



Draft Advertisement No. : 06/2023

Date of commencement of online applications: 20.10.2023
The last date for receipt of online applications: 09.11.2023
The last date for receipt of hardcopy of applications: 19.11.2023

CSIR-Indian Institute of Petroleum, Dehradun, a premier institute under the Council of Scientific and Industrial Research (CSIR), is dedicated 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-IIP has a rich legacy of being a pioneer in the area of Petroleum & Hydrocarbon industry and is presently engaged in the development of sophisticated green technologies to cater to the energy needs of modern world and for reducing carbon footprint. CSIR-IIP has developed and transferred technologies to industries in the areas of petroleum refining, natural gas, petrochemicals, chemicals and utilisation of petroleum products, provided technical services and imparted world class training to the human resource of Oil and Refining industry. CSIR-IIP has strong collaborations with industries and academia in India & abroad and has outstanding scientists in the multidisciplinary areas of R&D in the hydrocarbon and related industry.

Applications are invited from enthusiastic Indian Nationals having excellent academic record and proven technical skills along with the requisite experience and a high degree of motivation for the jobs assigned, to fill up the vacancies of following posts as per the details given below:

Sl. No.	Post & Group	Number of Post(s) & Reservation	Pay Level (as per 7 th CPC)	Total Emoluments approximately*(in Rs)	Maximum Age Limit**
1	Technical Assistant [Group-III(2)]	Total Posts – 24 (UR-11, SC-04, ST-02, OBC-05, EWS-02) <u>(This includes one backlog Post each of OBC and SC Category)</u>	Pay Level-6 (Rs. 35400-112400)	Rs. 59,196/-	28 Years
2	Technician(1) [Group-II(1)]	Total posts – 27 (UR-13, SC-05, ST-01, OBC-04, EWS-03, PWD-HH-01) <u>(This includes one backlog Post of SC Category)</u>	Pay Level-2 (Rs. 19900-63200)	Rs. 33,118/-	28 Years

Abbreviations: SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Classes, EWS-Economic Weaker Sections, PWD-Person with disabilities, HH-Hearing Impaired.

*Total Emoluments mean approximate total emoluments on minimum of scale as on 01.01.2023 including DA, HRA

**For age relaxation please see heading "Age Relaxation" of the Advertisement.

Sl. No.	Post Code/Area/ No. of Posts (Reservation)	Name of the Post(s) with age limit	Minimum Essential Qualifications & experience
POST: TECHNICAL ASSISTANT			
1.	Post Code: AFLAD - 1 Area: Mechanical No. of Posts: 04 (02-UR, 01-ST, 01-OBC)	Technical Assistant Age: 28 Years	Diploma in Mechanical Engg./Tech. of at least 3 years full time duration or at least 2 years full time duration in case of lateral admission with minimum 60% marks and experience of 02 years in the relevant area/field from a recognized Institute/Organisation.
2.	Post Code: AFLAD - 2 Area: Electronics/EEE No. of Posts: 01(UR)	Technical Assistant Age: 28 Years	Diploma in Electronics Engg/EEE of at least 3 years full time duration or at least 2 years full time duration in case of lateral admission with minimum 60% marks and experience of 02 years in the relevant area/field from a recognized Institute/Organisation.
3.	Post Code: ESD-1 Area: Civil No. of Posts: 01(SC)	Technical Assistant Age: 28 Years	Diploma in Civil Engg. of at least 3 years full time duration or at least 2 years full time duration in case of lateral admission with minimum 60% marks and experience of 02 years in the relevant area/field from a recognized Institute/Organisation.

