

सीएसआईआर-केन्द्रीय चर्म अनुसंधान संस्थान
CSIR- CENTRAL LEATHER RESEARCH INSTITUTE
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् Council of Scientific & Industrial Research
अडयार, चेन्नै, 600 020 / Adyar, Chennai-600 020

No.4(115)/2022-EI

Dated:20.08.2022

CLRI Advertisement No.04/2022

Recruitment to the post of Security Officer

“CSIR strives to have a workforce which reflects gender balance in administration and women candidates are encouraged to apply”

Commencement of online application	20.08.2022 (09:00 hrs IST)
Last date for submission of online applications	19.09.2022 (23.30 hrs IST)
Last date for receipt of hard copies of applications	30.09.2022

The CSIR-Central Leather Research Institute [CLRI], Chennai is a premier constituent establishment of Council of Scientific & Industrial Research (CSIR), which is an Autonomous Body under the Department of Scientific & Industrial Research (DSIR), Ministry of Science & Technology, Government of India. The CSIR-Central Leather Research Institute [CLRI], Chennai was established in the year 1948 with headquarters at Chennai. It has Regional Centres at Ahmedabad, Jalandhar, Kanpur and Kolkata. CLRI is the central hub in Indian Leather Sector with direct roles in Education, Research, Training, Testing, Designing, Forecasting, Planning, Social empowerment and leading in Science and Technology relating to Leather.

2. CLRI invites application from Indian nationals to fill up One post of Security Officer, as detailed below:

Name of the Post Post Code	Number of Posts	Pay Scale	Total Emoluments *	Upper Age Limit ** (as on last date of submission of online Application)
Security Officer SEO2201	01 (Unreserved)	Pay Level-7 (Rs. 44900-1,42,400)	Rs. 77,113/-	35 years

* Approximate emoluments on minimum of scale including HRA applicable to Chennai city.

** Details given in Para 6

3. Essential Qualification, desirable qualification & Job requirement

Essential Qualification	Desirable Qualifications	Job Requirements
Ex-Servicemen JCO (Subedar or higher rank) OR equivalent rank in other Para-military forces with	Knowledge in Hindi and Tamil Knowledge on safety in workplace	The Officer will be responsible for: - (a) Supervising all the aspects of security and safety measures for safety of the properties of CSIR-CLRI campus.

<p>minimum of 10 years' experience in security.</p> <p>However, number of years of experience shall be 05 years in case of Short Service Commissioned Officers and incumbents holding the position of Assistant Commandant in CRPF / BSF / ITBP etc. carrying the pay scale of Rs. 8000-13500 (pre-revised).</p> <p>In the case of Inspector from Para Military Forces, the number of years of experience required shall be 10 years</p>		<p>(b) Responsible for proper maintenance of all records relating to movement of men and material, proper deployment of security personnel in all shifts, handling of visitors, working of security cameras, enforcement of security rules, regulations and procedures, etc. The officer should be available for duty round the clock (24x7) and attend in person to any security related emergency.</p> <p>(c) To conduct investigation into the serious cases such as theft, pilferage, accident, sabotage or subversive activities etc. Hence the candidate should be conversant with Security Rules/ Regulations and procedures to deal with local authority of law & order as and when required. Knowledge of local language will be an added advantage.</p> <p>(d) Overall monitoring of Security arrangements during the visit of VIPs (d) The Officer should be well conversant in firefighting arrangement to combat fire in emergency.</p> <p>(e) Any other duty as may be assigned by the authority from time to time</p>
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4. General benefits and conditions under Council Service:

- a) This post carries usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA) and Transport Allowance (TA) as admissible and made applicable to CSIR employees posted at CSIR-CLRI, Chennai.
- b) 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.
- c) In addition, provision for reimbursement of Medical expenditure, Leave Travel Concession, Conveyance Advance, House Building Advance are applicable, as per Govt. of India/CSIR Rules.
- d) The service is covered by defined contributions under "New Pension Scheme" and as made applicable to employees joining CSIR on or after 01.01.2004. However, cases of persons selected from other Government Departments / Autonomous Bodies / Public Sector Undertakings / Central Universities, those who have joined prior to 01.01.2004 and having Pension Scheme on Gol pattern and who are presently being governed by Old Pension Scheme will be regulated as per CCS (Pension) Rules, 1972, as applicable
- e) The appointee is liable to be posted in any of the Regional Centers of CLRI located at Jalandhar, Kanpur, Kolkata or Ahmedabad, as and when required.
- f) The appointment to the post shall be governed by the provisions of the Central Civil Services [Conduct] Rules, 1964, Central Civil Services [Classification, Control and Appeal] Rules, 1965 as amended from time to time and other service Rules to the extent made applicable to the Council Servant and decision of the Council as to their applicability shall be final

