



जवाहरलाल नेहरू उन्नत वैज्ञानिक अनुसंधान केंद्र

जक्कूर पोस्ट, बेंगलूरु - 560064, कर्नाटक, भारत

विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार के अधीन एक स्वायत्त संस्थान
सम विश्वविद्यालय संस्था

Jawaharlal Nehru Centre For Advanced Scientific Research

Jakkur P.O., Bengaluru - 560064, Karnataka, INDIA

An autonomous institution under Department of Science and Technology, Govt. of India.

An Institution Deemed-to-be-University



Advertisement No: JNC/AO/03/2023

Date: 19.05.2023

Jawaharlal Nehru Centre for Advanced Scientific Research (JNCASR), an autonomous research institution under the Department of Science and Technology, Government of India and a Deemed to be University, invites applications for the following positions:

I. Name of the post: JUNIOR ADMIN ASSISTANT

Number of positions: 10

Category: UR (05), SC (03), OBC (01), EWS (01)

One position is reserved for Divyang – Locomotor disability (One leg)/Hearing Handicapped (HH)

Minimum Education Qualifications:

Pass in 12th Class or equivalent from a recognized Board with 50% marks.

Desirable: Graduate in any stream with knowledge of Central Government rules and regulations

Age: Below 27 years of age as on the last date of receipt of applications.

Pay Level: Level 2 plus admissible allowances.

Job Description:

1. Work related to Establishment/Accounts/Stores and Purchase/Academic
2. Diarize, Central Dispatch
3. Routine clerical work
4. Provision of logistic support in organizing meetings, seminars, etc
5. File Maintenance
6. Knowledge of accounting procedures
7. Monitor office inventories.
8. Knowledge of computer applications such as spreadsheets, word processing, sending e-mails, with ability to multitask.
9. Assist in preparation of reports to the funding agency.
10. Any other work assigned from time to time by the Competent Authority

II. Name of the post: TECHNICAL ASSISTANT

Number of positions: 03

Category: UR (02), OBC (01)

Minimum Education Qualifications:

Pass in Degree in any branch of Engineering/Postgraduation in Science with 50% marks from a recognized University or Institute or equivalent grade.

Desirable: (i) Hands on experience in a research environment, preferably in a laboratory housing electrical/electronic equipment (ii) Handling and maintenance of sophisticated scientific instruments/equipment (iii) Knowledge of Microsoft Multimedia packages and (iv) Knowledge of Patents and familiarity with applicable laws.

Experience: A minimum experience of 4 years in relevant fields mentioned in the job description

Age: Below 35 years of age as on the last date of receipt of applications.

Pay Level: Level 6 plus admissible allowances.

Job Description

1. Lab assignments including tours and demonstrations
2. Handling and maintenance of sophisticated scientific instruments/equipment and associated software
3. Basic Trouble shooting of the defective equipment
4. Liaise with the scientific equipment's maintenance/contract agencies
5. Maintaining Records on the usage of the equipment
6. Monitoring Lab Inventory
7. Developing Laboratory kits and audio-visual contents for information dissemination
8. Technical coordination in Outreach activities
9. General Safety Matters
10. Web Development and related matters
11. Any other work assigned from time to time by the Competent Authority

Reservations, Relaxation, and concessions:

1. The temporary staff/Project staff/Outsourced staff, presently working and who have completed a minimum continuous period of 3 years in JNCASR, shall be eligible for a one-time age relaxation to the extent of their service in JNCASR. However, the upper age limit of the candidate should not exceed 50 years as on the last date of receipt of application.
2. Age relaxation for SC/OBC candidates shall be provided as per Government of India norms only for the posts earmarked for them. Age relaxation for ESM/Divyang will be extended as per GOI norms.
3. Reservations for SC/OBC/Divyang/Ex-servicemen candidates will be provided as per Government of India guidelines/orders.
4. The OBC/EWS candidates who belong to the "Creamy layer" are not entitled to concession admissible to OBC category and such candidates must indicate their category as General.

Method of Selection:

Junior Admin Assistant

The top scorers in the computer based online MCQ test (100 marks) conducted in the identified Exam Centres in the State of Karnataka, will be selected against each categories announced.

Technical Assistant

The top 30 scorers will be shortlisted based on the scores obtained in the computer based online MCQ test (100 marks) conducted in the identified Exam Centres in the State of Karnataka. The shortlisted candidates will be eligible for a mandatory on-the-job skill test (50 marks) in the areas specified under desirable qualification and job description as announced. The date and other details related to the on-the-job skill test will be informed later.

The top scorers against each categories announced will be selected.

Recruitment test: The Online Test will be conducted in the **State of Karnataka and the question papers will be in English language only.**

The identified Centres are Bengaluru, Mysore, Mangalore, Kalaburagi, Belgaum, Mandya, Tumakuru, Chikkaballapur and Kolar.

Depending on the number of applicants and feasibility of the conduct of the Online Test, JNCASR reserves the right to cancel or aggregate the candidate to the nearest test Centre warranting the candidate to travel to the concerned Test Centre. This shall be made very clear in the Candidate Admit Card indicating the Test Centre Name and Venue with Address.

Application fees:

| | | |
|---|---|--------|
| For General and OBC candidate | - | ₹500/- |
| Women candidates and candidates belonging to SC, Divyang, Ex-serviceman and transgender | - | Nil |

Processing fees:

| | | |
|-------------------------|---|--------|
| For all the candidates: | - | ₹450/- |
|-------------------------|---|--------|

Note: Fees once paid is Non-refundable.

Mode of payment: Through Online Payment Gateway by the usage of Credit/ Debit/Net Banking and UPI modes of payment. Payment Gateway charges must be borne by the candidates, wherever applicable.

Note: Only those candidates who register themselves and pay the necessary fees as notified above shall be conferred with the right of attempting the Computer Based Online Test for the post the candidate has applied for. Mere Registration done by the candidate does not entitle any right or claim made by the candidate for attempting the online Test.

For refund of excess payment, if any, the email to be sent to: pgsupport@billdesk.com The refund will be made within 10 working days.

Terms and conditions:

- i) The candidate must be a citizen of India.
- ii) The appointments are on a regular basis with a probation period of 2 years, till the end of the last day of the month in which the appointee attains the age of superannuation.
- iii) Uploading and submission of Marks Cards & Certificates (Provisional/original) in support of essential qualification (starting from Class 10th onwards), Caste, Experience etc. is mandatory along with application form. Applications will be summarily rejected without these attachments. No further correspondence will be entertained in this regard.
- iv) Candidates who are awarded gradations under CGPA/GPA system in respect of class XII are advised to submit correct percentage of marks obtained as per the Board guidelines for conversion of CGPA/GPA to appropriate percentage. The onus is on the candidate to provide documentary evidence for the conversion formula at the time of certificate verification.
- v) The prescribed qualifications are the minimum required and the mere fact that a candidate possesses the same will not entitle them to being called for a written test.
- vi) Candidates must apply only through the JNCASR web portal (under **Openings**), online. Candidates should take a print-out of application submitted online and retain the same with them for future reference.
- vii) Candidates should submit applications well in advance, without waiting until the last date.
- viii) Call letters to attend the written test will be sent only to the eligible candidates and only by e-mail. Candidates are required to check their registered mail frequently. No correspondence will be made with applicants who are not eligible for the written test.
- ix) The JNCASR reserves the right to reject any application without assigning any reason. The Centre also reserves the right to cancel the advertisement/ recruitment at any stage due to some administrative reason. No correspondence will be entertained in this regard.
- x) Candidates will have to appear for the written test at their own cost.
- xi) The JNCASR reserves the right to verify the antecedents and documents submitted by the candidate. In case it is found that the documents submitted by the candidate are not genuine, then the services shall be terminated after due process, and disciplinary/criminal proceedings will be initiated of such candidates even after appointment.
- xii) OBC/SC/EWS certificates should be issued by the Competent Authority in the Government of India prescribed format. The disability (Divyang) certificate should have been issued by the Competent Medical Authority.
- xiii) Candidates applying for both the positions have an option in the online portal.

- xiv) The decision of the President, JNCASR in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, the conduct of the test, allotment of posts to selected candidates, etc., will be final and binding on the candidates and no inquiry or correspondence will be entertained in this matter and grievance is subject to the Bengaluru jurisdiction only.
- xv) Any canvassing by or on behalf of the candidates or trying political or other outside influence regarding selection/recruitment shall lead to disqualification of candidates and no enquiry regarding the same shall be entertained in this regard. JNCASR retains the unequivocal rights to opt for rejection of any candidate who resorts to such kind of undue influence.
- xvi) The details filled-in the online forms and **documentations uploaded** by the applicants in the application form stage, **shall be duly counter verified with the Originals** before **the offer of employment**. If the candidates fail to provide authentic proof for the details filled-in / uploaded by them, their candidature shall be summarily forfeited. In the event of the fact that JNCASR has adequate material evidence and finds that the candidate has manipulated with the documentations for his candidature later, post the candidate being offered a job and having been employed in JNCASR, the competent authority of JNCASR shall have absolute rights to Terminate the Employment offering a written notice to the candidate.
- xvii) Candidates are advised to regularly visit JNCASR web portal for any updation on the selection process. Any corrigendum/addendum/modifications in respect of the advertisement shall be made available only on the JNCASR's website.
- xviii) **Resolution of the tie cases:** Tie cases will be resolved by applying one after another, as applicable (i) Date of birth, with older candidates placed higher (ii) by draw in case the merit and date of birth being the same.

