



CSIR - National Physical Laboratory

CSIR- NATIONAL PHYSICAL LABORATORY  
 (Council of Scientific & Industrial Research)

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 Dr. K.S. Krishnan Marg, New Delhi – 110012



ADVERTISEMENT NO.: Rectt./02/2016

Opening Date of Online Application: 11.30 AM, 17<sup>th</sup> December, 2016  
 Last Date of Online Submission of Application: 05:30 PM, 17<sup>th</sup> January, 2017  
 Last Date of receipt of Print-out of Submitted Application: 05:30 PM, 24<sup>th</sup> January, 2017

CSIR - National Physical Laboratory, New Delhi, is a premier laboratory under the Council of Scientific & 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. CSIR-NPL has very active research groups working in the areas of Physico-Mechanical Metrology, Time & Frequency and Electrical and Electronic Metrology, Environment & Biomedical Metrology, Advanced Materials and Devices and related fields.

**Online Applications** are invited from enthusiastic, young Indian researchers having excellent academic record and proven scientific achievements along with the requisite experience and a high degree of motivation and desire to take up research as a career in the areas of Applied Physics / Applied Optics / Instrumentation / Electrical Engineering / Power Electronics / Instrumentation & Control / Mechanical Engineering to fill up the vacancies for the posts of Technical Assistant(s) & Scientist(s) as per the details given below:-

Designation	No. of Posts	Pay Band	Grade Pay	*Total Emoluments	**Upper Age limit not exceeding (as on 17.01.2017)
Technical Assistant	06 (Six)	₹ 9300 – 34800/-	₹ 4200/-	₹ 39082/-	28 Years
Scientist	15 (Fifteen)	₹ 15600 – 39100/-	₹ 6600/-	₹ 73991/-	32 Years

\* Total Emoluments means approximate total emoluments on minimum of scale including House Rent Allowance in Class 'X' City.

\*\* Please see Age Relaxation under Relaxation Column.

Applicants are requested to carefully go through the full text of the advertisement on CSIR – NPL website <http://www.nplindia.org> regarding qualifications, subjects, fields of specializations and job requirements, etc. prescribed for each position and then fill up the online application form carefully.

**Vacancy Details**

Post Code	Pay Band & No. of post(s) / Reservation	Name of Post(s) / Grade Pay (GP) / Age limit (Years) not exceeding	# Essential Educational Qualifications	Desirable	Role Description
3.1	Rs. 9300 – 34800 (PB-2) 02 (Two) (UR - 01) (OBC-01)	Technical Assistant (Electrical) G.P. Rs. 4200/- Age Limit: 28	1 <sup>st</sup> class diploma in Electrical Engineering/Tech. of at least 3 years full time duration or at least 2 years full time duration in case of lateral admission in Diploma courses or its equivalent with experience of 2 years in the relevant area/field.		1) To plan, organization, maintain and manage Electrical Engg. related works including material procurement, supervision and execution of works etc. 2) To undertake day to day repair/ maintenance of Laboratory (Electrical) equipments / machines / apparatus/ installations/appliances etc. Including generators and air conditioning. 3) To ensure efficient and smooth functioning of electric/power supply system in the institute.
3.2	9300 – 34800 (PB-2) 02 (Two) (UR - 01) (ST-01)	Technical Assistant (Mechanical) G.P. Rs. 4200/- Age Limit: 28	1 <sup>st</sup> class diploma in Mechanical Engineering/Tech. of at least 3 years full time duration or at least 2 years full time duration in case of lateral admission in Diploma courses or its equivalent with experience of 2 years in the relevant area/field.		

3.3	9300 – 34800 (PB-2) 01 (One) (UR)	Technical Assistant (Electronics & Communication) G.P. Rs. 4200/- Age Limit: 28	1 <sup>st</sup> class diploma in Electronics & Communication Engineering/Tech. of atleast 3 years full time duration or atleast 2 years full time duration in case of lateral admission in Diploma courses or its equivalent with experience of 2 years in the relevant area/field.		
3.4	9300 – 34800 (PB-2) 01 (One) (SC)	Technical Assistant (Civil) G.P. Rs. 4200/- Age Limit: 28	1st class diploma in Civil Engineering/Tech. of atleast 3 years full time duration or atleast 2 years full time duration in case of lateral admission in Diploma courses or its equivalent with experience of 2 years in the relevant area/field.	Experience in preparation of estimates, supervision of work, preparation of MB, bills, etc.	
4.1	15600 – 39100 (PB-3) 03 (three) (UR-01) (OBC-01) ST-01)	Scientist G.P. Rs. 6600/- Age Limit: 32 Years	M.E / M. Tech (Electrical Engineering / Power Electronics / Instrumentation & Control) Or Ph.D. submitted (Electrical Engineering / Power Electronics/ Instrumentation & Control)	Experience in the field of Electrical Engineering / Power Electronics & precision measurements in the field of AC Power & Energy, AC/DC high voltage and DC metrology etc.	R&D, maintenance & dissemination of metrological parameters and precision measurements.
4.2	15600 – 39100 (PB-3) 01 (one) (SC-01)	Scientist G.P. Rs. 6600/- Age Limit: 32	M.E / M. Tech (Applied Physics / Applied Optics / Instrumentation) Or Ph.D. submitted (Applied Physics / Applied Optics / Instrumentation)	Experience in the field of Applied Optics / Applied Physics / Instrumentation & precision measurements in the field of Dimension metrology and length, radiometry, photometry, etc. .	R&D, maintenance & dissemination of metrological parameters and precision measurements.
4.3	15600 – 39100 (PB-3) 01 (one) (UR – 01)	Scientist G.P. Rs. 6600/- Age Limit: 32	M.E / M. Tech (Electronics and Communication Engineering / Instrumentation & Control) Or Ph.D. submitted (Electronics and Communication Engineering / Instrumentation & Control)	Experience in the field of Electronics and Communication / Instrumentation & Control & precision measurements in the field of AC metrology	R&D, maintenance & dissemination of metrological parameters and precision measurements.
4.4	15600 – 39100 (PB-3) 03 (three) (UR – 02) (OBC – 01)	Scientist G.P. Rs. 6600/- Age Limit: 32	M.E / M. Tech (Mechanical Engineering / Instrumentation & Control/ Applied Physics) Or Ph.D. submitted (Mechanical Engineering / Instrumentation & Control/ Applied Physics)	Measurements in the field of, Temperature, pressure and vacuum, fluid flow, force and hardness metrology etc.	R&D, maintenance & dissemination of metrological parameters and precision measurements
4.5	15600 – 39100 (PB-3) 01 (one) (OBC)	Scientist G.P. Rs. 6600/- Age Limit: 32	M.E / M. Tech (Instrumentation & Control) Or Ph.D. submitted (Instrumentation & Control Engineering)	Experience in the Biomedical instrumentation	Development of Biomedical standards
4.6	15600 – 39100 (PB-3) 01 (one) (UR(HH))	Scientist G.P. Rs. 6600/- Age Limit: 32	M.E / M. Tech (Mechanical Engineering) Or Ph.D. submitted (Mechanical Engineering)	Experience in the field of Mechanical Engineering. Experience in handling CNC machine	Shop floor experience
4.7	15600 – 39100 (PB-3) 01 (one) (OBC-01)	Scientist G.P. Rs. 6600/- Age Limit: 32	M.E / M. Tech (Networking/ Advance Networking/ Communication Engineering) with B.E/B.Tech. (Electronics & communication) as preceeding degree Or Ph.D. submitted (Networking/ Advance Networking/ Communication Engineering)	Expereince in networking communication equipments	Dissemination of time

4.8	15600 – 39100 (PB-3)  02 (two) (UR-01) (OBC-01)	Scientist G.P. Rs. 6600/-  Age Limit: 32	M.E./M.Tech (Computer Engineering/Computer Science/IT/Computer Application or equivalent) Or Ph.D. submitted (Computer engineering/Computer Science/IT/Computer Application or equivalent)	Experience in handling IT Network devices , Security devices & Protocols. Implementation of standards for IT Security & Services (ISO 27001, ISO 20000/ITIL). Data Center( Tier-3 or better) setup and Operation	IT Security hardening and its ISO 27001 compliance,IT Service Management for end user support and its ISO 20000/ITIL compliance, Linux Server Administration, Network troubleshooting and network architecture optimization
4.9	15600 – 39100 (PB-3)  01 (one) (UR)	Scientist G.P. Rs. 6600/-  Age Limit: 32	M.E / M. Tech (Technical Management or Industrial Engineering ) Or Ph.D. submitted ( Technical Management or Industrial Engineering Mgmt)	Experience in Technical Management or Industrial Engineering	
4.10	15600 – 39100 (PB-3)  01 (one) (UR)	Scientist G.P. Rs. 6600/-  Age Limit: 32	ME / M.Tech. Or BTech / MSc with PG degree in Intellectual Property Law (1st class or 60% or equivalent GPA) OR PhD (Science / Engg.) submitted	Experience in the field of Intellectual Property Rights	

(UR - Unreserved, OBC - Other Backward Classes, SC - Scheduled Caste, ST - Scheduled Tribes)

# Apart from qualifications indicated above, any other recognized qualification, which is equivalent to the prescribed qualification, shall be treated at par with that qualification.

