



सीएसआईआर – केन्द्रीय चर्म अनुसंधान संस्थान  
CSIR – CENTRAL LEATHER RESEARCH INSTITUTE  
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् Council of Scientific & Industrial Research  
अडयार, चेन्नै, तमिलनाडु, भारत Adyar, Chennai – 600 020, Tamil Nadu, India

No.23(354)/2022-EI

Date: 03.08.2022

**Notification No.08/2022**

**Walk – in – Interview**

**Engagement of Scientific Administrative Assistant/ Project Associate-I/ Project Assistant on temporary basis to work in CSIR-CLRI**

CSIR-Central Leather Research Institute (CLRI), Chennai is a National Laboratory under the aegis of Council of Scientific & Industrial Research (CSIR). It is one of the World's premier Institute engaged in Research & Development in the area of Leather Science & Technology and associated with several National & International Program.

CSIR-CLRI desires to engage talented candidates as Scientific Administrative Assistant/ Project Associate – I/ Project Assistant on temporary basis in various projects tenable at CLRI as per qualification, age etc., detailed in the table below:

Sl. No.	Name of the position, No. of positions	Qualification	Tenure*/ Monthly emoluments/ Upper age limit
1.	Scientific Administrative Assistant 01 Position	<b>Essential:</b> Graduate degree in any discipline from a recognized University/ Institute <b>Desirable:</b> Candidates having computer knowledge and experience in digitization of documents will be given preference.	06 months Rs.18,000/- plus HRA 50 years
2.	Scientific Administrative Assistant 01 Position	<b>Essential:</b> BCA/ B.Sc Computer Science from a recognized University/ Institute <b>Desirable:</b> Candidates having Intranet and Internet Applications and experience in wired/ wireless network connectivity will be given preference.	06 months Rs.18,000/- plus HRA 50 years
3.	Scientific Administrative Assistant 01 Position	<b>Essential:</b> BCA/ B.Sc Computer Science from a recognized University/ Institute <b>Desirable:</b> Candidates having the following skills will be given preference: 1. Computer Hardware servicing 2. Installation and Troubleshooting of Windows OS and other related software 3. Installation of anti-virus software	06 months Rs.18,000/- plus HRA 50 years

		4. Experience in managing surveillance camera system	
4.	Scientific Administrative Assistant 01 Position	<b>Essential:</b> B.Com from a recognized University/ Institute  <b>Desirable:</b> Candidates having computer knowledge, Accounting knowledge, public relations and communication skills will be given preference.	Upto 31.03.2023  Rs.18,000/- plus HRA  50 years
5.	Project Associate-I 01 Position	<b>Essential:</b> B.E (CSE/ IT) (OR) B.Tech (CSE/ IT) from a recognized University/ Institute  <b>Desirable:</b> Candidates having the following skills will be given preference: 1. Experience in ERP software 2. Experience in handling PFMS software 3. Knowledge in E-procurement and GeM portal 4. Intranet Application	06 months  Rs.25,000/- plus HRA per month  35 years
6.	Project Associate-I 01 Position	<b>Essential:</b> M.Sc in Chemistry from a recognized University/ Institute.  <b>Desirable:</b> Candidates having experience in the following areas will be given preference: 1. One-year experience in research 2. One year teaching and training experience 3. Experience in handling school students.	Upto 31.03.2023  Rs.25,000/- plus HRA per month  35 years
7.	Project Associate-I 01 Position	<b>Essential:</b> M.Sc in Microbiology/ Biotechnology from a recognized University/ Institute.  <b>Desirable:</b> Candidates having experience in the following areas will be given preference: 1. One-year experience in research 2. One year teaching and training experience 3. Experience in handling school students.	Upto 31.03.2023  Rs.25,000/- plus HRA per month  35 years
8.	Project Associate-I 02 Positions	<b>Essential:</b> B.Tech (Leather Technology)/ M.Sc (Physics) from a recognized University/ Institute.	Upto 31.03.2023  Rs.25,000/- plus HRA per month  35 years

9.	Project Associate-I 02 Positions	<b>Essential:</b> M.Sc Chemistry from a recognized University/ Institute.	Upto 31.03.2023  Rs.25,000/- plus HRA per month  35 years
10.	Project Associate-I 01 Position	<b>Essential:</b> M.Sc (Chemistry/ Biochemistry) from a recognized University/ Institute.	Upto 31.03.2023  Rs.25,000/- plus HRA per month  35 years
11.	Project Assistant 01 Position	<b>Essential:</b> Diploma in ECE/ EEE from a recognized University/ Institute.  <b>Desirable:</b> Candidates having computer knowledge will be given preference	Upto 31.03.2023  Rs.20,000/- plus HRA per month  50 years
12.	Project Assistant 01 Position	<b>Essential:</b> Diploma in Mechanical Engineering (DME) / Refrigeration & Air Conditioning (DRAC) from a recognized University/ Institute.  <b>Desirable:</b> Candidates having computer knowledge will be given preference	Upto 31.03.2023  Rs.20,000/- plus HRA per month  50 years

