



सी.एस.आई.आर. मद्रास कॉम्प्लेक्स
CSIR MADRAS COMPLEX
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)
(Council of Scientific and Industrial Research)
CSIR Road, CSIR Campus, Taramani, Chennai - 600113.
अधिसूचना सं./NOTIFICATION NO.EE/04/2017

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वॉक-इन-इंटरव्यू / WALK-IN-INTERVIEW

On Wednesday the **17.05.2017** at 10.00 a.m. at CSIR Madras Complex, Chennai
(Candidates will not be entertained after the stipulated time)

Applications are invited for engagement as **Consultant (Secretarial) - one position** at CSIR-CEERI Chennai Centre, Taramani, Chennai-113 as detailed below:

Sl. No.	Position & No.	Consolidated Remuneration per month and upper age limit	Duration of Engagement
1.	Consultant (Secretarial) - One	Rs. 20,000/- 62 years	One Year

Eligibility Criteria :-

- Should have retired as Stenographer with not less than the Grade pay of Rs.4600.
- Must have at least 20 years of experience in the relevant field.

Desirable:

- Experience in Self correspondence in the day-to-day activities in R&D Sectors/Units.
- Knowledge of Computer/Computer Application of computer in day-to-day functioning of office.
- Working knowledge of Hindi Typewriting & Shorthand.

Nature of work:

- To receive Dak of SIC & send the marked receipts to staff concerned.
- Maintenance of leave record of staff of the centre viz., CL/EL/HPL and sending the EL/HPL applications to CMC Administration for entries.
- Maintenance of files/registers etc. Preparation of indents, cash advance forms etc.
- Correspondence with CEERI Headquarters in all matters viz. General & Confidential matters of staff of the centre etc. Dispatch related works.
- Look after air travel/ accommodation etc. on tour of the staff.
- Transport / Hospitality arrangements for the officials.
- Make arrangements for staff meeting, get-together etc.
- To render assistance to SIC in the day-to-day administrative activities of the centre.
- Other assignments/ work allotted by the SIC/ Competent Authority.

Eligible and interested persons may Walk-in for interview on **17.05.2017 at 10.00 AM** along with original and attested copies of certificates and testimonials in proof of eligibility, age, etc. and recent passport size photograph.

The decision of the council in any matter relating to this will be final. Interim enquires will not be entertained and canvassing in any form will be a disqualification.

प्रशासन नियंत्रक / CONTROLLER OF ADMINISTRATION