#### General Information and Terms & Conditions

1.	<b><u>Benefits under Council Service</u></b>
a.	The posts carry usual allowances 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 each category of posts, benefits such as Provident Fund, applicability of New Pension Scheme, reimbursements of Medical Expenses, Leave Travel Concession, Conveyance advance and House Building Advance are available as per rules of CSIR.
c.	CSIR provides excellent opportunities to deserving candidates for career advancement under Assessment Promotion Scheme for Scientists.
d.	Scientists in Pay Band – 3 are also eligible for two (02) additional increments (without DA) and Professional update allowance of Rs. 10000/- per annum.
e.	Scientists in CSIR are also permitted to undertake consultancy and sponsored R&D project activities. These activities give them scope to earn consultancy fee and honorarium as per guidelines governing these activities. Opportunities also arise for foreign deputations for trainings/presentation of papers/specific assignments etc.
f.	Candidates on appointment will have the opportunity to pursue PhD work with an external registration and may be sponsored for pursuing higher qualification by availing study leave (wherever admissible as per rule).

2.	<b>General Conditions / Information</b>
a.	<b>The applicant must be a citizen of India.</b>
b.	All applicants must fulfil 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. 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 any candidate to be called for interview.
c.	IN THE EVENT OF NUMBER OF APPLICATIONS BEING LARGE, CSIR-NPL WILL ADOPT SHORT LISTING CRITERIA TO RESTRICT THE NUMBER OF CANDIDATES TO BE CALLED FOR WRITTEN TEST / INTERVIEW TO A REASONABLE NUMBER BY ANY OR MORE OF THE FOLLOWING METHODS FOR THE POSTS OF TECHNICAL ASSISTANTS & SCIENTISTS RESPECTIVELY:
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.
d.	The application should be accompanied by self-attested copies of the relevant educational qualification, experience. The prescribed qualifications should have been obtained through recognized Universities/Institutions, etc. Incomplete applications / applications without the required certificates / documents are liable to be rejected.
e.	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 he / she is required to produce an 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.
f.	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.
g.	If any document / certificate furnished is in a language other than Hindi or English, a transcript of the same (preferably in English) duly attested by a Gazetted officer or notary is to be submitted.
h.	The period of experience in a discipline / area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualifications prescribed for that Grade.
i.	Candidate must ensure that he / she possesses educational qualification / experience in the relevant area as required in the category / post, for which he / she is applying on the last date of receipt of application.
j.	Applications from candidates working in Government Departments, Autonomous bodies, Public Sector Undertakings and Government Funded Research Agencies will be considered when forwarded through proper channel within the prescribed time-limit along with requisite NOC.
k.	<b>Persons with Disabilities (PWD)</b> fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
l.	Deserving candidates may be considered for higher start of pay.
m.	The post 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.
n.	Only outstation candidates who are found eligible and called for trade test / skill test (For post of Technical Assistant) and Interview (For Post of Scientist) will be paid to and fro single second class (Sleeper) rail fare from the actual place of undertaking the journey or from the normal place of their residence whichever is nearer to New Delhi/Delhi Railway Station on production of Rail Tickets / Rail Ticket Numbers or any other proof of journey.
o.	Any discrepancy / mismatch found at any stage between the information given in application and attached (self-attested) documents or as evident in original documents (which may be called for verification at any stage by the office) will make the candidate ineligible for appearing in written test, if any / interview. Such candidates will not be paid any fare.
p.	The number of vacancies indicated is provisional and may vary at the time of selection.
q.	The decision of Competent Authority, CSIR-NPL / CSIR 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.
r.	Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
s.	<b>NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.</b>

