



**सीएसआईआर-भारतीयपेट्रोलियमसंस्थान**  
**CSIR-Indian Institute of Petroleum**  
**(Council of Scientific & Industrial Research)**  
 पोस्ट-आईआईपी, मोहकमपुर, देहरादून-248005, उत्तराखंड भारत  
**P.O. IIP, Mohkampur, Dehradun-248005, Uttarakhand (INDIA)**



**Recruitment Advt.No. 03/2024**

**Walk-in-Interview for the temporary position of "Scientific Administrative Assistant"**

The Director, CSIR-Indian Institute of Petroleum, Dehradun is interested to engage "Scientific Administrative Assistant" for time-bound project titled "Installation of 50 Kg/h Agro waste to briquettes unit and generating livelihood thereby empowering women of Champawat in different schemes". The eligibility criterion for the positions is as follows: -

Position	No of Positions	Essential Qualification	Maximum age Limit (as on date of interview)	Date & Reporting Time of Interview	Stipend (per month in Rs.)	Remarks
Scientific Administrative Assistant	01 No.	B.Sc.(Science) from a recognized University	50 Years	07.06.2024 (Friday) 8:30 a.m.	18,000/-+HRA	<b>Selected candidates are required to work at village Bhingrara, block Pati, district Champawat, Uttarakhand</b>

**Job Requirement:**

1. To monitor and supervise the operation of the briquetting unit installed in village Bhingrara, block Pati, district Champawat, Uttarakhand.
2. To maintain the records of the briquetting unit and its operations.
3. To survey the region to identify other feedstocks, potential customers, and other suitable locations concerning the briquetting unit and its sustainable implementation.
4. To conduct field trials of improved cookstoves and collect data on indoor air pollution.
5. To coordinate and communicate with the village and block-level officials.

**Relaxation in Age limit** : Relaxation in age limit will be given as per Rules.

**Reporting Time** : 8:30 AM sharp at the Reception Counter of CSIR-Indian Institute of Petroleum, Dehradun

(Note: The candidates are requested to report on time otherwise no candidate would be allowed to appear for walk-in-interview after 10:00 A.M).

**Candidates from far flung areas may submit a request through E-mail on [recruitment@iip.res.in](mailto:recruitment@iip.res.in) for appearing in the Interview Online latest by 05.06.2024**

**Venue** : CSIR-Indian Institute of Petroleum, Mohkampur, Haridwar Road, Dehradun.

**Mode of Selection** : Selection is to be done on the basis of Interview.

**How to apply:**

1. Eligible and interested candidates may appear at CSIR-Indian Institute of Petroleum, Mohkampur, Haridwar Road, Dehradun for walk-in-interview on the above mentioned stipulated date and time alongwith duly filled-in application form given with the advertisement, supported by one set of self attested copies of certificates regarding (i) Educational Qualification, (ii) Age, (iii) Category (in case of SC/ST/OBC/PWD candidates), (iv) One latest passport size photograph, (v) Experience certificate, if any; and (vi) detailed biodata etc.
2. The candidates from far-flung areas willing to appear online may submit duly filled in performa along with educational qualification, experience certificates in a single PDF file through e-mail on [recruitment@iip.res.in](mailto:recruitment@iip.res.in).

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**General Terms & Conditions:**

1. Original certificates are required for verification, which would be returned immediately on the same day after verification.
2. Engagement will be initially for a period of six months/one year depending upon the project requirement, which may be extended or curtailed depending on the duration of the project/desired level performance or conduct of the incumbent, as the case may be.
3. Tenure of engagement of the Project Staff shall be co-terminus with the project. However, under no circumstances the tenure would be allowed to exceed five years duration. The performance of the Project Staff would be reviewed periodically so that any one not found up to the mark, could be terminated without assigning any reason.
4. All these positions are temporary and are on behalf of the sponsors and, therefore, does not confer any right on the incumbent to any claim, implicit or explicit for absorption on any post in CSIR-IIP/CSIR.
5. House Rent Allowance (HRA) will be paid as per rules and only if there is provision of HRA in the concerned project. If accommodation is provided, licence fee, water and electricity charges would be deducted as per CSIR rules.
6. Candidates have option to reply in Hindi during the interview.
7. On completion of the tenure in one project, in case, one wants to apply for engagement in another project, he/she will have to go through the process of selection by submitting a fresh application under the new project. Engagement of the Project Staff under the new project would be made only after submission of resignation and "No Demand Certificate" in the previous project.
8. House Rent Allowance (HRA) will be paid as per rules. If accommodation is provided, licence fee, water and electricity charges would be deducted as per CSIR rules and provision of HRA in the project.
9. The Project Staff shall be permitted to avail leave as per rules.
10. Experience, where required, will be calculated from the date of acquiring minimum educational qualification.
11. Final semester and result awaited candidates are not eligible for above mentioned positions.
12. TA/DA will not be paid for appearing in walk-in-interview or for reporting to duty at Champawat.
13. Number of positions may vary depending upon the Project requirements.
14. The panel of Project Staff may be prepared for future requirements, if any.
15. The Director, CSIR-IIP reserves the right to not to fill any or all advertised posts.

Canvassing in any form will be treated as disqualification for the positions.

  
(Administrative Officer)

## APPLICATION PROFORMA

**The Director**  
**CSIR-Indian Institute of Petroleum**  
**P.O. IIP, Mohkampur, Dehradun (Uttarakhand) - 248 005**

Affix signed  
recently  
passport size  
photo

Application for \_\_\_\_\_ as Advertised vide Advt. No. 03/2024

1	Name of the candidate	
2	Father's/Mother's/Husband's Name	
3	Date of Birth & Age (as on date of walk-in-interview)	DOB: ____/____/____ Age: ____ Years ____ Months ____ Days
4	Aadhar No.	
5	Permanent Address: (With E-mail Address & contact No.)	
	(ii) Correspondence Address:	
6	Nationality & Category (SC/ST/OBC/PWD)	Nationality: _____ Category _____
7	Are you related to any IIP/CSIR employee, if so give details	
8	Qualification (in the following tabulation order):	
	<b>Exam passed</b>	<b>Year</b>
	<b>Board/Univ.</b>	<b>Subjects</b>
	<b>%&amp;Division</b>	
	Matriculation	
	Intermediate	
	B.Sc / B.E. / B.Tech.	
	M.Sc. / M.E. / M.Tech.	
	Ph.D.	
	Other _____	

9. Details of related experience (including details of previous engagement with IIP/CSIR), if any.

Organization	Position held	Nature of Jobs	Emoluments	Total Service	Date to be given	
					From	To

10	Computer knowledge	
11	Any other information, if any	

12. Details of passing NET/GATE:

Roll No.	Year of passing	Area	Score	Valid upto

I \_\_\_\_\_ hereby declare that statements made in the application are true, complete and correct to the best of my knowledge and belief, and in the event if any of the information is found false or incorrect or any ineligibility, my candidature is liable to be cancelled and action may be initiated against me.

**Signature of the candidate with date**

**Enclosures:** Self Attested certificates in support of the above-mentioned information/claims