

सीएसआईआर-राष्ट्रीय वांतरिक्ष प्रयोगशालाएं  
**CSIR- NATIONAL AEROSPACE LABORATORIES**  
पी बी सं.1779, एचएएल एयरपोर्ट रोड, बेंगलूरु – 560017  
P B No.1779, HAL Airport Road, Bengaluru – 560 017

### **भर्ती सूचना / RECRUITMENT NOTICE**

सीएसआईआर-नई दिल्ली की एक संघटक इकाई सीएसआईआर-एनएएल, बेंगलूरु, नीचे दिए गए विवरण के अनुसार "वैज्ञानिक प्रशासनिक सहायक" के 18 पदों के लिए योग्य उम्मीदवारों से आवेदन आमंत्रित करती है:

योग्यता : किसी भी विषय में स्नातक की डिग्री  
उच्च आयु सीमा : 50 वर्ष  
मासिक परिलब्धियाँ : ₹18,000+मकिभ

इच्छुक उम्मीदवार **12 अक्टूबर, 2023** को सीएसआईआर-एनएएल, बेंगलूरु में वॉक-इन-इंटरव्यू में भाग ले सकते हैं। विज्ञापन की पूरी जानकारी के लिए कृपया सीएसआईआर-एनएएल की वेबसाइट: [www.nal.res.in](http://www.nal.res.in) देखें।

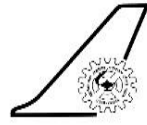
CSIR-NAL, Bengaluru, a constituent unit of CSIR-New Delhi invites applications from the eligible candidates for 18 positions of "Scientific Administrative Assistant" as detailed below:

Qualification : Graduate degree in any discipline  
Upper Age Limit : 50 years  
Monthly emoluments : ₹18,000+HRA

Interested candidates may attend Walk-in-interview on **October 12, 2023** at CSIR-NAL, Bengaluru. For complete details of advertisement, please visit CSIR-NAL website: [www.nal.res.in](http://www.nal.res.in).

विज्ञा.सं.10/2023 Advt. No.10/2023

-Sd/-  
प्रशासन नियंत्रक Controller of Administration



ಸಿಎಸ್‌ಐಆರ್ - ರಾಷ್ಟ್ರೀಯ ವೈಮಾಂತ್ರರಿಕ್ಷ ಪ್ರಯೋಗಶಾಲೆಗಳು  
सीएसआईआर-राष्ट्रीय वांतरिक्ष प्रयोगशालाएं, बेंगलुरु - 560017, भारत  
CSIR- NATIONAL AEROSPACE LABORATORIES  
(Council of Scientific & Industrial Research)  
Bengaluru - 560017, INDIA

Date of Publication: 05 October 2023

**ADVT. No. 10/2023**

**WALK-IN-INTERVIEW FOR PROJECT STAFF**

CSIR-NAL is a unit under the Council of Scientific and Industrial Research (CSIR), an autonomous body under the Ministry of Science and Technology, Govt. of India. Applications are invited from qualified candidates (Indian nationals only) who meet the necessary educational and work experience for engagement of "Scientific Administrative Assistant" at CSIR-NAL, Bengaluru which is purely on temporary and contract basis.

Candidates who fulfil the under-mentioned educational qualifications and experience etc. may attend the Walk-in-Interview on **October 12, 2023** along with the application, in the prescribed format enclosed.

<b>Qualification and Area / Specialization</b>	<b>No. of Positions</b>	<b>Age limit (in years)</b>	<b>Monthly emoluments</b>	<b>Period of engagement</b>	<b>Job Requirements</b>
Graduate degree in any discipline	18*	50	₹18,000/- + HRA	6 months	The selected candidates will have to support scientific administrative work in different divisions of the institute, should possess working knowledge of Computer Operations. Selected candidates are expected to perform data entry, communicate with other scientific/administrative divisions of the institute for smooth functioning of departmental activities and carry out the work assigned by the authority.

**\*Positions may vary as per the requirements. CSIR-NAL will make a panel of waitlisted candidates to supplement the new projects. Such panel will be valid for one year from the date of notification of result, or till the completion of the project, whichever is earlier.**

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**General Conditions:**

1. The engagement of “Scientific Administrative Assistant” (SAA) is open only to Indian Nationals. It is purely temporary and on contract basis which will confer no rights on the candidates, whatsoever, implicitly and / or explicitly for their continuation beyond tenure /absorption/ regularization in CSIR. The engagement shall be for short period and co-terminus with the project and may be terminated at any time by giving a notice of one month from either side or one-month stipend in lieu thereof.
2. SAA would be governed by the CSIR/NAL Guidelines relating to engagement of project staff in CSIR Projects including NMITLI projects, OLP/MLP, Contract R&D and non-CSIR funded Projects.
3. Director, CSIR–NAL reserves the right to increase / decrease the number of positions and also cancel the recruitment process for the positions mentioned above at any stage of the recruitment process. The decision of the Director, CSIR-NAL will be final and binding on all candidates at any stage for engagement of Project Staff.
4. Maximum duration in one project or in different projects taken together in CSIR-NAL or other CSIR labs shall not be more than five years in any case.
5. If the candidate is already working in CSIR-NAL or any other CSIR labs, a “No Objection Certificate” from the Project Leader/HOD is mandatory at the time of interview.
6. The prescribed essential qualifications are the minimum and should be in the areas required as above. Mere possession of the same does not entitle candidates to be called for interview. CSIR-NAL will adopt its own criteria for shortlisting of 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 and ensure that all details are complete and accurate.
7. The selection would be based upon the performance in the Written Test / Interview or any other criteria adopted by the selection committee(s). A panel of suitable candidates would be generated after the selection process and the validity of this panel would be for a maximum period of one year. Empanelment does not provide automatic guarantee of engagement. Utilization of panels depends on the number of positions available in various projects during the period and any interim inquiry will not be entertained.
8. In case a large number of candidates appear for the interview, the Selection/Screening Committee will have discretion to shortlist the candidates for the interview based on written exam or any other criteria deemed fit. In respect of equivalence clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification for recruitment 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.
9. The candidates may clearly mention the category they belong to i.e., SC/ST/OBC/PH/EWS and attach documentary proof of the same.
10. No TA/DA will be paid to the candidates for attending the Walk-in-Interview.