Sl. No.	Post Code/Area/ No. of Posts (Reservation)	Name of the Post(s) with age limit	Minimum Essential Qualifications & experience
4.	Post Code: CHEM-1 Area: Chemical Engineering No. of Posts: 05 [UR-02, SC-01, OBC-1(backlog)], EWS-01	Technical Assistant [Group-III(2)] Age: 28 Years	Diploma in Chemical Engg/Tech. of at least 3 years full time duration or 02 years full time duration in case of lateral admission in diploma course, with minimum 60% marks and experience of 02 years in the relevant area/field from a recognized Institute/Organisation.
5.	Post Code: CHEM-2 Area: Chemical Science No. of Posts: 11 [UR-04, ST-01, OBC-03, EWS-01, SC-02] (1 backlog post of SC)	Technical Assistant [Group-III(2)] Age: 28 Years	B.Sc. or equivalent with minimum 60% marks having chemistry as one of the subjects and one year experience in relevant discipline from a recognized Institute/Organisation.
6.	Post Code: MRED-1 Area: Microbiology/ Biotechnology No. of Post: 01(UR)	Technical Assistant [Group-III(2)] Age: 28 Years	B.Sc. or equivalent with minimum 60% marks having microbiology/biotechnology as one of the subjects and one year experience in relevant discipline from a recognized Institute/Organisation.
7.	Post Code: SCDD-1 Area: Science Communication & Dissemination Directorate (SCDD) No. of Post: 01 (UR)	Technical Assistant [Group-III(2)] Age: 28 Years	B.Sc. or equivalent with minimum 60% marks and one year full time professional qualification i.e. 'PG Diploma in Journalism and/or Mass Communication' from a recognized Institute.
POST: TECHNICIAN(1)			
8.	Post Code: CHEM-3 Area: Chemical Science No. of Posts: 08 (UR-05, OBC-1, SC-01, EWS-01)	Technician(1) [Group-II(1)] Age: 28 Years	SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and ITI certificate or national/state trade certificate in Attendant Operator (Chemical Plant) or Laboratory Assistant (Chemical Plant) Trade. OR SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in Attendant Operator(Chemical Plant) or Laboratory Assistant (Chemical Plant) Trade. OR SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience as Attendant Operator(Chemical Plant) or Laboratory Assistant (Chemical Plant) in a Ministry/Department/Organisation/Public Sector Undertaking/Autonomous Body under Government of India/State/UT.
9.	Post Code: ESD-2 Area: Turner No. of Posts: 01(SC)	Technician(1) [Group-II(1)] Age: 28 Years	SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and ITI certificate or national/state trade certificate in TURNER Trade. OR SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in TURNER Trade. OR SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience as TURNER in a Ministry/Department/ Organisation/Public Sector Undertaking/Autonomous Body under Government of India/State/UT.
10	Post Code: ESD-3 Area: Glass Blowing No. of Posts: 01(SC)	Technician(1) [Group-II(1)] Age: 28 Years	SSC/10th Standard or equivalent with Science subjects with minimum 55% marks and ITI certificate or national/state trade certificate in GLASS BLOWER Trade. OR SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in GLASS BLOWER Trade. OR SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience as GLASS BLOWER in a Ministry/Department/Organisation/Public Sector Undertaking/Autonomous Body under Government of India/State/UT.

