



सीएसआईआर - केन्द्रीय चर्म अनुसंधान संस्थान

**CSIR- CENTRAL LEATHER RESEARCH INSTITUTE**

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् Council of Scientific & Industrial Research

अडयार,चेन्नै, तमिळ्नाडु, भारत Adyar, Chennai-600 020 Tamil Nadu, India

वेबसाइट Website: <https://clri.org>

No.4(111)/2021-EI

Date: 05<sup>th</sup> July 2021

**Advertisement No.2/2021**

**“CSIR strives to have a workforce which reflects gender balance in R&D and women candidates are encouraged to apply”**

**Commencement of online application: 07.07.2021 [09:00 hrs IST]**

**Last date of submission of online application: 06.08.2021 [23:59 hrs IST]**

**Last date of receipt of Hardcopy of online application: 23.08.2021 [17:30 hrs IST]**

The CSIR-Central Leather Research Institute [CLRI], Chennai has been established in the year 1948 with headquarters at Chennai and its Regional Centres at Ahmedabad, Jalandhar, Kanpur and Kolkata. CSIR-CLRI is one of the Constituent Laboratories of the Council of Scientific & Industrial Research (CSIR), which is an Autonomous Body under the Department of Scientific & Industrial Research, Ministry of Science & Technology, Government of India. CLRI is a Central hub in Indian Leather Sector with direct roles in Education, Research, Training, Testing, Designing, Forecasting, Planning, Social empowerment and leading in Science and Technology relating to Leather.

CLRI wishes to induct enthusiastic, talented professionals, with proven professional skills & achievements and zeal for innovative technical support in Research & Development activities for the posts of Senior Technical Officer (2).

Post	No of Posts & Reservation	Pay Level & Pay	Total Emoluments*	Upper Age Limit** (as on last date of submission of online Application)
Senior Technical Officer (2) / Gr III (5) [Male Medical Officer]	1 Post Unreserved	Pay Level 11 Rs. 67700/-	Rs.1,19,723/- <sup>§</sup>	40 years
Senior Technical Officer (2) / Gr III (5)	1 post Unreserved	Pay Level 11 Rs. 67,700/-	Rs.1,03,881/-	40 years

\* Approximate emoluments on minimum of Pay Level including HRA applicable to X Class city.

\*\* Please see age relaxation under Relaxation Column

§ Includes Non-Practicing Allowance.

**Abbreviations used: UR – Unreserved**

Posts are tenable at CLRI, Chennai as mentioned against the area, however based on the need and requirements, candidates may be posted in any of the Regional Centres viz. Ahmedabad, Jalandhar, Kanpur and Kolkata.

Sl. No	Post/ Post Code & Reservation	Area & Upper age limit	Essential Educational Qualifications & Experience	Desirable Qualification/ Experience	Job specification
1.	<b>Senior Technical Officer (2)</b> [Male Medical Officer]  T21351  1 Post - UR	<b>Dispensary</b>     40 years	MBBS with MD (General Medicine/Paediatrics) from a recognized University/Institution.	1. A registered Medical Practitioner. 2. 2 years of clinical experience after M.D.	1. To provide medical services to staff members/pensioners and their dependents. 2. To coordinate with the Medical Officer (s) on day to day activities and administration related works.
2.	<b>Senior Technical Officer (2)</b>  T21352  1 Post - UR	<b>Guest House and Public Relations</b>    40 years	MBA (Catering/Hotel/Hospitality Management) with 55% marks after 1 <sup>st</sup> Class B.Sc. (Catering Science and Hotel/Hospitality Management) from a recognized University/ Institution.	1. Post Graduate Diploma in Public Relations. 2. Demonstrated experience in Public Relations. 3. Skills in Computer Operations. 4. Good command in English language. 5. Knowledge in Hindi and Tamil.	1. Supervising Guest House and Catering Management. 2. Public Relations Management. 3. Protocol Management for dignitaries.

<b>General information and conditions:-</b>	
<b>1. Benefits under Council service:-</b>	
a.	These posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) 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 (Residence Allotment) Rules depending on availability in which case HRA will not be admissible.
b.	In addition to the emoluments indicated against each category of posts, benefits such as applicability of New Pension System, reimbursement of Medical Expenses, Leave Travel Concession and House Building Advance are available as per CSIR rules.
c.	CSIR provides excellent opportunities to deserving candidates for career advancement under Assessment Promotion Scheme for Technical staff.
<b>2. Other conditions:-</b>	
a.	The applicant must be a citizen of India.
b.	<b>All applicants must fulfil the essential qualifications/experience of the post and other conditions stipulated in the advertisement as on the last date of submission of online applications. 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 submission of the online applications. No enquiry asking for advice as to eligibility will be entertained.</b>

