

BIRBAL SAHNI INSTITUTE OF PALAEOBOTANY
53, UNIVERSITY ROAD, LUCKNOW 226 007
 (An Autonomous Institution under the Department of Science & Technology,
 Government of India, New Delhi)
FAX: 0522-2740098/2740485
Website: <http://www.bsip.res.in>, E-Mail: registrar.bsip@gmail.com

ADVT NO. 03/2015

Applications in the prescribed proforma are invited **ONLINE** for the post of Lower Division Clerk as follows:

S No	Designation of Post	Age Limit	Scale of Pay	Vacancies				Total
				SC	ST	OBC	UR	
01	Lower Division Clerk	18-25 Years	Pay Band – I Rs.5200-20200 + Grade Pay – Rs. 1900/-	02	01	07 (including 01 PH)	03	13

MINIMUM AND DESIRABLE QUALIFICATIONS AND EXPERIENCE:

Minimum: 12th Class or equivalent qualification from a recognized Board or University and a 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: Graduate from a recognized University, knowledge of Computers and other Office equipment.

GENERAL:

- Those candidates who had applied online against our advertisement No. 03/2013 need not apply again. However, if they want to update their biodata, they may submit the application again without paying the application fee and indicating that they had applied against the Advertisement No. 03/2013.
- Mere fulfilling of the minimum advertised qualification and experience requirements **DO NOT** automatically entitle an applicant to be called for test and/or interview.
- 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 will be called for 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 respect.
- Qualifications, experience and other requirements for the posts may be relaxed at the discretion of the Institute in respect of candidates otherwise well qualified.
- Crucial date for determining the age limit shall be the closing date for the receipt of applications from the candidates' i.e. **August 14, 2015**; provided that the age limit in respect of candidates belonging to SC/ST categories is relaxable by five years, three years for candidates belonging to OBC category and 10 years for physically handicapped persons; provided that in case of applicants already in service (including on contingent basis) in the Birbal Sahni Institute of Palaeobotany, Lucknow, the age restrictions shall not apply.
- No application fee for SC/ST/PH candidates. Other candidates are required to pay Non-refundable application fee of **Rs. 100/-** in favour of Birbal Sahni Institute of Palaeobotany, Lucknow through **DEMAND DRAFT ONLY** drawn on any Nationalized Bank payable at Lucknow. **NO OTHER** mode of payment of application fee is acceptable.

7. Persons working in Central / State Government / Public Sector Undertakings / Autonomous Bodies should submit their printed applications through proper channel within due date after applying **ONLINE**.
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. The Institute reserves the right not to fill up any of the posts, if it so decides.
9. If at any time before or after the selection of a candidate, it is found that any information is suppressed or false; his selection will be liable to be rejected or cancelled.
10. Usual allowances as per rules of the Institute which are on the Government of India pattern are admissible.

HOW TO APPLY:

Interested candidates should apply **ONLINE** on prescribed proforma available on the Institute website <http://www.bsip.res.in>. In addition, candidates should also print the completed application, sign it and send it alongwith attested copies of mark sheets, certificates, degrees, testimonials, etc., and Demand Draft of Rs. 100/- (if applicable) to the **REGISTRAR, BIRBAL SAHNI INSTITUTE OF PALAEOBOTANY, 53, UNIVERSITY ROAD, LUCKNOW 226 007, U P (INDIA)** latest by **August 14, 2015**. Those candidates who had applied online against our advertisement No. 03/2013 need not apply again. However, if they want to update their biodata, they may submit the application again without paying the application fee and indicating that they had applied against the Advertisement No. 03/2013. Submission of both **ONLINE** application and **PRINTED** application is mandatory. Incomplete applications, or applications **NOT** received within the due date will **NOT** be considered. Canvassing in any form will be treated as disqualification. Interim enquiries will **NOT** be entertained.

REGISTRAR