

**BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES**

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

53, UNIVERSITY ROAD, LUCKNOW - 226007 (U.P.) INDIA

Fax: 0522-2740098/2740485, Website : www.bsip.res.in

ADVERTISEMENT NO. BSIP/PS/2025

Dated: 31.10.2025

Online applications are invited from eligible Indian citizens for appointment of the following regular post in the Institute:-

Sl. No.	Name of the Post	No. of Vacancies						Pay Level (As per 7 th Central Pay Commission)
		EWS	UR	ST	SC	OBC	Total Post	
A.	Private Secretary	-	01	-	-	-	01	Pay Level-07
Total Post		-	01	-	-	-	01	

The detailed Notice for the above post, including educational qualifications, age limits, commencement of online registration, last date for submission of application, application fee, etc. is available on our website www.bsip.res.in. Interested Candidates can download the details and apply "**ON-LINE**" Only through "bsiprecruitment portal" under "Career" section of the Institute's website i.e. www.bsip.res.in. No other means/mode of application will be accepted.

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.

REGISTRAR

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BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES

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

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ADVERTISEMENT NOTICE

Professor Birbal Sahni, FRS, established the Institute in the year 1946 to explore and develop Palaeobotany as a science in itself, visualizing its potential in solving issues of origin and evolution of plant life, other geological issues including exploration of fossil fuels.

The Birbal Sahni Institute of Palaeosciences is an autonomous research organization of the Department of Science and Technology, Government of India. The main research work involves the understanding of plant evolution through geological time. Emphasis has been made to derive knowledge about the diversification of Precambrian life, diversity, distribution and inter-basinal correlation of Gondwana and Tertiary floras, coal/lignite quality and to understand the interaction between the climate and change of vegetation in Quaternary Period.

The palaeofloristic scenarios of the bygone eras help us to figure out the past climatic and environmental changes. However, it is important to tag these climate change events to a time scale, of which study of tree-rings to deduce palaeomonsoon/climate is an important aspect. Dating and study of samples of archaeobotanical as well as studies on ancient DNA are critical to understand the (co-)evolution of culture and civilization. Work on organic petrology to evaluate the quality of lignites/coal for their economic utilization, besides depositional conditions are well under way. Samples for all studies towards fulfilling the BSIP mandate are collected from far and wide, including the polar (Arctic/ Antarctic) region.

The Institute invites applications from eligible Indian citizens for recruitment of regular post in administrative cadre.

1. IMPORTANT DATES:

(a)	Commencement of online registration	03.11.2025
(b)	Last date for submission of application through Online	24.11.2025 upto 1730 Hrs.
(c)	Last date for submission of Hard copy of the application	01.12.2025 upto 1730 Hrs.

2. HOW TO APPLY:

- Interested candidates should apply their application only **ONLINE** through the Institute website www.bsip.res.in under the section "CAREER → BSIP RECRUITMENT PORTAL" and send the "HARD COPY OF THE ONLINE APPLICATION" along-with self-attested copies of mark sheets, certificates, degrees, testimonials, etc., and Demand Draft of Rs. 1000/- (as uploaded in during filling the online application form) should be sent in an envelope super-scribed "APPLICATION FOR THE POST OF PRIVATE SECRETARY" through Speed/Registered Post only as to reach on or before 01.12.2025 till 1730 hrs. to the REGISTRAR, BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES, 53, UNIVERSITY ROAD, LUCKNOW 226 007, UP (INDIA) .
- The hard copy of applications without required documents/information/fees/photograph or unsigned etc. and NOT received within the due date will not be considered.
- Candidates should specifically note that the applications received after the closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by BSIP, Lucknow.

- d. Canvassing in any form will be treated as disqualification. Interim enquiries will NOT be entertained.
- e. **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 (Monday to Friday):**
- i. 0522-2742956
 - ii. 0522-2740098
 - iii. email at: help.recruitment@bsip.res.in

3. APPLICATION FEE:

The candidates have to pay application fee through Demand Draft (DD) in favor of "Director, BSIP, Lucknow". The application fee payable for the post is as under:

(A) Private Secretary - Rs. 1000/- (For Gen/OBC/EWS candidates)

- No application fee for SC/ST/PH/Women candidates.
- NO OTHER mode of payment of application fee is acceptable.
- **Candidates are therefore advised to verify their eligibility conditions before applying. Fee once paid will not be refunded under any circumstances.**

4. GENERAL CONDITIONS :

- a) Mere fulfilling of the minimum advertised qualification and experience requirements DO NOT automatically entitle an applicant to be called for the test and/or interview.
- b) All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.
- c) All the applications received within the due date in response to this advertisement shall be considered for short-listing by a Screening Committee and ONLY the candidates recommended by the Screening Committee after the necessary approval of the Competent Authority, will be called for the written/objective type test and/or interview. The decision of the Institute on short-listing will be final and the Institute will not entertain any correspondence in this regard.
- d) The number of post (s) may vary. The Institute reserves the right not to fill up any of the posts, if it so decides.
- e) Persons working in Central/State Government/Public Sector Undertaking/ Autonomous Bodies shall submit their applications through proper channel within due date.
- f) 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.
- g) 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.
- h) Selected candidates will be appointed initially on probation of two years. Continuation of their service will depend on satisfactory clearance of probation.
- i) The candidates selected to these posts, will be governed by the New Pension Scheme.
- j) Usual allowances as per rules of the Institute which are on the Government of India pattern are admissible for the post.
- k) The Institute reserves 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.
- l) Any modifications/amendments /corrigendum in respect of the above advertisement shall be made available only on BSIP Website and/or BSIP recruitment portal. No further press advertisement will be published. Hence prospective applicants are advised to visit Institute Website/ recruitment portal regularly for this purpose.
- m) 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.
- n) In case of any disputes, any suits 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.

- o) Under any circumstances, the request to change personal interview and/or written/skill examination date/slot will not be accepted.
- p) No TA/DA will be paid by the Institute for attending personal interview/written examination and subsequent skill test, etc.
- q) Incomplete On-line application, in any respect shall be rejected and no further correspondence shall be entertained.

5. DETAILS OF VACANCIES:

Sl. No.	Name of the Post	No. of Vacancies						Pay Level (As per 7 th Central Pay Commission)
		EWS	UR	ST	SC	OBC	Total Posts	
A.	Private Secretary	-	01	-	-	-	01	Pay Level-07
TOTAL POSTS		-	01	-	-	-	01	

A. Private Secretary : 01 Post (UR)

Scale of Pay : Level- 07

Age Limit : Below 35 years.

Essential qualification : Graduate of a recognized University and possessing a speed of 120 wpm in shorthand and 40 wpm in typing.

Experience in stenography work: 05 years in the pre-revised scale of pay Rs. 5000-8000 (at Present Level-06 as per 07th CPC) or equivalent.

Desirable qualifications : Experience of handling correspondence independently. Preparation of briefs/records/minutes of meetings.

Period of Probation : Two years

6. Age Limit: The crucial date for determination of the age limit shall be closing date of online application form for receipt of applications from candidates; provided that the age limit is relaxable by 05 years in respect of candidates belonging to SC/ST categories and by 03 years for candidates belonging to OBC category; age relaxation for PH candidates will be as per the Government of India rules.

S/d-
(Sandeep Kumar Shivhare)
Registrar