in <b>Electrical / Electronic Engg./Tech.</b> of at least 02 years full time duration in case of lateral admission in Diploma courses with minimum 60% marks and experience of 02 years in the area of System Design/ Micro controller/ Sensors/ Data Acquisition Systems/ Design of circuit/ power electrics etc.	To provide technical support in Design of Machine Controller/Sensor Integration/ Data Acquisition and Integration of software and hardware in demonstration of electromechanical system. In addition, the incumbent may be assigned any jobs from time to time as per the directive of the competent authority.
<b>Post Code : 202103 :: 02 posts (UR-01, OBC-01)</b>		
<b>Position with Pay</b>	<b>Essential Educational Qualification &amp; Experience</b>	<b>Job Specification</b>
<b>Technical Assistant</b>  Pay : Level 6 of Pay Matrix  Rs. 35400-112400	Diploma in <b>Civil Engg./Tech.</b> of at least 03 years full time duration with minimum 60% marks and experience of 02 years in the area of preparing the estimates for civil works, tender documents, supervise execution of works, preparing bills and handling maintenance of existing buildings & services etc.  <b>OR</b>  Diploma in <b>Civil Engg./Tech.</b> of at least 02 years full time duration in case of lateral admission in Diploma courses with minimum 60% marks and experience of 02 years in the area of preparing the estimates for civil works, tender documents, supervise execution of works, preparing bills and handling maintenance of existing buildings & services etc.	The incumbent is expected to work in Engineering Services Division (ESD) that involves planning and undertaking scheduled maintenance, supervising works, designing and preparing layout of the buildings sing AUTOCAD drawing, specification of the appropriate materials, preparation of word schedules, quality check of materials and managing team work. In addition, the incumbent may be assigned any jobs from time to time as per the directive of the competent authority.

Post Code : 202104 :: 01 post (UR-01)		
Position with Pay	Essential Educational Qualification & Experience	Job Specification
<b>Technical Assistant</b>  Pay : Level 6 of Pay Matrix  Rs. 35400-112400	Diploma in <b>Electrical Engg./Tech.</b> of at least 03 years full time duration with minimum 60% marks and experience of 02 years in the area of maintenance of HT/LT Electrical Installations including distribution system, transformers, diesel Generator sets and breakers.  <b>OR</b>  Diploma in <b>Electrical Engg./Tech.</b> of at least 02 years full time duration in case of lateral admission in Diploma courses with minimum 60% marks and experience of 02 years in the area of maintenance of HT/LT Electrical Installations including distribution system, transformers, diesel Generator sets and breakers.	The incumbent is expected to work in Engineering Services Division(ESD) that involves planning and undertaking scheduled maintenance, responding to breakdowns, diagnosing faults & repairing, designing the layout of energy distribution system and drawing specification of appropriate materials, preparation of work schedules, quality check of materials and managing team work. In addition, the incumbent may be assigned any jobs from time to time as per the directive of the competent authority.
Post Code : 202105 :: 01 post (UR-01)		
Position with Pay	Essential Educational Qualification & Experience	Job Specification
<b>Technical Assistant</b>  Pay : Level 6 of Pay Matrix  Rs. 35400-112400	Diploma in <b>Automobile Engg./Tech.</b> of at least 03 years full time duration with minimum 60% marks and experience of 02 years in the area of operation and maintenance of tractors/ field equipments / vehicles etc.  <b>OR</b>  Diploma in <b>Automobile Engg./Tech.</b> of at least 02 years full time duration in case of lateral admission in Diploma courses with minimum 60% marks and experience of 02 years in the area of operation and maintenance of tractors/ field equipments / vehicles etc.	To provide technical support in operation, maintenance of tractors/ field equipments and other vehicles etc. and support in the related research activities. In addition, the incumbent may be assigned any jobs from time to time as per the directive of the competent authority.

**Abbreviations:** **UR:** Unreserved; **ST:** Scheduled Tribes; **OBC:** Other Backward Class; **EWS :** Economically Weaker Sections; **PWD:** Persons With Disabilities; **VH:** Visually Handicapped.

The Job Specification prescribed above is indicative only based on the present requirement of the Institute. The selected candidates will be deployed keeping in view the Institutional requirement as and when so decided by the competent authority.

