

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

No.4(123)/2024-EI

Dated:27.07.2024

CLRI Advertisement No.01/2024

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	27.07.2024 (09:00 hrs IST)
Last date for submission of online applications	26.08.2024 (23.30 hrs IST)
Last date for receipt of hard copies of applications	06.09.2024

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 a leader in leather related Science and Technology.

2. CLRI invites application from eligible 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 SEO2401	01 (Unreserved)	Pay Level-7 (₹ 44900-1,42,400)	₹ 86,220/- per month.	35 years

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

** Details are given in Para 6 below.

3. **Essential Qualification, desirable qualification & Job requirement**

Essential Qualification	Desirable Qualifications	Upper Age Limit (as on last date of submission of online Application)	Job Requirements
<p>Ex-Servicemen \$ JCO (Subedar or higher rank) OR equivalent rank in other Para-military forces with 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>\$ (Please see Annexure-I)</p> <p># (PI see Para 7 below for equivalence)</p>	<p>1. Knowledge in Hindi & Tamil</p> <p>2. Knowledge on safety in workplace</p>	<p>35 years</p> <p>(Details given in Para 6 below)</p>	<p>The Officer will be responsible for: -</p> <p>(a) Supervising all the aspects of security and safety measures for safety of properties of CSIR-CLRI campus.</p> <p>(b) Responsible for proper maintenance of all records relating to movement and regulation of men and material, proper deployment of security personnel in all shifts, handling of visitors, 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.</p> <p>(d) Overall monitoring of Security arrangements during the visit of VIPs</p> <p>(e) The Officer should be well conversant in firefighting arrangement to combat fire in emergency.</p> <p>(f) Any other duty as may be assigned by the competent authority from time to time</p>

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) The Security Officer is compulsorily expected to stay within the CLRI Campus. In case no accommodation is available within the CLRI Campus, HRA will be paid in accordance with extant rules till Council accommodation is allotted
- c) In addition, provision for reimbursement of Medical expenditure, Leave Travel Concession, Personal Computer 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.
- e) The appointee is liable to be posted in anywhere in India in the CSIR labs/Instts, in case CSIR so desires or at the discretion of the Competent Authority based on needs and exigencies of duties.
- 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
- g) The recruitment to the above post is governed by the “**CSIR Isolated Category Rules**” as amended from time to time. Hence, any terms and conditions not stipulated herein will be applicable as per the said Recruitment Rules.

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 Physical Test / Written Examination. 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 Test / Written Examination. 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 of birth 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) Any discrepancy found between the information given in application and as evidenced from the supporting documents provided will make the candidate ineligible for appearing in the Physical Test / Written Examination.
- f) 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.
- g) Incomplete applications/applications received without requisite certificates / documents are liable to be rejected.
- h) The date for determining the upper age limit, qualifications and experience shall be the last date prescribed for receiving **online application** in CSIR-CLRI.
- i) If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same in English, duly attested by a Gazetted officer or notary is to be submitted.
- j) Candidates may note that they shall Not be reimbursed / paid any Travelling Allowance / Daily Allowance for appearing for Physical Test / Written Examination.
- k) Candidate shall themselves have to bear the cost of their travel, boarding and lodging incurred for appearing for Physical Test / Written Examination.
- 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 may be subjected to the CSIR/Gol instructions prevalent at a given point of time during various stages of selection process.
- p) **This post is Not identified as suitable for Persons with Benchmark Disability / Persons with Disability (PwBD / PwD).**
- q) Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.
- r) Notification regarding details of candidates screened in /short listed to be called for Physical Test / 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.

- s) The Director, CSIR-CLRI reserves the right to amend, delete and add terms & conditions to this advertisement
- t) INTERIM ENQUIRY OR CORRESPONDANCE **SHALL NOT BE ENTERTAINED.**

6. Relaxation in upper age limit:

- a) Relaxation in upper age limit shall be given to Ex-Servicemen only, as per Government of India orders.
- b) It is clarified that SC/ST/OBC candidates applying for this post will not be eligible for age relaxation as this post is Unreserved, i.e. they will be treated as unreserved candidates without any age relaxation.
- c) It is clarified that the relaxation in age limit for the Post of Security Officer is available for Ex-serviceman as defined under 2(c) of Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time. It is not applicable to serving personnel of Armed Forces (except those serving persons who are being relieved by the employer after earning his or her pension) and Paramilitary Forces.

7. Equivalence of Rank / Pay Levels between Armed Forces and Para Military Forces:

Para-Military Force personnel holding a posts of Inspector in Pay Level 7 of Pay Matrix will be treated equivalent to Subedar in Army or its equivalent in Armed Forces.