t.	Candidate must indicate as to whether any of their blood / close relative is working in CSIR-NPL or in any other sister Labs. / Instts. of CSIR. <i>Blood Relation / Close Relative would include wife / husband / son / daughter / brother / sister / sons-in-law / daughters-in-law and those who could be termed as blood / close relations.</i>
u.	The Director, CSIR - NPL reserves the right to cancel the advertisement without assigning any reason therefore.
v.	The recruitment to the posts of scientific categories is governed by the "CSIR Scientists Recruitment and Promotion Rules, 2001" as amended from time to time. Hence all other terms and conditions not stipulated here will be applicable as per the said Recruitment Rules.
w.	Notifications from time to time regarding interview dates, recommendations of the screening committees along with criteria adopted by it shall be displayed on the website: <a href="http://www.nplindia.org">www.nplindia.org</a>
x.	<b>For the posts of scientist only:</b> In case a candidate is staying abroad, and his / her application is short listed, his candidature may be considered by the Selection Committee on his / her written request for interview through video conferencing. The interview by the Selection Committee shall be on mode like video conferencing (skype). The candidate must ensure availability on the scheduled date and time of the interview in such cases.
<b>3.</b>	<b><u>Relaxations</u></b>
a.	The date for determining the age limit / experience / qualifications shall be the closing date prescribed for submission of online application i.e. <b>17.01.2017.</b>
b.	The upper age limit is relaxable up to 05 [five] years for Scheduled Caste [SC] / Scheduled Tribe [ST] and 03 [three] years for Other Backward Class [OBC] candidates, as per Government of India orders in force, only in respect of those cases where the posts are reserved for these respective categories, on <b>production</b> of relevant original certificate in the prescribed format signed by the specified authority, <b>at the time of interview</b> [attested copies of the certificates to be enclosed to the application, as required]. SC/ST/OBC candidates who apply against the posts not reserved for them are not eligible for age relaxation in respect of such posts and they are treated on par with general candidates <b>in respect of their selection</b> [Application Fee Exemption is, however, applicable for SC and ST candidates in such cases].
c.	The candidates belonging to the reserved category of SC / ST / OBC must submit along with their applications, an attested photocopy of the certificate which should be in the prescribed form issued by the Competent Authority Empowered to issue such Certificates (Like SDO/District Magistrate/Dy. Commissioner) as per the Government of India Orders. As for OBC certificates, both the conditions of OBC status as well as exclusion from 'Creamy Layer' with respect to Government of India criteria and not State Government criteria, are to be met. The OBC certificate should be latest. In addition to the certificate issued by the competent authorities, the OBC candidates have to give declaration before the interview that they belong to the recognized OBC castes and also do not belong to persons / sections (Creamy Layer) as per GOI orders / norms on the crucial date i.e. the closing date for receipt of completed applications. For information and compliance, <b>the prescribed forms for producing OBC certificate and the Declaration thereof referred to above are uploaded on the web site <a href="http://www.nplindia.org">www.nplindia.org</a> separately under the link for "Other Forms in respect of Advertisement No. Rectt./02/2016"</b> . The SC/ST/OBC certificates should be only in the prescribed formats-certificates in any other format will not be acceptable. The <b>OBC certificates</b> should be in the format <b>FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA</b> with reference to relevant Government of India Orders meeting the Creamy Layer Criteria as laid down by Government of India and not for appointment in any of the States of Union bearing references to those State Government Orders. <b>It may please be well noted that the 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 to belong to the SC / ST / OBC is false OR it reveals that the claim of the candidate not to belong to creamy layer 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.</b>
d.	Upper age limit is also relaxable up to five years (05) for the regular employees working in CSIR Laboratories / Institutes, Government Departments, Autonomous Bodies and Public Sector Undertakings in accordance with the instructions and orders issued by the Government of India from time to time in this regard. <b>This age relaxation will be admissible to such of the Council / Government Servants as are working in posts which are in the same line or allied cadres AND where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the post(s), recruitment to which has been advertised.</b>
e.	As per Government of India provisions, in respect of Group 'C' and 'D' posts only, age relaxation for Widows, Divorced Women and Women Judicially separated from their Husbands and who are not married, the upper age limit is relaxable. Since all these posts are Group 'B' & 'A' posts, <b>no such relaxation is applicable to such type of candidates for these posts.</b>