	<p>The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Interview. 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.</p> <p><b>SCREENING COMMITTEE WILL ADOPT SHORT LISTING CRITERIA TO RESTRICT THE NUMBER OF CANDIDATES TO BE CALLED FOR INTERVIEW TO A REASONABLE NUMBER BY ANY OR MORE OF THE FOLLOWING METHODS:</b></p> <p>c. 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) By holding a written test  iv) Any other methodology as deemed fit by Screening Committee.</p> <p>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. Completion of Course / Degree / Post Graduate/ Ph.D degree will be reckoned from the date of issue of provisional certificate/ notification of result / Thesis submission/awarded date, as the case may be.</p>
d.	<p>The application should be accompanied by self-attested copies of the relevant educational qualification &amp; experience. The prescribed qualifications should have been obtained through recognized Universities / Institutions etc. <b>Incomplete applications/applications not accompanied with the required certificates / documents are liable to be rejected.</b></p>
e.	<p>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.</p>
f.	<p>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 interview.</p>
g.	<p>If any document/ certificate furnished is in a language other than <b>Hindi or English</b>, a transcript of the same duly attested by a Gazetted officer or notary is to be submitted.</p>
h.	<p>The date for determining the upper age limit, qualifications and /or experience shall be the <b><u>closing date of submission of online applications.</u></b></p>
i.	<p>The period of experience in a discipline/area of work, wherever prescribed, shall be counted after the date of acquiring the minimum educational qualifications prescribed for that Post.</p>
j.	<p>Persons with Benchmark Disabilities fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply. Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved for them or not.</p>
k.	<p><b>In case a candidate is staying abroad, his /her candidature may be considered <i>in absentia</i> by Selection Committee on his/her written request.</b></p>
l.	<p>Only outstation candidates called and found eligible for interview will be paid to and fro single second class rail fare from the actual place of undertaking the journey or from the normal place of their residence whichever is nearer to Railway Station, on production of Rail Tickets/Rail Ticket Numbers or any other proof of journey.</p>
m.	<p>Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing for Interview. Such candidate will not be paid any fare.</p>
n.	<p>The number of vacancies may vary (increase or decrease) at the time of actual selection.</p>

o.	The decision of the Director, CSIR-CLRI in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of examination / Interview 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.	<b>NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.</b>
<b>3. Relaxations:-</b>	
a.	Upper age limit is relaxable upto five years for the regular employees working in CSIR Laboratories / Institutes, Central/State Government Departments, Autonomous Bodies and Public Sector Undertakings.
b.	<p>Age relaxation to Persons with Benchmark Disabilities category: Age relaxation of 10 years is allowed [total 15 years for SC/ ST and 13 years for OBC candidates] to the persons suffering from the following disabilities as per GOI orders:</p> <ul style="list-style-type: none"> <li>(a) blindness and low vision;</li> <li>(b) deaf and hard of hearing;</li> <li>(c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;</li> <li>(d) autism, intellectual disability, specific learning disability and mental illness;</li> <li>(e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.</li> </ul> <p>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 of India for each individual.</p>
c.	Relaxation in age, over and above the stipulated limit, educational qualification and/or experience may be considered in case of exceptionally meritorious candidate(s) or if sufficient number of candidates possessing the requisite qualification and/or experience is not available to fill up the posts with the approval of Competent Authority.
d.	Relaxations in the upper age limit are applicable to all the categories as per Government of India instructions including Ex-Servicemen subject to the fulfilment of conditions prescribed for availing the same.
<b>4. How to apply:-</b>	
a.	Eligible candidates are required to apply <b>only through ONLINE</b> . The link for <b>ONLINE APPLICATION</b> will be available on CSIR-CLRI's website <a href="https://recruit.clri.org">https://recruit.clri.org</a> from <b>07.07.2021 [from 09:00 hrs] to 06.08.2021 [upto 23:59 hrs (IST)]</b> . Detailed online application procedure is also displayed in CSIR-CLRI website <a href="https://clri.org">https://clri.org</a>
b.	If the candidate does not have a valid email id, he/she should create a new email ID before applying online.
c.	Candidates are required to pay Application Fee of Rs.100/- through SB Collect by ONLINE/SBI Branch. Detailed instructions on payment of fee through SB Collect is displayed in CSIR-CLRI website <a href="https://clri.org">https://clri.org</a> . The candidates belonging to <b>SC/ST/PWD/Women/CSIR Employees are exempted from submission of application fee.</b>
d.	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
e.	After submission of ONLINE APPLICATION(S), Applicants shall print the computer generated application. Application must be <b>duly signed</b> and accompanied by self-attested copies of the certificates, mark sheets in support of age, educational qualifications, experience, re-prints of publications and caste certificate, if applicable along with SB Collect Payment Receipt (if applicable)

	<p>should be sent in an envelope super-scribed "<b>Application for the post of ____ (Post Code) ____</b>" by post/ courier to the address:- <b>Recruitment Section, CSIR- Central Leather Research Institute, Sardar Patel Road, Adyar, Chennai-600 020 Tamil Nadu, India to reach on or before <u>23.08.2021.</u></b></p> <p><b>UNLESS DULY SIGNED HARD COPY OF THE APPLICATION IS RECEIVED, APPLICATION SUBMITTED ONLINE WILL NOT BE CONSIDERED AS VALID AND LIABLE TO BE REJECTED.</b></p>
f.	Application once submitted will not be allowed to be withdrawn and fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
g.	Applications from employees of Government Departments 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 order. Also, 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 CLRI at the earliest.
h.	Candidates should specifically note that the applications received after the last date of receipt of hard copy for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by CLRI.
i.	Incomplete applications (i.e. without photograph, unsigned and without application fee etc.) will not be entertained and will be summarily rejected.
<b>5. Following documents must be attached along with the application sent by post / courier:-</b>	
a.	Signed copy of printout of online application form along with proof of submission of prescribed application fee.
b.	Self-Attested photocopy of Matriculation or equivalent certificate for age proof.
c.	Self-Attested photocopies of educational qualifications certificates etc.
d.	Self-Attested photocopy of caste/category certificate, PWD certificate and other applicable certificates in the prescribed Government of India format signed by the specified authority, if applicable.
e.	Self-Attested photocopies of experience certificates, if any.
f.	No objection certificate (NOC) / proper channel application, wherever applicable
g.	Self-Attested copies/reprints of Publications/ Research Papers/ Patents etc. if any.
	<b>Sd/- Controller of Administration</b>