



विज्ञान एवं इंजीनियरी अनुसंधान बोर्ड
(विज्ञान और प्रौद्योगिकी विभाग, भारत सरकार का एक सांविधिक निकाय)
SCIENCE & ENGINEERING RESEARCH BOARD
(A Statutory body of Department of Science and Technology, Govt. of India)
(No.SERB/Recruitment/01/2020)

ADVERTISEMENT NOTICE NO.01/2020

Applications are invited from Indian citizens for filling up the following posts on Deputation/Absorption failing which by Direct Recruitment basis in the Science and Engineering Research Board, New Delhi as per details given below:

Name of the Post	Pay Scale	No. of Posts	Mode of Recruitment	Reservation
Section Officer	Level-6 in the Pay Matrix (Rs.35400-112400)	02 UR	By deputation/ absorption failing which by direct recruitment.	As per the Central Government Norms/ Guidelines

The post of Section officer is proposed to be filled up on deputation/absorption failing which by direct recruitment basis.

Deputation:

Officers of the Central Government or State Governments or Union Territories or Public Sector Undertakings or recognised Research Institutions or Universities or Semi Government or Statutory or Autonomous organisations.

(a) (i) holding analogous post on regular basis in the parent cadre or department; or

(ii) with six years' regular service in the grade rendered after appointment thereto on regular basis in Level 5 in the pay matrix (Rs.29200-92300) or equivalent;

Note-1: The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other

Organization or Department of the Central Government shall ordinarily not to exceed three years or superannuation, whichever is earlier.

Note-2: For the purposes of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to the 1st January, 2016 or the date from which the revised pay structure based on the recommendations of the Seventh Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding Level or grade extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one level and where this benefit will extend only for the post (s) for which that grade pay or pay scale is the normal replacement without any upgradation.

Age limit: The maximum age limit for appointment by deputation shall not exceed 56 years, as on the closing date of receipt of application.

Direct Recruitment:

Essential Qualification: Bachelor's Degree from a recognized University.

Age limit: The maximum age limit for appointment for direct recruitment shall not exceed 30 years, as on the closing date of receipt of application. Age relaxation, applicable as per Government of India norms/guidelines.

GENERAL INSTRUCTIONS

1. The prescribed essential qualifications are minimum and the mere possession of the same does not entitle candidates to be called for interview.
2. Nature of duties: All matters relating to Administration & Establishment and Finance, Budget & Accounts of SERB.
3. The Board may restrict the number of candidates to be called for interview to a reasonable limit based on the information/particulars provided in their applications, through an internal shortlisting process i.e. by forming a Screening Committee to scrutinize the applications and restrict the number of candidates to be called for interview, as per the requirement of the Board. The suitability of the applicant shall be adjudged by the committee **keeping in view the educational qualifications, quality and nature of experience rendered by the candidate and as per the specific job requirements of the Board**, before being called for interview. **CANVASSING IN ANY FORM WILL RESULT IN DISQUALIFICATION OF CANDIDATURE.**
4. The selected candidates are liable to serve anywhere in India.
5. **HOW TO APPLY:**
 - (a) Applications should be neatly typed on thick plain paper (A-4 size 210 x 297 mm) in the prescribed format, as per Annexure, given below.
 - (b) No column of the application should be left blank. In case of no information, indicate as Nil against such column. In any case, no column is to be left blank.
 - (c) The candidates applying for deputation basis will not be considered for selection on direct recruitment basis and vice versa.
 - (d) Candidates working in Central Government or State Governments or Union Territories or Public Sector Undertaking or recognized Research Institutions or Universities or Semi Government or Statutory or Autonomous organizations in India should **apply through proper channel along with NOC of the competent authority within the prescribed last date of receiving applications**. Applications received after the prescribed last date will not be considered, in any case. However, if an advance copy is submitted by the Applicant to the Board before the last date of receipt of application, the same would be considered **only after receipt of the application through proper channel** from the parent organization along with attested copies of ACRs/APARS for the last five years, Vigilance Clearance Certificate and certificate of imposing “No Major/Minor Penalty during last 10 years”.
 - (e) Copies of attested certificates in support of educational qualifications, date of birth, disability, community certificates, experience and any other relevant information, if any, should be attached with the application. Applications without the supporting documents will be summarily rejected.
 - (f) Candidates will have to produce the original certificates at the time of interview for verification.
 - (g) Completed applications in the prescribed proforma only (as per Annexure) should be sent to the Under Secretary, Science and Engineering Research Board, 5 & 5A, Lower Ground Floor, Vasant Square Mall Plot No. A, Community Centre, Sector-B, Pocket-5, Vasant Kunj, New Delhi 110 070 by Registered Post or through Speed Post in a cover super-scribed **“APPLICATION FOR THE POST OF SECTION OFFICER” within 60 days of the publication of the advertisement in Employment News (English Edition) by 5.30 PM.** (75 days for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram,

Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep) from the date of publication of this advertisement in Employment News (English Edition) **i.e. the last date of the week in which it is published.**

- (h) **Applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. Board shall not be responsible for any delay on the part of postal department for delivery of applications even if posted before the last date. No representation against such rejection will be entertained.**
- (i) Candidates are advised to send application through SPEED POST. Applications should not be sent by Ordinary Posts or through Courier. However, Candidates desiring to deliver their applications personally, may drop their application in the Drop Box placed in the premises of SERB on any working day from **9:00 AM to 5:30 PM**. However, the receipt of application will not be given in any case. **Candidates can also email scanned copies of application with all documents/particulars in the PDF form at e-mail – recruitments@serb.gov.in on or before the closing date of receipt of application.**
6. **Age limit:** The crucial date for determining the age limit shall be closing date for receipt of application from candidates in India (and not the closing date prescribed for remote areas).
7. **Entitlements and Allowances:** As per Central Government Rules/ SERB Rules and Regulations.
8. **Reservation Norms:** As per Govt. of India guidelines.
9. **Probation:** (1) The candidates appointed as Section Officer on direct recruitment basis shall be on probation for a period of two years. (2) A fresh recruit will be confirmed only after he has completed the period of probation and during the period his services and conduct have been found by the Authority to be satisfactory. (3) In the event of the service and conduct of any employee are not found to be satisfactory, in the probation period, at the discretion of the Authority, the probation period may be extended to provide the employee an opportunity to improve. (4) Save as in exceptional cases, the extended period of probation shall not exceed double the normal period. (5) If the service and conduct of any employee are not found to be satisfactory at the end of the probation period or extended probation period, his/her services shall be terminated.
10. SERB will verify the particulars in the application and documents submitted along with the application by the candidate before and after appointment during the service. At any stage, if it is found that the candidate has furnished wrong or false information and has suppressed any material information, then his/her services shall be terminated.
11. **PLEASE NOTE:**
- (i) **The officers/staff of Science and Engineering Research Board are not covered by the Central Government Health Scheme (CGHS). However, the officers of SERB will be governed by the Regulations of SERB in so far as the Medical facilities are concerned.**
- (ii) (a) **The officers/staff of Science and Engineering Research Board are not eligible for allotment of residential accommodation, out of the General Pool of the Directorate of Estates, Ministry of Housing and Urban Affairs. However, the officers/staff of SERB will be entitled for House Rent Allowance as per the provisions contained in the Regulations of SERB.**
- (b) **The instructions as contained in Ministry of Urban Development, Directorate of Estates “OM No.12035/12/2013-Pol.II dated 15.01.2014 shall be applicable in respect of the candidates appointed on deputation/absorption basis.**

ANNEXURE

FORMAT OF APPLICATION
Advertisement Notice No.01/2020

Affix coloured Passport size Photograph (Not more than three months old)