**General Information and Conditions:**

**1. Benefits under Council Service:**

- a. These posts carry usual allowance 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 depending on availability in which case HRA will not be admissible.
- b. In addition to the emoluments indicated against posts, benefits such as reimbursements of Medical Expenses, Leave Travel Concession and House Building Advance are available as per rules of CSIR.
- c. CSIR provide excellent opportunities to deserving candidates for career advancement under Revised Merit and Normal Assessment Scheme for Technical staff.

## 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. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts as on the last date of receipt of applications online. 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 test. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. The candidate should therefore mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with documents.
- c. The application should be accompanied by self-attested copies of certificates of the relevant educational qualification, experience etc. The prescribed qualification should have been obtained through recognized Universities / Institutions etc. **Incomplete applications / applications received and not accompanied with the required certificates / documents are liable to be rejected.**
- d. 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 test etc.
- e. If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested is to be submitted.
- f. The date for determining the upper age limit, qualification and / or experience shall be the closing date prescribed for online application i.e. **20.12.2021**
- g. The period of experience in a discipline / area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualification prescribed for that Grade.
- h. Candidate must ensure that he / she possesses educational qualification / experience in the relevant areas as required in the post, for which he/she is applying, on the last date of receipt of application online.
- i. Women and Persons with disabilities (PWD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- j. The posts carry usual allowances as admissible to Central Government employees as have been made applicable to CSIR employees.
- k. The posts will be governed by the New Pension Scheme applicable w.e.f. 01.01.2004 as notified by the Government of India and adopted by CSIR vide their letter No. 17/68/2001-E.II dated 23.12.2003 and other instructions issued on the subject.
- l. No TA/DA will be paid to the candidates for appearing in the test(s).
- m. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in the test.
- n. The number of vacancies indicated against each Post Code is provisional and may vary at the time of selection.
- o. The decision of the CSIR-CMERI/CSIR in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination / test etc. will be final and binding on the candidates.
- p. Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.
- q. **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**



### 3. Relaxations:

- a. The upper age limit is relaxable up to 05 years for SC/ST and 03 years for OBC as per Government of India orders in force **only in those cases where the post are reserved for respective categories**, on production of relevant certificate in the prescribed format signed by the specified authority.
- b. The Benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority as per DoPT O.M. No.36039/1/2019-Estt(Res) dated 31st January 2019. The income and Asset Certificate issued by specified authorities in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS.
- c. Upper age limit is also relaxable up to 05 years for the regular employees working in CSIR Laboratories/Institutes, Government Departments, Autonomous Bodies and Public Sector Undertakings as per CSIR/GOI guidelines.
- d. As per GOI provisions, age relaxation for Widows, Divorced Women and Women judicially separated from Husbands, the upper age limit is relaxable up to the age of 35 years (up to 40 years for members of Scheduled Tribes and up to 38 years for members belonging to the Other Backward Classes in respect of the posts reserved for them) for widows, divorced Women and Women Judicially separated from their Husbands who are not remarried. 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/decreed 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 and they have not remarried since.
- e. Age relaxation to Person with Benchmark Disabilities (PWD): Age relaxation of 10 years {15 years for Scheduled Caste (SC)/ Scheduled Tribe (ST) and 13 years for Other Backward Class (OBC) candidates as per rules} in upper age limit shall be allowed to persons suffering from the following benchmark disabilities as per GOI instructions:
  - (i) *blindness and low vision;*
  - (ii) *deaf and hard of hearing;*
  - (iii) *locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;*
  - (iv) *autism, intellectual disability, specific learning disability and mental illness;*
  - (v) *multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.*

The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual such posts.

- f. SC/ST/OBC/EWS/PWD candidates are required to produce a copy of the relevant certificate in the prescribed format signed by the specified authority along with their hard copy of application form. The OBC candidate should produce the certificate valid for appointment of posts under the **Central Government**. The format of these certificates as prescribed by the GOI are also available on the Institute website.
- g. Relaxation in age, over and above the stipulated limit, educational qualification and /or experience may be considered in case of exceptionally meritorious candidates or if sufficient number of candidates possessing the requisite qualification and / or experience are not likely to be available to fill up the posts.
- h. Relaxation in the upper age limit of 5 years applicable for persons who had ordinarily been domiciled in the Kashmir division of the State of J&K during the period 01-01-1980 to 31-12-1989 subject to production of a certificate from the District Magistrate in Kashmir Division within whose jurisdiction he/she had ordinarily resided or from any other authority designated in this behalf by the Government of J&K to the effect that he/she had ordinarily been domiciled in the Kashmir Division of the State of J&K during the period from 01-01-1980 to 31-12-1989.

- i. Relaxation in case of ex-servicemen will also be applicable as per provisions of CSIR/GoI.
- j. Appointments to the reserved posts will be provisional and subject to the verification of caste certificates through proper channels. If the verification reveals that the claim of the candidate belong to the SC/ST/OBC/EWS is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.
- k. All the Age relaxations indicated above are not exhaustive. For detailed information of age relaxations, please refer the orders of Government of India/CSIR.

(Proforma for SC/ST/OBC/PwBD/EWS etc., Certificate is provided in Annexure I) Candidates are required to submit a latest OBC/EWS Certificate issued by Competent Authority.

#### **4. Mode of Selection:**

Selection would be on the basis of Trade Test / Skill Test followed by competitive written examination. The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination. There would be no interview for the posts. The detail on the conduct of such "Trade Test / Skill Test" and syllabus of the written test etc. would be notified subsequently.

Mere fulfillment of educational qualifications and experience does not entitle a candidate to be called for test. The duly constituted screening Committee will adopt its own criteria for short-listing the candidates. The candidate should, therefore, mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with documents.

- a. In the event of number of applications being large, CSIR-CMERI may adopt short listing criteria to restrict the number of candidates to be called for test to a reasonable number by any or more of the following methods:
  - i. On the basis of higher educational qualifications than the minimum prescribed in the advertisement.
  - ii. On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.
  - iii. Any other methodology as deemed fit by Screening Committee.
- b. In case of insufficient response from candidates for a particular post or posts, the decision of the Institute regarding cancellation of that post(s) will be final and binding upon the candidates.
- c. The screening of the candidates will be done prima facie on the basis of documents and information furnished by the candidates. If at any subsequent date it is discovered that the candidates do not fulfill the eligibility criteria, their candidature shall be cancelled without assigning any reason whatsoever.
- d. Wherever specific area / discipline has been prescribed as the essential eligibility criteria for the post, the candidates must substantiate their claims in this regard with valid proof. In case the required area / discipline has not been mentioned in a candidate's Marks Sheet and/ or Degree / Certificate awarded by the concerned University, the decision of the Screening Committee regarding acceptance or rejection of such claims would be final and binding upon the candidates.
- e. Any further update on the mode of selection process and other related information would only be notified in the Institute website [www.cmeri.res.in](http://www.cmeri.res.in). Therefore, all the concerned candidates are advised to be constantly in touch with the website and follow the instructions in this regard.