Sl. No.	Post Code/Area/ No. of Posts (Reservation)	Name of the Post(s) with age limit	Minimum Essential Qualifications & experience
11	Post Code: ESD-4 Area: Plumbing No. of Posts: 01(SC-backlog)	Technician(1) [Group-II(1)] Age: 28 Years	SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and ITI certificate or national/state trade certificate in PLUMBING Trade. OR SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in PLUMBING Trade. OR SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience as PLUMBER in a Ministry/Department/Organisation/Public Sector Undertaking/ Autonomous Body under Government of India/State/UT.
12	Post Code: ESD-5 Area: Carpentry No. of Posts: 01(UR)	Technician(1) [Group-II(1)] Age: 28 Years	SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and ITI certificate or national/state trade certificate in CARPENTER Trade. OR SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in CARPENTER Trade. OR SSC/10th Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience as CARPENTER in a Ministry/Department/Organisation/Public Sector Undertaking/ Autonomous Body under Government of India/State/UT.
13	Post Code: ESD-6 Area: Refrigeration & Air Conditioning No. of Posts: 01(EWS)	Technician(1) [Group-II(1)] Age: 28 Years	SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and ITI certificate or national/state trade certificate in Refrigeration & Air Conditioning Trade. OR SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in Refrigeration & Air Conditioning Trade. OR SSC/10 th Standard or equivalent with science subjects, with minimum 55% marks and 3 years of work experience in Refrigeration & Air Conditioning in a Ministry/Department/Organisation/Public Sector Undertaking/ Autonomous Body under Government of India/State/UT.
14	Post Code: ESD-7 Area: Welder No. of Posts: 01(UR)	Technician(1) [Group-II(1)] Age: 28 Years	SSC/10 th Standard or equivalent with science subjects, with minimum 55% marks and ITI certificate or national/state trade certificate in WELDER Trade. OR SSC/10 th Standard or equivalent with science subjects, with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in WELDER Trade. OR SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience as WELDER in a Ministry/Department/Organisation/Public Sector Undertaking/ Autonomous Body under Government of India/State/UT.
15	Post Code: ESD-8 Area: Civil Engg (Mason) No. of Posts: 01(EWS)	Technician(1) [Group-II(1)] Age: 28 Years	SSC/10 th Standard or equivalent with science subjects, with minimum 55% marks and ITI certificate or national/state trade certificate in MASON Trade. OR SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in MASON Trade. OR SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience as MASON in a Ministry/ Department/ Organisation/Public Sector Undertaking/ Autonomous Body under Government of India/State/UT.
16	Post Code: AFLAD-3 Area: Fitter No. of Posts: 03 (UR-01, OBC-01, ST-01)	Technician(1) [Group-II(1)] Age: 28 Years	SSC/10 th Standard or equivalent with science subjects, with minimum 55% marks and ITI certificate or national/state trade certificate in FITTER Trade. OR SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in FITTER Trade. OR SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience as FITTER in a Ministry/ Department/ Organisation/Public Sector Undertaking/ Autonomous Body under Government of India/State/UT.

Sl. No.	Post Code/Area/ No. of Posts (Reservation)	Name of the Post(s) with age limit	Minimum Essential Qualifications & experience
17	Post Code: AFLAD-4 Area: Diesel Mechanic No. of Posts: 01 (OBC)	Technician(1) [Group-II(1)] Age: 28 Years	SSC/10 th Standard or equivalent with science subjects, with minimum 55% marks and ITI certificate or national/state trade certificate in DIESEL MECHANIC Trade. OR SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in DIESEL MECHANIC Trade. OR SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience as DIESEL MECHANIC in a Ministry/Department/Organisation/Public Sector Undertaking/ Autonomous Body under Government of India/State/UT.
18	Post Code: AFLAD-5 Area: Motor Mechanic No. of Posts: 02 (UR-01, OBC-1)	Technician(1) [Group-II(1)] Age: 28 Years	SSC/10 th Standard or equivalent with science subjects, with minimum 55% marks and ITI certificate or national/state trade certificate in MOTOR MECHANIC Trade. OR SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in MOTOR MECHANIC Trade. OR SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience as MOTOR MECHANIC in a Ministry/Department/Organisation/Public Sector Undertaking/ Autonomous Body under Government of India/State/UT.
19	Post Code: AFLAD-6 Area: Electronics No. of Posts: 02 (UR-01, SC-01)	Technician(1) [Group-II(1)] Age: 28 Years	SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and ITI certificate or national/state trade certificate in ELECTRONICS MECHANIC Trade. OR SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in ELECTRONICS MECHANIC Trade. OR SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience as ELECTRONICS MECHANIC in a Ministry/Department/Organisation/Public Sector Undertaking/ Autonomous Body under Government of India/State/UT.
20	Post Code: LIB-1 Area: Library No. of Posts: 01 (PWD-HH)	Technician(1) [Group-II(1)] Age: 28 Years	SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and ITI certificate or national/state trade certificate in LIBRARY ASSISTANT Trade. OR SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in LIBRARY ASSISTANT Trade. OR SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience as LIBRARY ASSISTANT in a Ministry/Department/Organisation/Public Sector Undertaking/ Autonomous Body under Government of India/State/UT.
21	Post Code: COMP-1 Area: Information Technology No. of Posts: 02 (UR)	Technician(1) [Group-II(1)] Age: 28 Years	SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and ITI certificate or national/state trade certificate in COMPUTER OPERATOR & PROGRAMMING ASSISTANT Trade. OR SSC/10 th Standard or equivalent with science subjects, with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in COMPUTER OPERATOR & PROGRAMMING ASSISTANT Trade. OR SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and 3 years of work experience as COMPUTER OPERATOR & PROGRAMMING ASSISTANT in a Ministry/Department/Organisation/Public Sector Undertaking/ Autonomous Body under Government of India/State/UT.