f.	Age relaxation to <b>Persons with Disability (PWD)</b> : Age relaxation of 10 [ten] years is allowed [total 15 years for SC/ST and 13 years for OBC candidates] to PWDs which consist categories of Blind [Blindness or Low Vision], Deaf-Mute [Hearing Impairment] and Orthopedically Handicapped [Loco motor Disability or Cerebral Palsy] in respect of appointment to Group 'A' posts/services. <b>Relaxation in age-limit shall be applicable irrespective of the fact whether the post is reserved for them or not, provided the post is identified suitable for persons with disabilities.</b> The persons claiming age relaxation under this sub-para are required to produce a <b>Disability Certificate</b> issued by the Competent Authority in the prescribed form, as per Government of India orders, in support of their claims. Only such persons would be eligible for P.W.D. reservation / consideration for the relevant category who suffer from not less than 40% relevant disability as per the <b>Disability Certificate [Prescribed form of the Medical Certificate to be produced is uploaded on the web site <a href="http://www.nplindia.org">www.nplindia.org</a> for reference under the link for "Other Forms in respect of Advertisement No.: Rectt./02/2016"]</b> . 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 post to be filled by Direct Recruitment by Selection vis-à-vis keeping in view their disability.
g.	<b>SC / ST / OBC / PWD candidates</b> are required to produce a copy of the certificate in the prescribed format signed by the specified authority at the time of interview. The OBC candidate should produce the certificate valid for appointment of posts under the Central Government.
h.	The claim of the candidates for their belonging to SC/ST/OBC/PwD etc. categories will be considered subject to submission of <b>self-attested photocopies of their certificates in the prescribed Government of India format</b> issued by the competent authority concerned in support of their claim for the relaxation in age etc. The closing date i.e. <b>17.01.2017</b> for submission of online applications will be treated as the date of reckoning for OBC status. <b>The OBC candidate should produce the certificate valid for Appointment to posts under the Central Government (Standard Government Of India Format). The OBC Certificate should not have been issued Three (03) years prior to the last date of receipt of application.</b> For information and compliance, <b>the prescribed forms for producing OBC certificate and the Declaration thereof referred to above are uploaded on the web site <a href="http://www.nplindia.org">www.nplindia.org</a> separately under the link for "Other Forms in respect of Advertisement No. Rectt./02/2016"</b> .
i.	Relaxation in age, over and above the stipulated limit, educational qualification and / or experience may be considered as under-
	<p>i. Relaxation in the qualification and / or experience prescribed may be allowed at the discretion of the DG, CSIR in the case of candidates belonging to Scheduled Castes, Scheduled Tribes/OBC against posts reserved in favour of them.</p> <p>ii. Relaxation in age, qualification and / or experience may be permitted by DG, CSIR if the Director of the laboratory based on the recommendation of Screening Committee is of the opinion that sufficient number of candidates possessing the requisite qualification and / or experience are not likely to be available to fill up the posts.</p>
j.	Relaxation of five years will also be permissible to those who had ordinarily been domiciled in the Kashmir division of the state of Jammu and Kashmir during the period from 1-1-1980 to 31-12-1989 subject to production of relevant certificate from concerned authority.
<b>4.</b>	<b><u>Mode of Selection</u></b>
a.	Mere fulfilment of educational qualifications and experience does not entitle a candidate to be called for written test / trade test / skill test for the posts of Technical Assistants & written test / interview for the posts of Scientists. 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. Completion of Ph.D will be reckoned from the date of issue of provisional certificate / notification.
b.	The decision of <b>Competent Authority, CSIR - NPL</b> in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination / trade test / skill test / interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his / her agency.
c.	For the posts belonging to the technical cadre i.e. Technical Assistants, the laboratory may adopt a procedure in which selection may be carried out on the basis of preliminary screening followed by written test / trade test / skill test which will be communicated after completion of the screening procedure.
d.	For the posts belonging to the scientific cadre i.e. Scientists, the laboratory may adopt a procedure in which selection may be carried out on the basis of preliminary screening followed by written test / interview which will be communicated after completion of the screening procedure.