**5. How to apply:**

- a) Eligible candidates are required to apply ONLINE through our website [www.cmeri.res.in](http://www.cmeri.res.in). No other mode of application will be considered.
- b) Candidates are advised to go through the instructions for online filling of the application carefully.
- c) Online Application will be available on CSIR-CMERI website [www.cmeri.res.in](http://www.cmeri.res.in). **(Closes on 20.12.2021 at 05.00 p.m.)** It is mandatory to take the print out of the successfully submitted online application form, sign the same and attach the self-attested mandatory documents {As mentioned in SI No 6, as applicable}. The print out of the application along with the relevant documents must reach CSIR-CMERI on or before 31.12.2021
- d) A non-refundable application fee of Rs. 100/- (one Hundred) only wherever applicable may be deposited online through State Bank of India (SBI) Collect website, the link of which is provided on the Institute website and printed copy of e-receipt of the same must be enclosed with the application. The candidates belonging to SC/ST/PWD/Ex-Servicemen/Women/CSIR Employees/Candidates otherwise eligible but residing abroad are exempted from submission of application fee. Fee must be paid within the last date of online application form i.e. 20.12.2021. Any fee received beyond the above last date will not be considered by the Institute and candidature of such candidates would not be entertained.
- e) Candidate are required to upload his/her recent passport size scanned photograph (max size 150 KB) at the specified place in the online application.
- f) In case of Universities/Institutes awarding CGPA/SGPA/OGPA grades etc, candidates are requested to convert the same into percentage based on the formula as per their University/Institute. Details are to be mentioned by the candidates at the appropriate place in the online application format, while submitting the same.
- g) Candidates should keep a copy of the application print-out and payment details, if any, for their record. Print-out of Application and payment details will not be available after 05.00 p.m. on the last date of online Application i.e. 20.12.2021
- h) Application once made will not be allowed to be withdrawn and fee once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
- i) Any change/edit in the application form after the finally submission of the online application will not be considered by the Institute.
- j) Only a single application will be entertained from each candidate for each post code. IN CASE A CANDIDATE SUBMITS MULTIPLE ONLINE APPLICATIONS FOR A SINGLE POSTCODE WITH DIFFERENT REGISTRATION NUMBERS AND/OR WITH DIFFERENT EMAIL IDS, ONLY THE LATEST COMPLETED APPLICATION WILL BE CONSIDERED.
- k) A candidate can apply for multiple Post Codes subject to fulfilling all eligibility criterion attached to each individual Post Code. The candidate needs to submit the primary/registration details only once in online application even while applying for more than one post code. However, candidate needs to fill the application (except primary/registration details) again and pay the application fee separately for each Post Code.
- l) The print out of the successfully submitted online Application duly signed must be accompanied by self attested copies of the certificates, mark sheets, testimonials in support of age, education qualifications, experience and caste certificate, certificate to be produced by EWS candidates, if applicable, (as mentioned in SI No 6 below) together with E-RECEIPT of the Application fees, (if applicable) should be sent in an envelope superscribed "APPLICATION FOR THE POST OF - \_\_\_\_\_ (Post Code \_\_\_\_\_)" 'Advertisement No. 04/2021' by post to the address given below, separately for each post code, in case a candidate applies for multiple post codes.

**The Administrative Officer,  
CSIR-Central Mechanical Engineering Research Institute Mahatma  
Gandhi Avenue,  
Durgapur – 713 209 (West Bengal)**

- m) Applicants must provide detailed information at the appropriate place in the online application regarding his/her relative, if any, working in CSIR, like name, designation, name of the CSIR Lab, where posted, relationship with the candidate.
- n) **Incomplete applications (i.e. Printout of the complete online application form, without photograph, unsigned, without application fee, if applicable, and without the attachments as mentioned under point 6 below etc.) will not be entertained and are liable to be summarily rejected.**
- o) **Receipt of hard copy of application along with relevant documents of the candidates within the stipulated date i.e. 31.12.2021 is essential** failing which their candidature will not be considered by this Institute.
- p) 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 the Institute.
- q) Applications from employees of Government Department will be considered only if forwarded through proper channel, certified by the employer that the applicant, if selected, will be relieved within one month of the receipt of the appointment orders. Vigilance Clearance should also be recorded. However, advance copy of the application may be submitted before the closing date. Applications routed through proper channel should reach CSIR-Central Mechanical Engineering Research Institute, Durgapur at the earliest. Further, such candidates, when shortlisted for trade/skill test will be required invariably to furnish a clear 'No Objection Certificate' from their employer failing which **they will not be allowed for trade/skill test.**

**6. Following documents must be attached along with the printout of the application form:**

- a) The printed copy of e-receipt for the application fee of Rs. 100/-
- b) Self Attested photocopy of certificate proving Date of Birth (Matriculation Certificate).
- c) Self Attested photocopies of educational qualification i.e. Certificates & Marks Sheets of each semester, coursework etc.
- d) Self Attested photocopies of experience certificates, wherever required in the prescribed format. Copy of relevant document to substantiate the experience claimed.
- e) Conversion formula of CGPA/SGPA/OGPA/DGPA/CPI grades etc into percentage, issued by the University
- f) Self Attested photocopy of Caste certificate / EWS certificate, if applicable in the prescribed profoma.
- g) Any other document in support of the claim made in the application, as applicable.

**Administrative Officer**