



ICAR-CENTRAL INSTITUTE FOR RESEARCH ON COTTON TECHNOLOGY

(Indian Council of Agricultural Research)

Adenwala Road, Matunga, Mumbai 400 019

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Advertisement No.: 1/2015-16

The Director, ICAR-Central Institute for Research on Cotton Technology, Matunga, Mumbai invites applications from the eligible candidates for filling up the following posts at ICAR-CIRCOT, Matunga, Mumbai

Sl. No.	Name of the post	Scale of pay	No. of vacancies & reservation position	Essential qualification
1	Technical Assistant (Laboratory Technician) (Category II) (T-3)	PB-1 Rs.5,200-20,200 + GP Rs.2,800/-	One (OBC)	Bachelor's Degree in Agriculture or any other branch of Science / Social Science relevant to Agriculture or equivalent Qualification from a recognized University.
2	Technical Assistant (Workshop/Engineering) (Category II) (T-3)	PB-1 Rs.5,200-20,200 + GP Rs.2,800/-	One (UR)	Bachelor's degree/three year's diploma in the relevant field or equivalent qualification from a recognized university.
3	Technician (Category I) (T-1)	PB-1 Rs.5,200-20,200 + GP Rs.2,000/-	Three [One (UR) One (ST) One (OBC)]	Matriculation pass or equivalent from a recognized Board.
4	Lower Division Clerk	PB-1, Rs.5200-20200 + GP Rs.1900/-	Three [One (Ex-serviceman) One (OBC) One (UR)]	12 th Pass or its equivalent qualification from recognized Board

Age Limit: 18-30 years for Technical posts (Sl. No. 1-3) and 18-27 years for Lower Division Clerk (Sl. No. 4).

Age relaxation:

- 1 The upper age is relaxable to SC/ST/OBC/PWD/Ex-Serviceman/Widow-Divorce women as per **DoPT guidelines** Government of India rules as amended from time to time on production of valid proof to be attached with the Application.
- 2 Upper age limit relaxable upto five years for SC / ST candidates and three years for OBC candidates. Age relaxation is also applicable to Ex-servicemen, Physically handicapped as per Government of India rules. There will be no upper age limit for the ICAR permanent employees. Valid proof must be enclosed for SC / ST / OBC candidates in prescribed format.
3. Age relaxation is also applicable to Research Associates/ Senior Research Fellows working in time bound ICAR Research Projects as per ICAR letter F.No. 19(25)/2011-Estt.IV dated 24-01-2012 for Technical Position, Technical Assistant, T-3 post only to the extent of their spell they were actually engaged as RAs/SRFs up to a maximum of 16 years 3 months only on production of valid proof from their respective ICAR Institutes.
- 4 **No age relaxation is allowed to SC/ST/OBC candidates applying against unreserved vacancies.**
- 5 **Age limits for Ex-servicemen**
 - (a) Ex-servicemen resultant age after deducting period of service from actual age should not exceed prescribe age limit by more than Three Years. Calculation of age shall be as per the category for which the application has been made.
 - (b) Candidates selected under Ex-servicemen quota will be adjusted against the respective category SC/ST/OBC/UR

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(c) The maximum age limit is 45 years for General Candidates, in case of OBC- 48 years and SC/ST-50 years.

6. Ex-Servicemen candidates:

- (i) Candidates who are released/retired from Armed Forces are required to submit attested copy of a certificate as per Proforma A'. Such Ex-servicemen candidates have to produce a copy of the discharge certificate / pension payment order and documentary proof of rank last/ presently held (substantive as well as acting) alongwith the application failing which their candidature may not be considered.
- (ii) Candidates who are still in the Armed Forces and desirous of applying under Ex-Servicemen category should submit Proforma B' from the competent Authority showing his/her date of completion of specific period of engagement (SPE) along with the declaration in Proforma C'. Such candidates whose SPE is completed on or before 30 days from the date of publication of this advertisement in the Employment News are eligible to apply. Such candidates have to submit a release letter and a self-declaration from the candidate that he/ she is entitled to benefits admissible to Ex-servicemen as per Govt. of India rules.
- (iii) Those candidates who have completed their initial period of assignment and who are on extended assignment are required to submit the certificate as per Proforma D'.
- (iv) Dependents of Servicemen killed in action or those who have been severely disabled have to produce satisfactory documentary proof showing that they are Dependents of Servicemen killed in action or severely disabled and an affidavit stating that the relaxation is availed by one Dependent of Ex-Servicemen or not availed by any Dependent of Servicemen killed in action or severely disabled.

