



# CSIR-National Environmental Engineering Research Institute

(Council of Scientific & Industrial Research)

Nehru Marg, Nagpur- 440020 (Maharashtra)

www.neeri.res.in

## RECRUITMENT NOTICE

ADVERTISEMENT NO: NEERI/1/2024

TOTAL NUMBER OF VACANCIES: 19

|  |  |
|--|--|
| Opening date for Online Applications   | 28.12.2024 (Saturday); 09.30 AM          |
| Closing date of Online submission of Applications                              | 30.01.2025 (Thursday); 05.00 PM          |
| Last date for submitting Hard Copy of Applications                             | 14.02.2025 (Friday); 06:00 PM            |
| Tentative Schedule and venue of Written Exam                                   | February-March, 2025 at Nagpur only.     |
| Tentative Schedule and venue of Typing Test & Proficiency Test in Stenography. | April-May 2025 at Nagpur only.           |
| Place of posting of selected candidates  | CSIR-NEERI, Nagpur or its Zonal Centres. |

CSIR-National Environmental Engineering Research Institute (CSIR-NEERI), with its headquarter at Nagpur. (Maharashtra) and having five Zonal Centers at Delhi, Mumbai, Chennai, Kolkata and Hyderabad, is one of the constituent laboratory of Council of Scientific & Industrial Research (CSIR), a premier Multi-Disciplinary R&D organization in India which is an autonomous body of the Department of Scientific & Industrial Research (DSIR) under the Ministry of Science & Technology, Government of India. Applications are invited from the eligible candidates for Open Competitive Exam for the following posts: -

| Name of the post                                  | No. of posts    | Classification and Pay Level/Pay Matrix  | Essential Qualification  | Age Limit |
|---|-----------------|--|--|-----------|
| Junior Secretariat Assistant (General)            | UR-5            | Pay Level -2<br>Cell -1 of pay matrix as per 7th CPC with initial pay and allowances of approximate Rs. 36493/- in Nagpur. [Rs.19900-63200].   | 10+2/XII or its equivalent and proficiency in computer type speed of 35 w.p.m in English OR 30 w.p.m. in Hindi and in using computer as per the prescribed norms fixed by DoPT from time to time.<br>[35 w.p.m/30 w.p.m correspond to 10500 KDPH/9000 KDPH. (Key Depression per Hour) on an average of 5 key depression for each word. Time allowed for typing test is 10 minutes, which is qualifying in nature]. | 28 years  |
|   | ST-1            |  |  |           |
|   | OBC-2           |  |  |           |
|   | EWS-1           |  |  |           |
|   | <b>Total- 9</b> |  |  |           |
| Junior Secretariat Assistant (Finance & Accounts) | UR-1            | Pay Level -4<br>Cell -1 of pay matrix as per 7th CPC with initial pay and allowances of approximate Rs. 49,623/- in Nagpur. [Rs. 25500-81100]. | 10+2/XII or its equivalent and proficiency in stenography as per the prescribed norms fixed by DoPT from time to time.<br><b>Dictation:</b> 10 minutes @ 80 w.p.m.<br><b>Transcription:</b> 50 minutes for English and 65 minutes for Hindi.   | 27 years  |
|   | OBC-1           |  |  |           |
|   | <b>Total-2</b>  |  |  |           |
| Junior Secretariat Assistant (Stores & Purchase)  | UR-2            | Pay Level -4<br>Cell -1 of pay matrix as per 7th CPC with initial pay and allowances of approximate Rs. 49,623/- in Nagpur. [Rs. 25500-81100]. | 10+2/XII or its equivalent and proficiency in stenography as per the prescribed norms fixed by DoPT from time to time.<br><b>Dictation:</b> 10 minutes @ 80 w.p.m.<br><b>Transcription:</b> 50 minutes for English and 65 minutes for Hindi.   | 27 years  |
|   | OBC-1           |  |  |           |
|   | <b>Total-3</b>  |  |  |           |
| Junior Stenographer                               | UR-4            | Pay Level -4<br>Cell -1 of pay matrix as per 7th CPC with initial pay and allowances of approximate Rs. 49,623/- in Nagpur. [Rs. 25500-81100]. | 10+2/XII or its equivalent and proficiency in stenography as per the prescribed norms fixed by DoPT from time to time.<br><b>Dictation:</b> 10 minutes @ 80 w.p.m.<br><b>Transcription:</b> 50 minutes for English and 65 minutes for Hindi.   | 27 years  |
|   | OBC-1           |  |  |           |
|   | <b>Total-5</b>  |  |  |           |

- **For Ex-Servicemen:** - Out of 14 posts of Junior Secretariat Assistant (General/Finance & Accounts/Stores & Purchase) one post is reserved for Ex-Servicemen.
- **For PwBD:-** Out of 5 posts of Junior Stenographer one post is reserved for PwBD Category.

**Syllabus for Competitive written examination for recruitment to the posts of Junior Secretariat Assistant (General/Finance & Accounts/Stores & Purchase)**

**Paper-I:** Mental Ability Test. Mental ability test will include General Intelligence, Quantitative Aptitude, Problem Solving, Situational Judgement, etc. (Time Allotted 90 Minutes for 100 questions)

**Paper-II :** General Awareness and General English for which Time allotted is one hour.

The **Paper-II** will be evaluated only for those candidate who secure the minimum threshold marks (to be determined by the Selection Committee) in the **Paper-I**. The final merit list will be prepared only on the basis of the marks obtained by the candidates in **Paper-II**.

There will be a Proficiency Test in computer type speed of 35 w.p.m in English OR 30 w.p.m. in Hindi and in using computer as per the prescribed norms fixed by DoPT from time to time. This will be qualifying in nature. The final merit list will only comprise of those candidates who have qualified the proficiency test in computer typing.

**Syllabus for written examination for recruitment to the posts of Junior Stenographer.**

There will be only one Paper with three parts i.e. (1) General Intelligence & Reasoning, (2) General Awareness and (3) English Language & Comprehension. Time allotted is 2 hours.

**Proficiency test in Stenography: -**

The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the Application Form) at the speed of 80 w.p.m. for the post of Junior Stenographer. The transcription time is as follows:

| S. No. | Language of Skill Test | Time Duration (in Minutes) | Time Duration (in minutes) for the candidate eligible for scribe). |
|--------|------------------------|----------------------------|--|
| 1.     | English                | 50                         | 70   |
| 2.     | Hindi                  | 65                         | 90   |

The proficiency in stenography will only be qualifying in nature. The final merit list will be prepared on the basis of performance of the candidate in the competitive written examination. The merit list will only comprise of those candidates who have qualified the proficiency test in stenography.

The candidates are required to download the online submitted application along with annexures and after signing should send it so as to reach **CSIR-NEERI** on or before **5.2.2025**.

**For detail advertisement i.e. - details of syllabus, mode of written examinations, age, fees and other relaxations, terms & conditions and direction to apply online, etc., please visit the official website of the Institute [www.neeri.res.in](http://www.neeri.res.in) - Recruitment - Regular.**

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Administrative Officer  
CSIR-NEERI, Nagpur (Maharashtra)