Sl. No.	Post Code/Area/ No. of Posts (Reservation)	Name of the Post(s) with age limit	Minimum Essential Qualifications & experience
22	Post Code: TCD-1 Area: Boiler Attendant No. of Posts: 01 (UR)	Technician(1) [Group-II(1)] Age: 28 Years	SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and ITI certificate or national/state trade certificate in BOILER ATTENDANT Trade. OR SSC/10 th Standard or equivalent with Science subjects, with minimum 55% marks and 2 years full time experience as an apprentice trainee from a recognized institution in BOILER ATTENDANT Trade. OR SSC/10 th Standard or equivalent with science subjects, with minimum 55% marks and 3 years of work experience as BOILER ATTENDANT in a Ministry/ Department/Organisation/Public Sector Undertaking/ Autonomous Body under Government of India/State/UT.

MODE OF SELECTION:

- (1) The candidates as recommended by the Screening Committee will be invited for a Trade/Skill test in the relevant area. Those who will qualify in the Trade/Skill test will be invited for a competitive OMR/Computer based objective type multiple choice examination, which will consist of three papers viz. Paper-I, II & III. Paper-I will be qualifying in nature. The final merit list will be prepared on the basis of the marks obtained by the candidates in Paper-II & III.
- (2) Paper-II & III will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in Paper-I.

SCHEME OF THE OMR/COMPUTER BASED OBJECTIVE TYPE MULTIPLE CHOICE EXAMINATION FOR TECHNICAL ASSISTANT AND TECHNICIAN(1) POSTS

(1) Technical Assistant

Mode of Examination	OMR/Computer based objective type multiple choice examination
Medium of questions	The questions will be both in English & Hindi except the questions on English language
Standard of Exam	Diploma/Graduation level (based on the advertised qualification of the post)
Total No. of Questions	200
Total Time allotted	3 hours

Paper – I [Time allotted – 1 hour]

Subject	No. of questions	Maximum marks	Negative Marks
Mental Ability Test*	50	100 (two marks for every correct answer)	There will be no negative marking in this paper.

*Mental ability test will include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgment etc.

Paper – II [Time allotted – 30 Minutes]

Subject	No. of questions	Maximum marks	Negative Marks
General Awareness	25	75 (three marks for every correct answer)	One negative mark for every wrong answer
English Language	25	75 (three marks for every correct answer)	One negative mark for every wrong answer

Paper – III [Time allotted – 1 hour 30 min]

Subject	No. of questions	Maximum marks	Negative Marks
Concerned subject	100	300 (three marks for every correct answer)	One negative mark for every wrong answer

(2) Technician(1)

Mode of Examination	OMR/Computer based objective type multiple choice examination
Medium of questions	The questions will be both in English & Hindi except the questions on English language
Standard of Exam	SSC + ITI / XII standard
Total No. of Questions	150
Total Time allotted	2 hours 30 minute

Paper – I [Time allotted – 1 hour]

Subject	No. of questions	Maximum marks	Negative Marks
Mental Ability Test*	50	100 (two marks for every correct answer)	There will be no negative marking in this paper.

*Mental ability test will include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgment etc.