5 Other conditions:

- a) The applicant must be a citizen of India

- b) All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement, as on the last date of receipt of the applications. They are advised to satisfy themselves before applying that they possess the essential qualifications laid down for various posts as on the last date of receipt of the applications. No enquiry asking for advice as to eligibility will be entertained
- c) The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for written test. A duly constituted Screening Committee will adopt its own criteria for screening application received for the post and short-list the candidates accordingly to be called for Physical/Written Test. The candidate should not leave any column unfilled and should mention in the application all the qualifications and experiences possessed by them in the relevant area over and above the minimum prescribed qualification duly supported with documents / certificates.
- d) Date of Birth filled by the candidate in the online application form (matching with the date recorded in the Matriculation / Secondary Examination Certificate) will be accepted by CLRI for determining the age and no subsequent request for change will be considered or granted.
- e) The scrutiny of the applications will be done prima facie on the basis of documents and information furnished by the candidate. Any discrepancy found between the information given in application and as evidenced from the supporting documents provided will render the candidate ineligible for appearing in the physical / written test.
- f) If at any stage of recruitment, it is found that the candidates do not fulfill the eligibility criteria, their candidature shall be cancelled without assigning any reason whatsoever.
- g) The hard copy of the application should be accompanied by self-attested documents in support of educational qualification, age and experience. The prescribed qualifications should have been obtained through recognized Universities / Institutions etc.
- h) Incomplete applications/applications received or not accompanied with the required certificates / documents are liable to be rejected
- i) The date for determining the upper age limit and educational qualifications shall be as on the last date of submission of online applications
- j) 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
- k) Candidates shall not be reimbursed / paid any Travelling Allowance / Daily Allowance for appearing for physical / written test.
- l) The decision of Director CSIR-CLRI in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of examination will be final and binding on the candidates
- m) The Director, CSIR-CLRI reserves the right to cancel the advertisement or reserves the right not to fill up the posts without assigning any reason thereof.
- n) The number of vacancies indicated above is provisional and may increase or decrease at the time of selection.
- o) This advertisement does not necessarily tantamount to the selections being actually made. The selection process is subject to the CSIR/Gol instructions prevalent at a given point of time during various stages of selection process.
- p) Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.

- q) Notification regarding details of candidates screened in /short listed to be called for Competitive Written Examination and selection will be updated through CLRI website: <https://clri.org> from time to time. Candidates are advised to see the CLRI website regularly in this regard for Updates.
- r) The Competent Authority reserves the right to amend, delete and add terms & conditions to this advertisement
- s) NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED

6. Relaxation in upper age limit :

- a) The date for determining the upper age limit, qualifications and/or experience shall be the last date prescribed for receiving of online applications in the Institute i.e., **19.09.2022**. Post is unreserved and not identified as suitable for PwD category.
- b) The upper age limit is however, relaxable as per Government orders in force only in those cases where the post is reserved for respective categories, on production of relevant certificate in the prescribed format signed by the specified authority. The SC/ST/OBC candidates who apply against unreserved (UR) post will not be eligible for age relaxation. Relaxation of age in respect of Ex-Serviceman will be as per the orders of Government of India.

7. Mode of Selection :

- (i) Candidates applying for these posts possessing the existing essential qualifications & age will be invited for a physical and personality assessment test which will be qualifying in nature.
- (ii) Those who qualify in the physical and personality assessment test will be invited for a written test.
- (iii) The final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination.

8. Minimum Physical Standards and Physical Test :

Minimum height Requirement	Male	Female
General	167 cms	157 cms
Hilly Area #	165 cms	155 cms
ST category	162.5 cms	154 cms

Minimum Chest size Requirement for Male	Exhaled	Expanded (inhaled)
General	80 cms	85 cms
Hilly Area #	80 cms	85 cms
ST category	77 cms	82 cms

Candidates belonging to hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Kashmir Valley, Leh & Ladakh regions, North Eastern States and Sikkim

Physical Test Details:

Physical Events	Male	Female
1600 m Running	6 min 30 secs	Not Applicable
Long Jump	3.65 m in 3 chances	2.70 m in 3 chances
Chin-ups	Minimum 06	Not Applicable
Push-ups	Minimum 12	Not Applicable
Sit-ups	Minimum 10	Minimum 10
800m Running	Not Applicable	4 mins

9. Syllabus for Written Test:

- 1) Candidates who qualify the physical test will be allowed to appear for the written test.
- 2) There will be two papers in the written test (Paper I and paper II).
- 3) Paper I will be OMR Based or Computer Based Objective Type multiple Choice Test whereas Paper II will be subjective in nature.
- 4) The threshold marks for Paper I shall be 30%
- 5) The Selection Committee will also fix a minimum threshold marks in Paper II which shall not be less than 35%, **and the same should be communicated to the candidates before the test.**
- 6) The final merit list would be prepared based on the performance of the candidates in Paper II. Only those names would appear in the merit list who have secured **more than** the minimum threshold marks as fixed by the Selection Committee.
- 7) Medium of Exam – The question papers will be set bilingually (in English and Hindi) and the examination can be taken either in English or Hindi medium.
- 8) Standard of Exam – Graduation Level

Paper I (Time Allotted – 90 minutes)

Subject	Number of questions	Total Marks	Negative Marks
Mental Ability and Personality Assessment Test*	100	100	There will be no negative marks in this paper

*This Test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgment etc.