5.	<b>How to apply</b>
a.	Eligible candidates are required to apply ONLINE through our website <a href="http://www.nplindia.org">http://www.nplindia.org</a> . Applications submitted through any other mode except online will not be entertained.
b.	If the candidate does not have a valid email id, he/she should create a new valid email id before applying online.
c.	<b>Online Application will be available on our website from 11:30 AM, 17<sup>th</sup> December 2016 to 5:30PM, 17<sup>th</sup> January 2017. Last date for receipt of print-out of the submitted online application is 24<sup>th</sup> January, 2017.</b>
d.	Separate applications along with appropriate fees are to be submitted for separate posts if a candidate is desirous of applying for more than one post through online procedure only.
e.	Candidates are required to arrange for a crossed <b>Demand Draft for Rs. 100/- drawn on any nationalized bank and valid for at least 3 months in favour of "Director, National Physical Laboratory" payable at New Delhi.</b> The following details must be filled up on back side of Demand Draft <b>(i) Candidate's Name, (ii) Candidate's Category, (iii) Post Code Applied For, (iv) Date of Birth.</b> The candidates belonging to SC / ST / PwD / Women / CSIR Employees are exempted from submission of application fee.
f.	Successful online application is indicated by the page displayed after clicking <b>Submit Button</b> indicating the generated <b>"APPLICATION NUMBER"</b> . Please note down the same carefully and preserve it. If you do not preserve it, you will not be able to Re-print the Application.
g.	In case candidate wants to modify/withdraw the application there is a 'CANCEL' option to cancel the online application. Please note that application once cancelled will not be retrieved at any stage. If you have cancelled the application, please re-apply before the closure of online Application Date as per advertisement. Please remember to take fresh print out after modifying any details.
h.	This computer generated application form (print-out) supported by attested copies of <b>(i) certificates of educational qualification, (ii) experience, (iii) proof of date of birth, (iv) caste certificate, if applicable etc. together with an application fee (if applicable) of ₹ 100/- (Rupees One hundred only)</b> in the form of crossed <b>Demand Draft valid for 3 months from the date of issue of this advertisement, in favour of Director, National Physical Laboratory payable at New Delhi</b> is to be sent in an envelope super scribing <b>Application for the post (post applied for with Post code)</b> to the <b>"Administrative Officer, National Physical Laboratory, Dr.K.S. Krishnan Marg, New Delhi –110012"</b> , so as to reach on or before <b>24.01.2017</b> . This date is same for the candidates belonging to far flung areas. The following details must be filled up on back side of demand draft, <b>(i) Candidate's Name, (ii) Candidate's Category, (iii) Post Code Applied for &amp; (iv) Date of Birth.</b>
i.	<b>Women and candidates belonging to SC / ST/ Persons with Disabilities (PWD) category and regular employees of CSIR are exempted from payment of application fee.</b>
j.	The last date for receipt of print-out of the submitted application is <b>24.01.2017</b> .
k.	Applications from employees of Government Departments will be considered only if forwarded through proper channel accompanied with Vigilance Clearance Certificate duly certified that the applicant, if selected will be relieved within one month of the receipt of the appointment orders. However, Advance application should be suitably indicated by writing <b>"ADVANCE COPY" on top right hand corner of Application Print Out in red ink.</b> Applications routed through proper channel should reach CSIR-NPL at the earliest.
l.	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.
m.	Application Printout 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.
n.	Candidates should specifically note that the applications received after the closing date for any reason what so ever (such as envelopes wrongly address, delivered elsewhere, postal delay etc.) will not be entertained by CSIR-NPL. Any enclosure received separately subsequent to the receipt of the application cannot be connected therewith. No representation in this regard will be entertained.
o.	<b>Incomplete applications (i.e. without self-attested photograph, without self-attested certificates, unsigned application print-outs and/or application print-outs not received or received after closing date i.e. 24.01.2017, fee wherever applicable, not attached etc.) will not be entertained and are liable to be summarily rejected.</b>

6.	<b>CHECKLIST (Following documents must be attached along with application print out sent by post)</b>
a.	<b>Demand Draft of ₹ 100/- as application fee where applicable in favour of <u>Director, National Physical Laboratory payable at New Delhi. Personal details (i.e. name, category &amp; contact number), post applied for &amp; date of birth should be mentioned on the back of the Demand Draft.</u></b>
b.	Recent passport size colour photograph pasted on the application print out and signed across in full.
c.	Self-Attested photocopy <b><u>Proof of Date of Birth.</u></b>
d.	Self-Attested photocopies of education qualifications certificates.
e.	Self-Attested photocopy of caste certificate, if applicable.
f.	Self-Attested photocopies of experience certificates, if any.
g.	Self-attested photocopy of certificate belonging to PwD category, if applicable.
h.	Self-attested photocopy of other relevant documents, if any.

**ADMINISTRATIVE OFFICER**