Paper – II [Time allotted – 30 Minutes]

Subject	No. of questions	Maximum marks	Negative Marks
General Awareness	25	75 (three marks for every correct answer)	One negative mark for every wrong answer
English Language	25	75 (three marks for every correct answer)	One negative mark for every wrong answer

Paper – III [Time allotted – 1 hour]

Subject	No. of questions	Maximum marks	Negative Marks
Concerned subject	50	150 (three marks for every correct answer)	One negative mark for every wrong answer

(A) Benefits under Council Service

- (1) These posts carry usual allowances i.e., Dearness Allowance (DA), House Rent Allowance (HRA), and Transport Allowance(TA) etc. as admissible to Central Govt. employees and made applicable to CSIR employees stationed at Dehradun. Council employees are also eligible for accommodation as per CSIR allotment rules depending upon availability in which case HRA will not be admissible.
- (2) In addition to the total emoluments of the posts, other benefits such as entitlement to CGHS facilities, reimbursement of Medical Expenses for self and dependent family members, Leave Travel Concession for self and dependent family members, Conveyance Advance and House Building Advance are also applicable as per rules of CSIR.
- (3) The service is pensionable based on defined contributions under "New Pension Scheme (NPS)" and as made applicable to CSIR employees joined on or after 01.01.2004.
- (4) CSIR provides excellent opportunities to deserving candidates for career advancement under assessment promotion scheme for Technical (Group-III) & Support Staff (Group-II), as per the extant promotion policy.

(B) Age Relaxations

- (1) Age and experience will be reckoned as on the last date of the receipt of online application i.e. **09.11.2023**.
- (2) Upper age limit is relaxable up to 05 years in the case of SC/ST and up to 03 years in the case of OBC (non-creamy layer) category candidates for the posts which are reserved for the respective category on production of relevant valid certificate in the prescribed format signed by the appropriate authority.
- (3) Upper age limit is also relaxable up to five years for the regular employees working in CSIR Laboratories/Institutes, Government Dept., Autonomous Bodies and Public Sector Undertakings in accordance with the instructions and orders issued by the Government of India/CSIR from time to time in this regard, subject to the condition that their applications are forwarded through proper channel.
- (4) Upper age limit for Persons with Disabilities(PWDs) will be relaxable by 10 years (15 years for SC/ST & 13 years for OBC for posts reserved for SC/ST and OBC). The persons claiming age relaxation under PWD category 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.
- (5) As per GOI provisions, age relaxation for widows, divorced women and women judicially separated from their husbands who are not remarried, the upper age limit is relaxable up to the age of 35 years (upto 40 years for members of Scheduled Castes/Scheduled Tribes and upto 38 years for members belonging to the Other Backward Classes (non creamy layer) in respect of the posts reserved for them). The persons claiming age relaxation would be required to produce following documentary evidence:
 - a) In case of widow, death certificate of her husband together with the Affidavit that she has not remarried since.
 - b) In case of divorced women and women judicially separated from their husbands, a certified copy of the judgment/deed of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced women that they have not remarried since.
- (6) Relaxation of upper age limit for Ex-servicemen is admissible as per rules of the Govt. of India.

