



# BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES

(An Autonomous Institution under Department of Science & Technology, Govt. of India)

53, UNIVERSITY ROAD, LUCKNOW-226 007

Fax No. 0522-2740098/2740485

Website : [www.bsip.res.in](http://www.bsip.res.in)

## **ADVERTISEMENT No. BSIP/Rec./08/2022**

Applications are invited from Indian nationals for direct recruitment of the following administrative posts:

### **1. Upper Division Clerk - (05 posts- UR)**

**Scale of Pay** – Level 04, Rs.25,500-81,100 (As per 07<sup>th</sup> CPC)

**Age** : 18-25 years. (Relaxable up to 35 years in case of Government employees and employees of scientific organisations).

**Essential Qualification:** Graduate of a recognised University and typing speed of 35 wpm in English and/or 30 wpm in Hindi on computer (35 wpm and 30 wpm correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).

#### **Desirable Qualification:**

A. The candidate should have working experience of Administration/Finance/Store & Purchase in Central/State Government/Public Sector Undertaking/ Autonomous Bodies/Research Institution as mentioned below:

i. 03 Years Working Experience at Level-2 as per 07<sup>th</sup> CPC.

or

05 Years Working Experience at Level-1 as per 07<sup>th</sup> CPC.

ii. Good Knowledge of Fundamental Rules (FR) and Supplementary Rules (SR), General Financial Rules, Accounts Code, PFMS, TA and Leave Travel Concession (LTC) rules etc. as applicable in Government of India.

**Age Limit:** The crucial date for determining the age limit shall be the closing date for the receipt of applications from the candidates ;Provided that the age limit in respect of candidates belonging to reserved categories are subject to relaxation to the extent admissible under the orders of the Government of India, as applicable to Autonomous Bodies and as amended from time to time. and that the age limit shall not apply to the candidates appointed on deputation/ contract basis ;

Provided that in case of applicants already in service (including on contingent basis) in the Institute, the age restrictions shall not apply. Further that the age limit is relaxable by 5 years in respect of candidates belonging to SC/ST categories and by 3 years for candidates belonging to OBC category, respectively; age relaxation for PH candidates will be as per Government of India rules.

#### **GENERAL CONDITIONS:**

1. Mere fulfilling of the minimum advertised qualification and experience requirements DO NOT automatically entitle an applicant to be called for Written Test/Objective Test/Typing Test etc.
2. All the applications received within the due date in response to this advertisement shall be considered for short-listing by a Screening Committee (The committee may decide an appropriate criteria for short-listing of the candidates) and ONLY the candidates recommended by the Screening Committee after the necessary approval of the Competent Authority, will be called for the Written Test or Objective Test/ Typing Test etc. The decision of the Institute on short-listing will be final and the Institute will not entertain any correspondence in this regard.
3. The number of post (s) may increase or decrease. The Institute reserves the right not to fill up any of the posts, if it so decides without assigning any reasons.

4. Persons working in Central/State Government/Public Sector Undertaking/ Autonomous Bodies shall submit their applications through proper channel within due date.
5. Qualifications, experience and other requirements for any post may be relaxed/ upgraded by the Institute in the interest of Institute's requirements.
6. No application fee for SC/ST/PH/Women candidates. Other candidates are required to pay Non-refundable application fee of Rs. 500/- for the post through **ONLINE** Mode only. No other mode of payment of application fee is acceptable.
7. All Candidates belonging to SC/ST/OBC/EWS/PWD category shall produce the caste/category certificate in the prescribed proforma as per Government guidelines in the prescribed format from the Competent Authority empowered to issue such certificate along with originals for verification at the time of documents verification after successfully clearing the clearing the tests as mentioned in the S. No. 2.
8. The appointing authority will satisfy itself that the character and antecedents of the persons proposed to be appointed are such as not to render them unsuitable for appointment.
9. If at any time before or after the selection of a candidate, it is found that any information is suppressed or false; his/her selection shall be liable to be rejected or cancelled.
10. The selected candidates for various posts shall be liable for transfer among various Sections/Units of the Institute at the discretion of the Director.
11. Usual allowances as per rules of the Institute which are on the Government of India pattern are admissible for the post.
12. The Institute reserve the right to alter/insert any corrections/additions in the advertisement/website in the event of any typographical error before the last date prescribed for the receipt of applications.
13. The Competent Authority of Birbal Sahni Institute of Palaeosciences (BSIP), Lucknow reserves the right to reject any or all the applications without assigning any reason thereof.
14. In case of any disputes, any suites or legal proceedings against the Institute, the territorial jurisdiction shall be restricted to the Courts in Lucknow at District Court Lucknow and Lucknow Bench of Hon'ble High Court, Allahabad.

#### **HOW TO APPLY:**

1. Interested candidates should apply their application only **ONLINE** through the Institute website [www.bsip.res.in](http://www.bsip.res.in) under the section "Career".
  2. NO hard copy of the application is required to be sent by the candidates to BSIP, Lucknow.
  3. Canvassing in any form will be treated as disqualification. Interim enquiries will NOT be entertained.
  4. For any Technical and Administrative issues/support if any, the candidates may call on the following Mob./telephone no. from 09:30 AM to 05:45 PM:
 

For Technical issues/support:	i) +91 6394984077	
	ii) +91 7651988599	
For Administrative issues/support:	i) 0522- 2742956	}
	ii) 0522- 2742918	
- On working days between Monday to Friday only (except holidays)
5. The **Online Application Form** will be available w.e.f. **08th August, 2022** and the closing date will be 28<sup>th</sup> August, 2022 (till 1700Hrs.).

**REGISTRAR**