General instructions for candidates

1. Last date of receipt of application **30 days** (from the date of advertisement in the Employment News) & **45 days** in the case of residents of Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands, Lakshadweep and for candidates residing abroad. Please verify / confirm the last date of receipt of application at Mumbai from the website i.e. <http://www.circot.res.in>.
2. The prescribed qualifications are minimum and enhanced qualifications do not entitle candidates to be called for examination. Also mere fulfilling of the essential qualification does not entitle the candidates to be called for examination. Director, CIRCOT, Mumbai reserves the right to short-list the candidates for examination as per mandate and requirement of the Institute, depending on the number of applications received. After screening the applications the candidates will be called for examination.
3. The post is non-government under the Indian Council of Agricultural Research which will be governed by New Pension Scheme introduced by Government of India w.e.f. 01-01-2004 *mutatis mutandis* and as amended, clarified or modified from time to time.
4. The posts are temporary but likely to continue. The appointee will be made permanent subject to satisfactory performance during the probationary period.
5. **Application in white paper (in A-4 size) should be submitted strictly in the Proforma appended below typed / hand written duly signed along with self attested copies of educational qualifications certificates, age proof, Caste Proof and necessary other required documents.**
6. Candidates seeking concession under OBC Category shall have to produce fresh certificate from competent Authority regarding fulfillment of 'non-creamy layer' criteria on the date of application

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7. Crucial date for determining the age limit of candidates will be the closing date of receipt of application.
8. No TA will be paid to the candidates called for examination. However, unemployed SC/ST candidates called for examination will be paid traveling expenses (by shortest route) to the extent permissible under the rules (on production of proof).
9. Persons already in employment should route their applications through proper channel.
10. Scheme of Examination for Technician, T-1: The question paper for the written test will be of 100 marks consisting of Objective Type- Multiple Choice Questions as per the following scheme:

Paper/Sections	Subject	Maximum Marks / Questions	Total Duration / Timing for Candidates
I	General Knowledge	25	1 hour 30 minutes
II	Mathematics	25	
III	Science	25	
IV	Social Science	25	
Total (1 mark for each question)		100	

The question will be set both in Hindi & English

11. Scheme of Examination for Technical Assistant, T-3: The written test will be of 100 marks consisting of Objective Type and the duration of the test will be two hours and details below:

Paper/ Sections	Subject	Maximum Marks / Questions	Total Duration / Timing for Candidates
1	General Knowledge	20	2 hours
2	General English	20	
3	Quantitative Aptitude	20	
4	Question from Agriculture Related subjects (For those who are applying in the functional group of Library and workshop staff, 15 questions will be from their functional group. The remaining 25 questions (1mark each) will be from Agriculture. For those who apply for the post of Hindi Translators, 15 marks will be allotted for translation of an English passage into Hindi)	40	
Total (1 mark for each question)		100	

Question will be objective type multiple choice, set both in Hindi & English in respect of section 1, 3 & 4. The question in section 1, 2 & 4, will be of level commensurate with the essential qualification viz. Graduation and question in paper 3 will be of 10th standard level.

12. For Lower Division Clerk

The eligible candidates will appear for written test. **Based on the merit list of written examination, typing test will be conducted for final selection of the candidates.**

13. Application form must accompany with a bank draft of **Rs.300/-** (Rupees Three hundred only) (**SC/ST/PWD/Ex-Servicemen/ Women candidates are exempted**) drawn in favour of "**Director, CIRCOT, Mumbai**" towards application fee. No other means of payment i.e. IPO, Money Order, cash will be accepted. Fee should be remitted separately for each application otherwise the application will be rejected.
14. Government strives to have a workforce which reflects gender balance & women candidates are encouraged to apply.