(C) General Conditions

- (1) The applicant must be citizen of India.
- (2) All applicants must fulfill essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of online application. They are advised to satisfy themselves before applying, that they possess at least the essential qualification laid down for these posts which is compulsory even if a candidate has some higher qualifications. No enquiry asking for advice as to eligibility will be entertained.
- (3) The period of experience in a discipline/area of work, where prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualification for that Post.
- (4) The online application should be accompanied by scanned copies of the essential educational qualification, experience, date of birth proof etc. The prescribed qualifications should have been obtained through recognized Universities/Institutions etc. Incomplete applications or not accompanied with the essential certificates/documents, are liable to be rejected.
- (5) 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.
- (6) If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a gazetted officer or Notary is to be submitted.
- (7) In case of Universities/Institutes/Boards awarding Grades etc., candidates are required to convert the same into percentage based on the formula given by their University/Institute/Board, which is to be supported also by relevant documents. In the absence of any formula being available, it may be considered either as linear scale (Example: Grade of 8.65 = 86.5% and vice versa) or any other formula may be considered by CSIR-IIP to arrive at the percentage of marks. Institute's decision in this regard will be final and binding on the applicants.
- (8) The date for determining the upper age limit, qualifications and/or experience shall be the closing date prescribed for submission of online applications i.e. 09.11.2023.
- (9) Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in Trade Test/ Skill Test and/or Written Test.
- (10) Mere fulfilling of minimum prescribed qualification and experience will not vest any right in a candidate for being called for Trade/Skill Test. If large number of applications received, the Screening Committee may adopt its own criteria for shortlisting the candidates to be called for Trade/Skill Test. The Institute reserves the rights to call for Trade/Skill Test only those candidates who in its opinion are likely to be suitable and will not entertain any correspondence in this regard. The candidates should, therefore, mention all the qualifications and experience in the relevant field over and above the minimum prescribed qualifications.
- (11) Women candidates fulfilling the eligibility criteria prescribed under GOI instructions are encouraged to apply.
- (12) Applications from employees working in CSIR, Government Departments, Public Sector Organizations, Autonomous Institutions will be considered only if their applications are forwarded through proper channel and received within 15 days from the closing date prescribed for receipt of hardcopy of application, and with a clear certificate that the applicant will be relieved within one month of the receipt of appointment order, if selected. However, candidates can send an advance copy along with necessary application fee (wherever applicable) before the last date of receipt of completed application form.
- (13) **Application Fee:** Candidates belonging to General, OBC & EWS category are required to arrange to deposit fee of Rs. 500/- through SB Collect. SC/ST/PWD/Women/Ex-servicemen/Abroad candidates and regular employees of CSIR are exempted from payment of application fee.
- (14) Candidates applying for more than one post should apply separately for each post indicating the Post Code of the post accompanied by separate requisite fee of Rs. 500/- through SB Collect.

- (15) Applications once made will not be allowed to be withdrawn. Application fee once paid will neither be refunded on any count nor it will be held in reserve for any other recruitment or selection process.
- (16) **Incomplete applications i.e. without passport size photograph affixed on application, without self-attested certificates, without manual signature on application printout, without requisite application fee, wherever applicable, without relevant testimonials in support of Date of Birth, Qualification, Experience, Caste, EWS certificate etc. will not be entertained and will be summarily rejected.**
- (17) No Travelling Allowance will be reimbursed for appearing in Trade/Skill Test/Written Examination.
- (18) The appointment will be in CSIR-Indian Institute of Petroleum, Dehradun, Uttarakhand under the Council of Scientific & Industrial Research (CSIR) which is an Autonomous Body under the administrative control of DSIR, Ministry of Science & Technology, Govt. of India. The appointees are liable to be transferred/posted in any of the Laboratories/Institutes of CSIR situated anywhere in India, as and when required.
- (19) The decision of the Director, CSIR-Indian Institute of Petroleum, Dehradun (CSIR-IIP) in all matters relating to eligibility, acceptance or rejection of applications and conduct of Trade Test/Skill Test 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.
- (20) Notification regarding details of shortlisted candidates to be called for Trade/Skill Test along with the criterion adopted by the Screening Committee and any updates shall be displayed only on our website <http://www.iip.res.in> from time to time.
- (21) All future corrigendum/addendum/notifications etc. and announcements/details pertaining to this recruitment process shall be published/provided ONLY on <https://www.iip.res.in> from time to time.
- (22) The selection procedure of these posts is subject to the CSIR/Govt. of India instructions prevalent at the time of various stages of the selection.
- (23) The Director, CSIR-IIP, Dehradun reserves the right to amend, delete and add terms & conditions to this advertisement.
- (24) The Director, CSIR-IIP reserves the right to cancel the advertisement without assigning any reason thereof or reserves the right to not fill up any or some of the posts.

