



# Indian Institute of Soil Science

Nabibagh, Berasia Road, Bhopal-462038 (M.P.)  
Tel. No. (0755) 2730970/2734221 (Ext. No. 252 & 256)  
Fax. No. (0755) 2733310

Advt. No. IISS/2011

Applications are invited in the prescribed forms for the following posts at Indian Institute of Soil Science, Bhopal under the administrative control of the Indian Council of Agricultural Research.

1. Name of Post	Stenographer Gr. III	Lower Division Clerk
2. No. of Vacancies/ Reservation position	02 (two) = Un reserved	02 (two) = 01 (UR), 01 (OBC)
3. Pay Band/ Pay scale & Grade pay	Pay Band-1, Rs. 5200-20200 + Grade Pay of Rs. 2400/-	Pay Band-1, Rs. 5200-20200 + Grade Pay of Rs. 1900/-
4. Age limit for direct recruitment	18-27 years [The upper age is relaxable for SC/ST/OBC as per the Government of India rules. The upper age is also relaxable upto 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category.]	18-27 years [The upper age is relaxable for SC/ST/OBC as per the Government of India rules. The upper age is also relaxable upto 45 years in the case of serving regular employees of ICAR in the administrative (ministerial) category.] (i) Matriculation or its equivalent (ii) Proficiency in typewriting at a minimum speed of 30 w.p.m. in English or 25 w.p.m. in Hindi <b>Desirable :</b> (i) 12th Class or equivalent from a recognized Board or University. (ii) Proficiency in computer operation.
5. Educational & other qualifications required for direct recruitment	Educational-Matriculation and Knowledge of Computer. <b>Professional efficiency</b> The candidates will be given one dictation test in English or in Hindi at 80 w.p.m. for 10 minutes. The candidates who opt to take the test in English will be required to transcribe the matter in 65 minutes on manual typewriter or 50 minutes on computer and the candidates who opt to take the test in Hindi will be required to transcribe the matter in 75 minutes on manual typewriter or 65 minutes on computer.	

### General instructions for candidates :

- These posts are Non-Government under the ICAR, which will be governed by New Pension Schemes introduced by Govt. of India w.e.f. 01.01.2004 and service conditions are mutatis mutandis as applicable to Indian Council of Agricultural Research employees and as amended from time to time.
- All posts are temporary but likely to continue and transferable to anywhere in India in any of the Research Institute/NRCs/Directorate etc. of ICAR.
- Crucial date for determining the age limit of candidates for each post will be the closing date of receipt of applications.
- Persons already in employment should route their applications through proper channel only. In case a candidate anticipates delay in forwarding of his/her application through proper channel, he/she must send an advance copy of the application along with fee which must reach this office on or before the closing date.
- The prescribed qualifications are minimum and enhanced qualification do not entitle candidates to be called for written test/trade test/interview. Where the number of applications received in response to advertisement is large and it will not be convenient OR possible for the Institute to call for test/interview to all candidates, the Director IISS, Bhopal reserves the right to fix the criteria and after screening the applications only short-listed candidates will be called for written test/trade test and interview.
- Applications should be submitted in the prescribed proforma strictly typed/handwritten. Candidates before applying for the post(s) must satisfy that they are eligible to apply and fulfil the criteria/essential qualification/age etc. prescribed for the post(s). Attested Copies of the Relevant Documents are to be attached with the Application such as Educational qualification/ Age/Caste Certificates etc. If any information furnished by the candidate is found false at any stage his/her appointment will be cancelled.
- Application form must accompany with a Bank Draft of Rs. 500/- (SC/ST/Women and Physically Handicapped candidates are exempted) drawn in favour of "ICAR Unit IISS, Bhopal" payable at Bhopal. Other means of payment i.e. IPO/money orders etc will not be accepted failing which the application will be rejected. The date of Bank Draft should not be prior to the date of issue of the advertisement in the Employment News and the same should be valid for a period of six months. Bank Drafts valid for three months will not be accepted. Candidate must write his/her name and complete postal address on the back side of the Bank Draft.
- No TA will be paid for appearing in written test examination/Trade Test/Interview. However, un-employed SC/ST candidates who will be called for interview will only be paid IIInd Class Train/Bus fare by the shortest route.
- No correspondence will be entertained from the candidates for selection/test/interview/ appointment. Canvassing in any form will disqualify a candidate.
- Separate application should be submitted for each post. Name of the post for which applied must be clearly indicated on the envelope along with sender's name and address. Application should be addressed to the Senior Administrative Officer, Indian Institute of Soil Science, Nabibagh, Berasia Road, Bhopal-462038 (M.P.), and send by registered/speed post only.
- Closing date for receipt of applications will be **30 days** from the date of publication of advertisement in Employment News. For applicant posted in the Andaman and Nicobar Islands, Lakshadweep, Micicoy and Amindeivi Islands, States/Union Territories in the North-Eastern Region, Ladakh division of J & K State, Sikkim, Pangi Sub-division of Chamba, Lahaul and Spiti districts of Himachal Pradesh, last date will be 45 days from the date of publication of the Advertisement.
- The recruitment process will be the subject to the jurisdiction of Jabalpur High Court, Jabalpur (M.P.).
- Incomplete/unsigned applications or applications received after the last date will not be considered.
- The application received after due date for any reasons including postal delay will not be entertained and summarily rejected.
- The Director, IISS, Bhopal reserves the right to cancel this recruitment process at any stage without assigning any reason thereof
- The application form and the post-wise information can be accessed on IISS website [www.iiss.nic.in](http://www.iiss.nic.in)

### Proforma

(Application should be filled up in his/her own handwriting by the candidate)

Advertisement No : .....

Application for the Post of.....in the Pay Scale of.....at IISS, Bhopal.

- Name of the candidate (In block letters) .....
- Father's/Husband's Name .....
- a) Date of Birth .....
- b) Age as on closing date of receipt of application : Years Month Days
- Nationality .....
- Sex (Male/Female) .....
- Permanent address .....
- Present postal address .....
- a) Whether belong to SC/ST/OBC/Ex-serviceman .....
- b) If yes, state name of the caste/category .....
- c) Whether Physically Handicapped .....
- a) Name of Employment Exchange .....
- b) Regn. No. with date .....

Affix passport size latest photograph here

### 10. Educational/Technical Qualifications :

Sl. No.	Name of Examination passed	University/ Board	Years of Passing	Grade/Division & % of marks in aggregate	Subjects

### 11. Experience Particulars of all previous and present employment.

Name of Employer (Indicate Pvt./ Autonomous/ Govt.)	Designation	Pay Scale/ Salary	Period		Duties performed
			From	To	

### 12. Any other relevant information :

### 13. Detail of the Bank Draft : (write name and address on the back side of the Draft)

Amount of Bank Draft (Rs.500/-)	Bank Draft Number and date of issue	Name of the issuing bank and branch address

### 14. Declaration :

I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/ incomplete OR ineligibility being detected at any time before OR after selection/ interview, my candidature is liable to be rejected and I shall be bound by the decision of the Director, Indian Institute of Soil Science, Bhopal.

Place :

Signature of the Candidate

Date :

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