1.	Post for which applied	:					
2.	Name in full (starting with last name in BLOCK LETTERS leaving one space blank between two parts of name)	:					
3.	Father's / Spouse Name	:					
4. (a)	Date of Birth	:	DATE	MONTH	YEAR		
(b)	Age on closing date	:	DATE	MONTHS	YEAR		
(c)	Date of superannuation from service	:	DATE	MONTHS	YEAR		
5 (a)	Nationality:	:					
(b)	Religion:	:					
6.	Whether you belong to (please tick. if yes, attach attested copy of certificate)	:	SC	ST	OBC	PwD	UR

7. **Educational Qualifications** (In chronological order from matriculation onwards. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

SL. NO.	EXAMINATION PASSED	UNIVERSITY/INSTITUTION /BOARD	YEAR OF PASSING	MAIN SUBJECTS TAKEN	DIV. / CLASS & % OF MARKS

8. **Work Experience:**
(Details in chronological order, starting with the first job)

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

SL. NO.	Name of Ministry/ Department/	Period		Total period of each employment in years, months & days	Scale of pay	Nature of duties
		From	To			
9.	Total experience in years:					

10.	Training, if any:			
Sl No.	ORGANIZATION	PERIOD		DETAILS OF TRAINING

11. Present Employment Status:

CENTRAL GOVT.	STATE GOVT.	AUTONOMOUS/ STATUTORY BODY (Central/State)	PUBLIC UNERTAKING	RECOGNISED RESEARCH INSTITUTIONS OR UNIVERSITIES	OTHERS (Provide details)

12. (i) Address for Correspondence
(In BLOCK LETTERS)

(ii) Telephone No. (a) Office: _____

(c) Residence: _____

(d) Mobile No. _____

(iii) Email Address. _____

13. Nearest Railway Station:

14. Present Pay (Revised/Pre-revised)

(i) Level & Pay Matrix/
Pay Band + Grade Pay
.....

- (ii) Basic Pay
(Pay in Pay Matrix/
Pay in PB +GP)
- (iii) Other allowances
(excluding HRA)
- (iv) Total Salary
[(ii) + (iii)]

15. Give below the names of two references (they must not be related to you) who are in a position to testify from their personal knowledge as to your fitness for the proposed appointment.

(i) Name with full address with Contact No.:

(iii) Name with full address with Contact No.

16.

(i) Service to which the candidate belongs:

(ii) Complete address of the cadre authority with phone no.

17. Permanent Address :
(in BLOCK LETTERS)

Pin Code:
Telephone No:
Landline (With Code) : _____
Mobile No: _____
Email address: _____

18. Any other information you may wish to add :

19. Details of Enclosures :

20. DECLARATION:-

I do hereby declare that the information furnished is true and complete to the best of my knowledge and belief and nothing has been concealed /distorted therefrom. In case of any of the declaration and/or the documents furnished herewith are found to be wrong or false, my candidature shall be cancelled at any stage of selection process. In the event that any of the declaration and/or the documents furnished herewith are found to be wrong or false is detected/noticed even after my appointment, I hereby agree that my appointment is liable to be terminated without serving any notice upon me.

Place:
Date:

Signature of the candidate

CERTIFICATE
(TO BE GIVEN BY THE HEAD OF ORGANISATION/OFFICE)

1. It is certified that the particulars given in the above application by the applicant are true and correct as per the facts available on records. He/she possess educational qualification and experience mentioned in the vacancy circular.
2. It is also certified that:-
 - (i) no disciplinary/vigilance proceedings are either pending or contemplated against the officer;
 - (ii) that no Major/Minor Penalty has been imposed during last 10 years;
 - (iii) that the integrity of the officer is certified;
 - (iv) that photo copies of his/her ACR/APAR dossiers for the last five years duly attested by an officer of the rank of Under Secretary to the Government of India or above are enclosed; and
 - (v) that the cadre controlling authority has no objection to the consideration of applicant for selection to the post mentioned above. If selected, he/she will be relieved.

Signature of the Head of the Organisation/Office
with Office Seal

Place:
Date: