



सीएसआईआर – केन्द्रीय चर्म अनुसंधान संस्थान  
CSIR – CENTRAL LEATHER RESEARCH INSTITUTE  
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् Council of Scientific & Industrial Research  
अडयार, चेन्नै, तमिलनाडु, भारत Adyar, Chennai – 600 020, Tamil Nadu, India

No.23(374)/2023-EI

Date: 12.07.2023

**Notification No.06/2023**

**Walk – in – Interview**

**Engagement to the position of Scientific Administrative Assistant on temporary basis to work in CSIR-CLRI Regional Centre, Kolkata**

CSIR-Central Leather Research Institute (CLRI), Chennai is a National Laboratory under the aegis of Council of Scientific & Industrial Research (CSIR). It is one of the World's premier Institute engaged in Research & Development in the area of Leather Science & Technology and associated with several National & International Program.

CSIR-CLRI desires to engage talented candidates as Scientific Administrative Assistant on temporary basis in various projects at CLRI Regional Centre, Kolkata as per qualification, age etc., detailed in the table below:

<b>Name of the position &amp; Number of positions</b>	<b>Qualification</b>	<b>Tenure*/ Monthly emoluments/ Upper age limit</b>
Scientific Administrative Assistant  01 Position	<b>Essential:</b> Graduate degree in any discipline from a recognized University/ Institute.  <b>Desirable:</b> Candidates having working knowledge on computer including MS Word & MS Excel, typing knowledge and good communication skills (English / Hindi / Bengali) will be given preference.	Upto 31.03.2024  Rs.18,000/- plus HRA  50 years

\* Tenure mentioned above may be extendable. In any case, it is co-terminus with the project or till such time this requirement exists, whichever is earlier.

Note: As per CSIR letter No. 5-1(342)/2015-PD dated 12.01.2023, engagement of Project Staff shall be co-terminus with the term of the Project subject to the condition that the total period of the engagement of a Project Staff in different projects either in the same Lab/Instt. or different Lab/Instt. of CSIR taken together shall not exceed 5 years in any case.

Hence, the applicants who have completed the total tenure of 5 years in any of the CSIR Lab/Instt. as Project Staff are NOT ELIGIBLE to apply for the aforesaid positions.

**Walk-in Interview:** Candidates fulfilling the above mentioned qualification, age etc., may attend the **Walk-in Interview scheduled to be held on 24.07.2023 at 09:00 AM onwards at CSIR-CLRI Regional Centre, 3/1C, Mathewartola Road, Tangra, Kolkata, West Bengal 700046** along with application form and supporting documents.

**Application Form** is available in the CLRI website (<https://clri.org/CareersForms.aspx>). Candidates should attend the Walk-in Interview with duly filled in Application Form with self-attested photocopies of requisite certificates/ documents (viz. Date of Birth certificate, 10<sup>th</sup> or equivalent certificate, XII or equivalent certificate, Graduation certificate, experience proof (if applicable) etc.) along with original certificates for verification, a photo id proof like Aadhar Card, Voter I-Card or any other Photo ID Card issued by any Government Agency and 02 passport size colour photographs.

## **2. General Terms and Conditions:**

- a) This is purely temporary position located at CLRI Regional Centre, Kolkata - 700046, West Bengal. Candidates from Kolkata/ West Bengal will be given preference as there is no provision to provide accommodation to the selected candidate.
- b) The date of determining qualification and age shall be the date of Walk-in Interview.
- c) Applications submitted other than in the enclosed prescribed Application form will not be considered.
- d) Candidates are requested **NOT** to send their applications by post/ speed post/ courier.
- e) The prescribed qualifications should have been obtained through recognized Universities/ Institutions etc.
- f) Incomplete application form without requisite information, certificates/ documents, photograph are liable to be rejected.
- g) Any discrepancy found in the information given in application and that is evident in original documents will make the candidate ineligible for appearing for interview.
- h) If at any subsequent date it is detected/ found that the candidates have given incorrect information or has withheld certain information or does not fulfill the eligibility criteria; their candidature shall be cancelled without assigning any reason whatsoever.
- i) The candidates attending interview should bring alongwith them the duly signed application form, accompanied with self-attested photo copies of all the requisite certificates, marksheets in support of age, educational qualifications, experience (if applicable), and submit the same alongwith original certificates, marksheets, at the time of attending interview for verification.
- j) The candidates will not be allowed to attend the interview if they do not bring their application form and or requisite certificates/ marksheets.
- k) Candidates would not be allowed beyond 11:00 A.M on the date of interview.
- l) No travelling allowance will be paid for attending Walk-in Interview.
- m) Candidates attending interviews must follow COVID related protocols/ SOPs.
- n) All applicants must fulfil the essential qualifications of the position and other conditions stipulated in the notification as on the date of interview. They are advised to satisfy themselves before appearing for interview that they possess the essential qualifications laid down for the position they are applying. No enquiry asking for advice as to eligibility will be entertained.



- o) Document/ Certificate furnished in a language other than Hindi or English, must be accompanied with an English transcript of the same duly attested by a Gazetted Officer or Notary.
- p) Canvassing in any form and/or bringing any political influence or otherwise will be treated as a disqualification for the position.
- q) The Director, CSIR-CLRI has a right to amend, delete and add terms & conditions to this notification.

### 3. Other Conditions

- a) Candidates found suitable for selection will be empaneled. Empaneled candidates may be selected for future project requirements.
- b) Final year/ Semester students, who are awaiting results are **NOT ELIGIBLE** to be considered.
- c) The Tenure mentioned above may be curtailed/ extendable. In any case it is co-terminus with the project or till such time the requirement for need of Scientific Administrative Assistant exists, whichever is earlier.
- d) In case of selection, Original certificates must be again produced for verification at the time of joining.
- e) The position is purely temporary and will not confer any right on the Scientific Administrative Assistant for permanent appointment in CLRI/ CSIR.
- f) The Director, CSIR-CLRI reserves the right to cancel the notification without assigning any reason thereof or reserves the right not to fill up the positions. The number of positions indicated against each position is provisional and may increase or decrease at the time of selection.
- g) The decision of the Director, CSIR-CLRI in all matters relating to eligibility, acceptance or rejection of applications will be final and binding on candidates.

  
**Controller of Administration**