Note: Candidate should be/should have been drawing/drawn the Pay in the Level 7, in the post substantively held by him and not granted under Financial Upgradation like MACPS, etc.

8. Mode, Scheme, Syllabus, Centre for Physical Test / Written Examination and basis of Selection:

A. Physical Standards:

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

B. Details of Physical Test :

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
800 m Running	Not Applicable	4 minutes

C. Scheme of Written Test and Basis of Selection :

- 1) Candidates who qualify the physical test will be allowed to appear for the written examination.
- 2) There are Two papers in the written examination viz: Paper I and Paper II.
- 3) Paper I is OMR / Computer Based Objective Type Multiple Choice Test. The threshold marks for Paper I shall be 30%. The Paper II will be evaluated only in respect of those candidates who secure the minimum threshold marks 30% in the Paper I.
- 4) Paper II is subjective written test. The Selection Committee will fix a minimum threshold marks in Paper II which shall not be less than 35%, and the same would be communicated to the candidates before the test.
- 5) The final merit list would be prepared based on the performance of the candidates in Paper II only.
- 6) Merit list would consist of only those candidates who have secured marks equal to or more than the threshold marks fixed by the Selection Committee.

D. **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.

E. **Standard of Exam** – Graduation Level

F. **Syllabus of Examination** is as follows:

Paper I (Time Allotted – 90 minutes)

Subject	Number of question	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.

Paper II (Time Allotted – 120 minutes)

Subject	Maximum Marks	Negative Marks
Comprehension	25	There will be no negative marks in this paper
Report Writing	25	
Security Regulations, Firefighting etc.	25	
General Awareness	25	

G. **Centre of Physical and Written Examination:** The Physical Test and 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 candidate's email id, as provided by them in their application form.

9. **Application Fee:**

- a) Candidates belonging to General / OBC 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/ESM/CSIR Employees are exempt from paying application fee.
- c) Application fee paid through any other modes will not be accepted.
- d) Application received without application fee, where ever applicable, shall be treated as invalid application and rejected.
- e) A candidate belonging to SC/ST (other than Ex-serviceman) may enclose a copy of their category certificate as proof for claiming exception from payment of fee.

9. **Court's Jurisdiction:**

Any dispute in regard to this recruitment will be subject to Courts / Tribunals having jurisdiction over Chennai.

10. **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 **06.09.2024**.

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

- 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 (where ever applicable), without applicable testimonials etc.) will not be entertained and is liable to be rejected.

11. 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 mark sheets thereof (Semester wise/Year wise)
- f) Self Attested photocopies of Ex-servicemen experience certificate(s).
- g) Undertaking given by Ex-Servicemen (Annexure-II)
- h) Self Attested photocopy of caste/community, if applicable.

- i) No objection certificate (NOC) (from Govt. /Autonomous Body/Public Sector employees) if employed / proper channel application, wherever applicable.

NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED

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Senior Controller of Administration, CLRI

ANNEXURE I

Explanation: An “ex-serviceman” :

- i) Who has served in any rank whether as a combatant or non combatant in the Regular Army, Navy or Air Force of the Indian Union, and
 - a) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
 - b) . who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - c) who has been released from such service as a result of reduction in establishment; or
- ii) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity, and includes personnel of the Territorial Army, namely, pension holders for continuous embodies service or broken spells of qualifying service; or
- iii) personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension; or
- iv) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987; or
- v) Gallantry award winners of the Armed forces including personnel of Territorial Army; or
- vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

Note: For any serviceman of the three Armed Forces of the Union to be treated as Ex- Serviceman for the purpose of securing the benefits of reservation/ age-relaxation, he must have already acquired, at the relevant time of submitting his application for the Post/ Service the status of Ex-Servicemen or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of applications. Such candidates must also acquire the status of an Ex-Serviceman within the stipulated period of one year from the closing date of receipt of application

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I _____ bearing Roll No _____ appearing for the Document Verification of the _____ Examination, 20_____ do hereby undertake that:

(a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Reemployment in Central Civil Services and Posts Rules, 1979, as amended from time to time.

(b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group „C“ and „D“ posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment;

OR

(c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as _____ on _____ in the office of _____. I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment;

OR

(d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as _____ on _____ in the office of _____. Therefore, I am eligible for age-relaxation only.

I hereby declare that the above statements 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 is liable to be cancelled/ terminated.

Signature: _____

Name: _____

Date: _____

Roll Number: _____

Date of appointment in Armed Forces: _____

Date of Discharge: _____

Last Unit/ Corps: _____

Mobile Number: _____

Email ID: _____