Computer Based Online Test pattern:

1. The Computer Based Online Test shall comprise of multiple-choice questions of 100 marks.
2. There will be no minimum qualifying marks in the Computer Based Online Test.
3. Negative marks will be applicable and a deduction of 0.25 marks will be made for each MCQ question that is wrongly answered for Computer based online test.
4. The Computer Based Online Test shall be sequential with subtopics as mentioned below. The Online Test shall be for 120 minutes.

Test pattern

| Paper Level | 10+2 Level | |
|---|---|-------------------------|
| Subtopics | Marks per question | No. of questions |
| Paper I (for both JAA & TA positions) | | |
| Quantitative ability | 1 | 20 |
| Verbal ability | 1 | 20 |
| Logical and Numerical Reasoning | 1 | 20 |
| General Awareness | 1 | 20 |
| Basic Knowledge in Computer Applications and fundamentals (MS Office, Excel) | 1 | 20 |
| Total | | 100 |
| Paper II On-the-job skill test in the areas specified under desirable and job description (Exclusive for Technical Assistant position) | 50 marks has been allocated for the on-job-skill test | |

Candidates are required to upload the following documents along with the application

- (i) Photocopy of age proof of date of birth (Matriculation Certificate).
- (ii) Photocopies of all Educational Qualifications including marks sheet (Matriculation and onwards).
- (iii) Photocopy of the latest Caste certificate in the prescribed format if applicable, issued on or after 01.04.2022.
- (iv) Photocopy of the disability (Divyang) certificate in the prescribed format.
- (v) Internal candidates seeking age relaxation should upload a certificate from their present employer.
- (vi) Candidates working in Government/PSU/Autonomous Bodies should obtain NOC from the present employer and upload online. However, application without NOC will also be considered provided the candidate uploads a duly signed undertaking that the NOC will be submitted at the time of verification of certificates. Contradicts TCS format.
- (vii) Certificate from Ex-Servicemen seeking age relaxation in the prescribed format along with the Discharge certificate.
- (viii) Photocopy of the Income and Asset certificate issued by the Competent Authority in the Government of India prescribed format in case of applying under EWS quota issued on or after 01.04.2022.
- (ix) Passport size color photograph showing the frontal view of the candidate, not older than 3 months.

How to apply:

The link to apply shall be made live from May 24, 2023, 8:00 am onwards.

Last date of receipt of on-line applications with all the necessary documentation and payment will be **13.06.2023**.

The candidates willing to apply shall click on the following link:

<https://cdn.digialm.com/EForms/configuredHtml/32504/81888/login.html>

Disclaimer: JNCASR absolves itself of any responsibility and vicarious liability if in case a candidate is unable to apply for any position, due to extraneous factors like natural calamities, power outage, internet connectivity, etc.

The candidates assume complete responsibility to ascertain the application status and the status of remittance of fees supported by the online application with validated acknowledgements for having registered and remittance of the requisite fee. No interactions shall be made in this regard by the candidates applying for the aforesaid posts with the personnel of JNCASR related to the Application Process. For any queries by the prospective candidates about the clarity on advertisement/application status/payment status, please write to help desk email – recruitment@jncasr.ac.in. No other means of communication shall be entertained in this regard.

Date: 19.05.2023

Sd/-
Administrative Officer

Online test Syllabus for 100 marks

Logical & Numerical reasoning:

It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, Symbolic Operations, Trends, Space Orientation, Space Visualisation, Venn Diagrams, Drawing inferences, Punched hole/pattern - folding & un-folding, Figural Pattern-folding and completion, Indexing, Address matching, Date & City matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence & Other sub-topics, if any.

Quantitative Ability:

The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit & Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & work, Basic algebraic identities of School Algebra, Elementary surds, Graphs of Linear Equations, Triangle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Square, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency Polygon, Bar diagram, Pie chart and any other question of 10+2 level.

Verbal ability:

Questions in this component will be designed to test the candidate's understanding and knowledge of English language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/detecting mis-spelt words, idioms & phrases, one word substitution, Improvement of sentences, active/passive voice of verbs, conversion Into direct/indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, comprehension passage and any other English language questions at the level of **10+2 level**.

General awareness:

Questions in this component will be aimed at testing the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current event and of such matters of everyday observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring Countries especially pertaining History, Culture, Geography, Economic Scene, General Policy, Indian Constitution & Scientific Research and Others.

Knowledge in Computer Applications:

The questions on basic computer knowledge will be from Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, Information Kiosks.