(D) How to Apply:

- (1) Eligible candidates are required to submit ONLINE application through our website www.iip.res.in. The candidates have to register themselves with valid email ID before applying and after registering themselves, they can apply for the post for which they wish to apply.
- (2) If the candidate does not have a valid E-mail ID, he/she should create a new valid E-mail ID before applying online.
- (3) The candidates have to attach only one PDF file containing scanned copies of original educational qualification certificates, professional qualification certificates, mark sheets, experience certificates, Caste certificate (if applicable), fee receipt and other documents with the online application form.
- (4) The computer generated Application Form (print-out) duly manually signed accompanied by self attested copies of the certificates, mark sheets, testimonials in support of age, education qualifications, experience and caste certificate, if applicable along with one recent passport size self-signed photograph affixed together with the receipt of application fee(if applicable) should be sent in an envelope superscribed "APPLICATION FOR THE POST OF _____ (Post Code _____)" only by Registered/Speed Post to the address: **Sr. Controller of Administration, CSIR-Indian Institute of Petroleum, P.O. I.I.P., Mohkampur, Haridwar Road, Dehradun-248005 (Uttarakhand)**. The last date for receipt of hard copy of application is **19.11.2023** (5:30 PM), this date will be same for the candidates belonging to far-flung areas.
- (5) It should be kept in mind that in the hard copy of the Application Form, the candidate is required to affix his photograph duly signed across and also manually sign on the application. Unsigned application will not be considered and will be rejected.



- (6) If a candidate fails to submit the hard copy, which should reach by **19.11.2023** then his candidature will be rejected.
- (7) For any technical query while applying online, please send e-mail to recruitment@iip.res.in.
- (8) Applications from employees of Government Departments, Autonomous bodies and Public Sector Undertakings will be considered only, if forwarded through proper channel, certified by their office that the applicant, if selected, will be relieved within one month of the receipt of the appointment orders. Also, vigilance clearance should also be recorded. However, advance copy of the application may be sent so that it should reach on or before the last date for receipt of hard copy of application. Applications routed through proper channel should reach Sr. Controller of Administration, CSIR-Indian Institute of Petroleum, P.O. IIP, Mohkampur, Dehradun-248005, Uttarakhand at the earliest within 15 days of last date of receipt of hard copy of application.
- (9) Online Application will be available on our website www.iip.res.in from **20.10.2023** to **09.11.2023**.
- (10) Procedure for submitting online fee through SBI SB Collect is given as under:
- Select Govt. Dept.
 - In field "Category", select "Director IIP"
 - In field "Payment Category", select "Application Fee"
 - In field "Type of Application" Select "For regular recruitment"
 - In field "Application No." enter "Registration No." of submitted application"
 - In Address field do not use any special character like dot, comma, hash etc.
 - Enter Ref. Advt. No. 06/2023.
 - In field "Related Dept" enter, "Recruitment"
 - Follow the further steps and note down "SB Collect Reference No./Challan No."
 - Enter "SB Collect Reference No./Challan No." in "document upload section".
 - Upload the generated fee receipt in PDF form.
- (11) The candidates are required to generate acknowledgement of remitted application fee from the online payment system, containing UTR Number/Transaction Number and Transaction Date and the same is required to be attached along with the online application. The last date for applying online application and remitting of application fee through online payment system is **09.11.2023**. This date will be same for the candidates belonging to far-flung areas.
- (12) **Following documents must be attached along with the hard copy of application form to be sent by post:**
- One recent passport size colored photograph should be pasted on the application form duly signed across.
 - Self Attested photocopies of education qualifications certificates/marksheets.
 - Self Attested photocopy of Date of Birth Certificate.
 - Self Attested photocopies of experience certificates, if any.
 - Self Attested photocopy of documents related to caste/PWD/Ex-serviceman/Widow or divorced women, if applicable.
 - Fee receipt generated through SB Collect of Rs.500/-, wherever applicable.
 - Printout of the application form should be manually signed.

Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post. No Interim enquiries will be entertained.


Sr. Controller of Administration

अंजुम शर्मा/Anjum Sharma
वरिष्ठ प्रशासन नियंत्रक/Sr. Controller of Administration
सी.एच.आई.आर.-भारतीय पेट्रोलियम संस्थान
CSIR-Indian Institute of Petroleum
देहरादून/Dehradun-248005