**Walk-in Interview:** Candidates fulfilling the above mentioned qualification, age etc., may attend the **Walk-in Interview** scheduled as below:

Notification Sl.No.	Date	Time
1,2,3 & 4	23-08-2022	09:00 a.m.
5,8	23-08-2022	01:00 a.m.
6,7,9 &10	24-08-2022	09:00 a.m.
11,12	24-08-2022	01:00 a.m.

at **CSIR-Central Leather Research Institute, Sardar Patel Road, Adyar, Chennai – 600020** along with application form and supporting documents.

**Application Form** is available in the CLRI website (<https://clri.org/CareersForms.aspx>). Candidates should attend the Walk-in Interview with duly filled in Application Form with self-attested photocopies of requisite certificates/ documents (viz. Date of Birth certificate, 10<sup>th</sup> or equivalent certificate, XII or equivalent certificate, Graduation certificate, experience proof (if applicable) etc.) along with original certificates for verification, a photo id proof like Aadhar Card, Voter I-Card or any other Photo ID Card issued by any Government Agency and 02 passport size colour photographs.

## 2. General Terms and Conditions:

- a) This is purely temporary position
- b) The date of determining qualification and age shall be the date of Walk-in Interview.
- c) Applications submitted other than in the enclosed prescribed Application form will not be considered.
- d) Candidates are requested **NOT** to send their applications by post/ speed post/ courier.
- e) The prescribed qualifications should have been obtained through recognized Universities/ Institutions etc.
- f) Incomplete application form without requisite information, certificates/ documents, photograph are liable to be rejected.
- g) Any discrepancy found in the information given in application and that is evident in original documents will make the candidate ineligible for appearing for interview.
- h) If at any subsequent date it is detected/ found that the candidates have given incorrect information or has withheld certain information or does not fulfill the eligibility criteria; their candidature shall be cancelled without assigning any reason whatsoever.
- i) The candidates attending interview should bring alongwith them the duly signed application form, accompanied with self-attested photo copies of all the requisite certificates, marksheets in support of age, educational qualifications, experience (if applicable), and submit the same alongwith original certificates, marksheets, at the time of attending interview for verification.
- j) The candidates will not be allowed to attend the interview if they do not bring their application form and or requisite certificates/ marksheets.
- k) Candidates would not be allowed beyond 11:00 a.m for those reporting time is 09:00 a.m on the date of interview. Candidates would not be allowed beyond 03:00 p.m for those reporting time is 01:00 p.m on the date of interview.
- l) No travelling allowance will be paid for attending Walk-in Interview.
- m) Candidates attending interviews must follow COVID related protocols/ SOPs.
- n) All applicants must fulfil the essential qualifications of the position and other conditions stipulated in the notification as on the date of interview. They are advised to satisfy themselves before appearing for interview that they possess the essential qualifications laid down for the position they are applying. No enquiry asking for advice as to eligibility will be entertained.
- o) Document/ Certificate furnished in a language other than Hindi or English, must be accompanied with an English transcript of the same duly attested by a Gazetted Officer or Notary.
- p) Canvassing in any form and/or bringing any political influence or otherwise will be treated as a disqualification for the position.

- q) The Director, CSIR-CLRI has a right to amend, delete and add terms & conditions to this notification.

### 3. Other Conditions

- a) Candidates found suitable for selection will be empaneled. Empaneled candidates may be selected for future project requirements.
- b) Final year/ Semester students, who are awaiting results are **NOT ELIGIBLE** to be considered.
- c) The Tenure mentioned above may be curtailed/ extendable. In any case it is co-terminus with the project or till such time the requirement for need of Project Assistant exists, whichever is earlier.
- d) In case of selection, Original certificates must be again produced for verification at the time of joining.
- e) The position is purely temporary and will not confer any right on the Project Assistant for permanent appointment in CLRI/ CSIR.
- f) The Director, CSIR-CLRI reserves the right to cancel the notification without assigning any reason thereof or reserves the right not to fill up the positions. The number of positions indicated against each position is provisional and may increase or decrease at the time of selection.
- g) The decision of the Director, CSIR-CLRI in all matters relating to eligibility, acceptance or rejection of applications will be final and binding on candidates.

*Ush*  
03/8/22  
**Controller of Administration**