#The threshold marks for Paper I shall be 30%. The second paper will be evaluated only for those candidates who secure the minimum threshold marks in the first paper.

Paper II (Time Allotted – 2 hours)

Subject	Maximum Marks
Comprehension	25
Report Writing	25
Security Regulations, Fire fighting etc.	25
General Awareness	25

The minimum threshold marks for Paper II shall be fixed by the Selection Committee which shall not be less than 35% and the same would be communicated to candidates before the test. The final merit list would be prepared based on the performance of the candidates in Paper II. Only those names would appear in the merit list who have secured more than the minimum threshold Marks.

10. Centre of Written Examination:

- a) The written examination will be held in Chennai. The date, time and venue of the written examination will be intimated well in time to the candidates through CLRI website as well as through candidates email id & mobile phone as provided by them in their application form.
- b) Candidate themselves shall have to bear the cost of their travel, boarding and lodging incurred for appearing for written test.

11. Application Fee :

- a) Candidates belonging to General / OBC / EWS category are required to pay application fee of Rs 100/- through SBI Collect by ONLINE / SBI Branch.

- b) However, candidates belonging to SC / ST / Women / CSIR Employees are exempt from application fee.
- c) Application fee paid through any other modes will not be accepted and the application will be treated as without application fee and rejected.

12. How to apply

- a) Eligible candidates are required to apply only through ONLINE. The link for ONLINE APPLICATION is available on CSIR-CLRI's website <https://clri.org>. Instruction to fill up online application is also given in CSIR-CLRI website <https://clri.org>
- b) If the candidate does not have a valid email id, he/she should create a new email id before applying online.
- c) The candidate has to register with his / her name, email-id and password.
- d) After successful registration, the candidate has to login using the credentials and fill up the Online application form. After filling-up the Online application form, the candidate can verify / edit the application to ensure that the application is complete and correct in all aspects. After finalizing, candidate can finally submit the application online and take a print out of the application.
- e) In case of Universities / Institutes awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their University / Institute alongwith the copy of approved notification of conversion formula issued by the said University / Institution.
- f) Candidates are advised not to apply more than once. In spite of this, if a candidate applies for the post more than once, he will have to pay application fee on each count (if applicable). In such a situation the candidate's latest application will be considered and all other previous application(s) will be rejected as invalid.
- g) After submission of ONLINE APPLICATION(s), applicants have to take a print out of the computer generated application form. Application must be duly signed and accompanied by self-attested copies of all certificates (including mark sheets) of 10th, 12th, Undergraduate, Postgraduate, Diploma/Certificate Courses, experience (if applicable) along with SBI collect Payment Receipt (if applicable) and sent in an envelope super-scribed "Application for the post of Security Officer" by Speed Post to the following address, so as to reach on or before **30.09.2022**.

"Section Officer (Recruitment), CSIR- Central Leather Research Institute,
Sardar Patel Road, Adyar, Chennai-600 020 Tamil Nadu",

- h) **UNLESS DULY SIGNED HARD COPY OF THE APPLICATION IS RECEIVED, THE APPLICATION SUBMITTED ONLINE WILL NOT BE CONSIDERED AS VALID APPLICATION AND WILL BE REJECTED.**
- i) Candidates should note that the applications received after the closing date of receipt of hard copy of the application for whatsoever reason (such as wrong address, delivered elsewhere, postal delay etc.) will not be entertained by CLRI.
- j) Application once made 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.
- k) Applications from employees of Government Departments will be considered only if the original application is forwarded through proper channel, certified by the employer that the applicant, if selected will be relieved within one month of the receipt of the appointment orders. They should also get their Vigilance Certificate forwarded. However, advance copy of the application may

be submitted before the closing date. Applications routed through proper channel should reach CLRI at the earliest.

- l) Incomplete applications (i.e. without photograph, unsigned, without application fee, without applicable testimonials etc.) will not be entertained and will be summarily rejected.

13. Documents to be attached along with the hard copy of application form to be sent by post:

- a) Printout of Online Application form duly SIGNED BY THE CANDIDATE.
- b) Printed copy of e-receipt/challan for the application fee of Rs.100/- (wherever applicable).
- c) Colour photograph pasted on the Application Form and signed in full across the photograph. (Please retain two copies of the same photograph to be produced later)
- d) Self Attested photocopy of Date of Birth Certificate.
- e) Self Attested photocopies of all educational qualification(s) certificate(s) and all marksheets thereof (Semester wise/Year wise)
- f) Self Attested photocopies of Ex-servicemen experience certificate(s).
- g) Self Attested photocopy of caste/community, if applicable.
- h) No objection certificate (NOC) (from Govt. /Autonomous Body/Public Sector employees) if employed / proper channel application, wherever applicable.

Note: In the case of discrepancy between the English version of this Advertisement and its Hindi translation, the English version shall prevail.

Controller of Administration, CLRI