15. Candidates in their own interest are advised to submit their applications well in time and before the last date to avoid possible delay in postal transit. Institute will not be responsible for any postal delay. Applications received after expiry of the last date will not be considered and entertained and no correspondence in this regard will be made.
16. At present, the place of posting is as indicated in the advertisement. However, the appointee is liable to be transferred anywhere in India under ICAR-CIRCOT / ICAR.
17. No correspondence will be entertained from the candidates for selection, examination or appointment. **Canvassing in any form will result in disqualification.**
18. Application may be sent to the “**Director, ICAR-Central Institute for Research on Cotton Technology, P.B. No. 16640, Adenwala Road, Matunga, Mumbai – 400 019**”. The envelope may be superscribed as “Application for the post of ----- Category---- and Sr. No. of the post -----”.
19. The examination for the above posts will be held at Mumbai or as per discretion of the Appointing Authority.
20. Incomplete applications, without proper supporting documents, fees, application without signature etc. will be summarily rejected.
21. Director, ICAR-CIRCOT, Mumbai reserves the right either to fill up all the posts or any of them without assigning any reasons thereof. Also reserves the right to decrease / increase the number of post subject to vacancy - transfer / retirement etc.

There will be no interview for the post of technical Assistant (T-3), Technician (T-1) and Lower Division Clerk. After the completion of the written test, the result will be published according to the available vacancies on the basis of the merit.

This notification and its subsequent changes/ announcement if any to this effect will be available on the CIRCOT website <http://www.circot.res.in> only. Candidates are strongly advised to keep in touch with the CIRCOT website for any update(s)/information since there will not be any other mode of communication with the candidates thereafter.


HEAD OF OFFICE

ICAR-CENTRAL INSTITUTE FOR RESEARCH ON COTTON TECHNOLOGY

**(Indian Council of Agricultural Research)
Adenwala Road, Matunga, Mumbai 400 019.**

FORMAT OF THE APPLICATION

Affix recent passport Size photo duly self attested

Application for the post of _____

Sr. No. of post _____

(Only one application for one post will be considered)

1.	NAME IN FULL (BLOCK LETTERS) AS PER MATRICULATE CERTIFICATE			
2.	DATE OF BIRTH (DOCUMENTARY PROOF TO BE ENCLOSED)			
3.	NATIONALITY			
4.	FATHER'S / HUSBAND'S NAME			
5.	WHETHER MARRIED/UNMARRIED			
6.	PRESENT COMMUNICATION ADDRESS IN BLOCK LETTERS FOR CORRESPONDENCE WITH PIN CODE			
7.	PERMANENT HOME ADDRESS WITH PIN CODE			
8.	CONTACT NO. & EMAIL.ID			
9.	CATEGORY SC/ST/OBC/GENERAL/PWD/EX-SERVICEMAN/WIDOW, DIVORCED WOMEN (SELF ATTESTED COPIES OF SUCH CERTIFICATE ISSUED BY THE COMPETENT AUTHORITY SHOULD BE ENCLOSED)			
10.	STATE WHETHER ANY RELATIVE IS WORKING AT CIRCOT/ICAR IF YES, WRITE THE NAME, DESIGNATION & ADDRESS OF THE EMPLOYEE AND DESCRIBE THE NATURE OF HIS/HER RELATIONSHIP			
11.	ARE YOU A REGULAR EMPLOYEE OF ICAR? (YES/NO) IF YES, GIVE DETAILS	NAME OF THE INSTITUTE	POST	PERIOD
12.	STATE WHETHER RA/SRF OF ICAR,(YES/NO) IF YES, GIVE DETAILS, SPECIFY PERIOD (S) OF ENGAGEMENT IN ANY ICAR INSTITUTE (ENGAGEMENT ORDERS / TERMINATION ORDERS MAY BE ENCLOSED)	NAME OF THE INSTITUTE	RA/SRF	PERIOD
		1.		
		2.		
		3.		

13. Educational Qualifications: Matriculation (10th) Onwards:

EXAMINATION PASSED	UNIVERSITY /BOARD	YEAR OF PASSING	GRADE/DIVISION AND % OF AGGREGATE MARKS	SUBJECTS TAKEN

14. Employment Record

NAME OF THE EMPLOYER (INDICATE PVT./GOVT./AUTONOMOUS BODY)	DESIGNATION	PAY SCALE/SALARY	PERIOD OF SERVICE		REASON OF LEAVING
			FROM	TO	

15.	Give details of duties performed also			
16.	Any information relevant to the post			
17.	Exam fee details DD No. & Date	Name of Issuing Bank	Amount Rs.	

DECLARATION

I hereby declare that all the statements made above are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false at any stage my candidature is liable to be rejected and I shall bound by the decision of the employer.

(Signature of the Applicant)

Name:

Countersigned by employer

(Applicable in case of service candidates)

Details of enclosures
(In support of above statement)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.