11. Candidates who have completed their degree with requisite educational qualifications only need to attend the Interview. However, candidates appearing/appeared for the qualifying examination whose results are awaited **are not eligible to attend the interview.**
12. List of selected candidates will be notified on our website: <https://www.nal.res.in>. In addition, panel of waiting list will also be drawn for future requirements and it will be valid for a period of one year.
13. The selected candidates are expected to join within 15 days from the date of receiving the offer letter and no further extension is normally entertained. If the candidates are unable to report within 15 days, the offer will be cancelled without further notice and the offer will be issued to the next waitlisted candidate.
14. **The engagement of SAA will be subject to production of ORIGINAL documents viz. Educational Qualification certificates with all mark sheets, Experience certificates, Caste Certificate etc.**
15. The date of determining qualification and age shall be the date of Walk-in-Interview.
16. Candidates are requested NOT to send the application by post/speed post/e-mail.
17. Canvassing in any form and/or bringing any influence political or otherwise will be disqualified.

#### **Date of Walk-in-Interview**

The candidates willing to attend the Walk-in-Interview are informed to report at CSIR-NAL (RAB Meeting Complex, National Aerospace Laboratories [NAL], Adjacent to SBI, NAL Branch, Kodihalli, Bengaluru – 560017 on October 12, 2023 between 8.30 AM to 9.30 AM for registration and verification of documents.

#### **NOTE:**

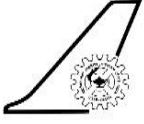
- **No candidates are allowed for registration after 09.30 AM.**
- Candidates are informed to bring a copy of Aadhar Card or any Government issue ID Cards with photograph of the applicant and duly filled in application form (available in our website) without fail, along with latest passport size photograph, **original certificates with one set of Xerox copies** (including Caste Certificate, if any, in the proper format issued by the appropriate authority as per the latest instructions issued from time to time on the subject).
- **Preference will be given to those with experience as per the desirable skills and ability to work as a part of a team.**
- *Further, you may have to come with necessary preparations to attend the interview on the next day in the event if your interview is not completed on the indicated day for any reason.*

For further information, please visit: <https://www.nal.res.in>

For any query please contact

☎ 080-25086078, Email: [recruitment@nal.res.in](mailto:recruitment@nal.res.in)

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**CSIR- NATIONAL AEROSPACE LABORATORIES**  
(Council of Scientific & Industrial Research)  
Bengaluru - 560017, INDIA

Affix your  
latest  
passport size  
photograph

## ADVT. No. 10/2023

### APPLICATION FORM FOR WALK-IN-INTERVIEW

Reg. No. ....

1.	Name of the Post applied for	<b>Scientific Administrative Assistant</b>
2.	Qualification	
3.	Name in full (Block letters)	
4.	Father's / Husband's Name (Block letters)	
5.	Date of Birth (as per 10 <sup>th</sup> / SSLC Certificate) (DD/MM/YYYY)	
6.	Age	
7.	Sex (Male/Female)	
8.	Nationality	
9.	Category	UR/SC/ST/OBC/EWS/PWD
10.	Address for Communication with PIN code	
11.	Permanent Address with PIN code	

<b>12. Educational Qualification (attach relevant copies)</b>						
<i>Details of Course and Specialization</i>	<i>Period of Course</i>		<i>Total Marks</i>	<i>Total Marks Obtained</i>	<i>%/CGPA score</i>	<i>Board/ University/ Institution</i>
	<i>From (MM/YY)</i>	<i>To (MM/YY)</i>				
SSLC/10 <sup>th</sup> Std./ Matriculation						
10 + 2 / PUC						
Graduation						
Post-Graduation						
Any other Qualification						

<b>13. Details of Employment (in Chronological Order) (attach relevant copies)</b>						
<i>Name of the organization &amp; Place (Please specify whether Central/Govt. /State Govt./Public Sector/Autonomous Body/Private Sector)</i>	<i>Position(s) held</i>	<i>Period</i>		<i>Nature of Work</i>	<i>Gross Pay Scale</i>	<i>Whether working on Regular Basis/Contractual Basis/Adhoc Basis etc.,</i>
		<i>From (MM/YY)</i>	<i>To (MM/YY)</i>			

14. Any other information:		
15.	Particulars of close relatives working in CSIR / CSIR-NAL:	<b>YES / NO</b>
(If yes, please provide following details)		
<b>Name</b>		
<b>Designation</b>		
<b>Division</b>		
<b>Relationship</b>		
16.	Are you under any Bond / Contractual obligation to serve Central / State Govt. / PSU / Autonomous or any other body / organization	
17.	Whether dismissed from service from any other institution / office or debarred by the Public Service Commission. If Yes, give details	

- ❖ I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief.
- ❖ I understand that in the event of any information being found false or incorrect at any stage, my candidature / appointment shall be liable to be cancelled / terminated summarily without notice or any compensation in lieu thereof.

Place:

Signature:

Date:

Name: