



**ADVERTISEMENT No.ADRIN/RMT/01/18 DATED 11/05/2018**

Advanced Data Processing Research Institute (ADRIN), Dept. of Space, Govt. of India located at Secunderabad, Telangana State invites applications for the following posts:

Post No	Name of the Post	No. of Posts	Essential Qualifications
1	Scientist Assistant	02 (OBC 01 UR 01)	First Class degree in B.Sc. with Mathematics, Physics and Computer Science subjects
2	Technician 'B'	01 (UR)	SSC/SSLC pass + ITI/NTC/NAC in Electrician Trade
3	Technician 'B'	05 (OBC 01) SC 01 UR 03)	SSC/SSLC pass + ITI/NTC/NAC in information Technology / Information & Communication Technology System Maintenance / Information Technology & Electronics System Maintenance Trade

**GENERAL CONDITIONS:**

**01. Age limit: The age limit is 18-35 years as on 18/06/2018.** Relaxation in upper age limit by 05 years for SC/ST candidates and 03 years for OBC candidates. Ex-servicemen and Persons With Disabilities (PWD) are eligible for upper age relaxation as per Govt. of India Rules.

**02. Selection Process:**

For the Post No.1, 2& 3 – Two level recruitment process of (1) Written test and (2) Skill Test (Curriculum based)

The qualification prescribed is the minimum requirement and possession of the same does not automatically make the candidates eligible to be called for written test. Based on the academic performance and bio-data, initial screening will be done to short-list candidates for taking up written test. Only short-listed candidates will be called for written test. Those who qualify in the written test will be allowed to appear for the skill test for post No. 1,2&3.

The final selections will be done amongst qualified candidates, purely based on the scores obtained by them in the written test. From amongst the candidates who qualify in the skill test, with a minimum 60% marks, empanelment shall be done in the order of marks obtained in the written test. Skill test wherever prescribed will be purely on 'go-no-go' basis and marks obtained in the skill test shall not be considered for selection. In case of a tie in written test scores, the academic scores of the notified qualifications shall be the tie breaker.

Note: **The written test will be conducted for the screened-in candidates at Hyderabad only.**

**03. Pay and Allowances:**

Approximate gross emoluments at the minimum of the Grade as on date are as follows:

Name of the post	Pay Matrix	Approximate gross emoluments
Scientific Assistant	Pay Matrix Level-7 Rs.44,900-1,42,400/-	Rs.62671
Technician 'B'	Pay Matrix Level-3 Rs.21,700-69,100/-	Rs.32279

04. The employees will be governed by the New Defined Contributory Pension Scheme. ADRIN/DOS provides attractive benefits to its employees such as medical facilities for employee and dependents; subsidised canteen facility; transport allowance, housing facility (in lieu of HRA), Leave Travel Concession; Group Insurance etc.

05. Applications should be accompanied with attested true copies of certificates of qualifications/ marks sheets/Experience/Disability Certificate for PWD/proof of date of birth, caste, Discharge Certificate for Ex-servicemen, etc. A recent passport size photograph has to be pasted at the space provided in the application.

06. Candidates belonging to SC/ST/OBC have to submit attested copies of caste certificates issued by the Competent Authority in the prescribed format applicable for reservation in jobs under Government of India.

07. Sportsmen who have participated in any of the recognised Sports/Events conducted by the Competent Sports Board/Federation at National/International/Inter University will be given special consideration as per rules, if they fulfill other conditions.

08. Candidates working in Government/Public Sector Undertakings/Autonomous Organisations should apply through proper channel. In case, they anticipate any delay in forwarding their applications, they may submit advance copies of their application before the due date. Candidates will have to produce proof of the details furnished in their applications in original, as and when required.

09. Outstation candidates called for skill test will be paid to and fro Second Class Railway Fare by the shortest route from the address given in the application to the place of Skill test or normal bus fare, whichever is less, on production of proof of journey such as the Railway Ticket Number(s)/PNR Number(s) or Bus Ticket(s) etc.

10. At present, the place of posting is ADRIN, Secunderabad, but the selected candidates are liable to be posted in any of the Centres/Units of the Indian Space Research Organisation/Department of Space situated anywhere in India.

11. The Organisation has a progressive HRD policy and provides an excellent growth potential for the right individual through its periodical Merit Based Performance Review System (called Merit Promotion Scheme) delinked from availability of higher post, by which the staff can be evaluated for the advancement of their career in the Organisation.

12. The candidates should ensure while applying that they fulfill the eligibility criteria and other requirements and that the particulars furnished by them are correct in all respects. In case it is detected at any stage of recruitment process that the candidate does not fulfill the eligibility criteria and/or does not comply with other requirements and/or he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature shall be summarily rejected.

13. Applications that are not in conformity with the requirements indicated in this advertisement, incomplete applications and those received after the last date will not be entertained.

14. No correspondence will be entertained with the candidates not selected for Written Test/Appointment.

15. Applications (as per the format given hereunder) should be submitted on plain paper with full details (to be neatly hand written or typed) in A4 size paper 210 x 297 mm.

16. The applications fully completed along with enclosures should reach "SR. ADMIN.OFFICER, ADRIN, 203, AKBAR ROAD, TARBUND, MANOVIKASNAGAR (PO), SECUNDERABAD – 500 009 (TELANGANA)" on or before 18.06.2018. Filled in applications should be sent by ORDINARY POST only. All the enclosures should be properly tagged/stapled. The applications should be sent in a cover superscribed "APPLICATION FOR THE POST OF \_\_\_\_\_, POST NO. \_\_\_\_\_" (Name of the post & Post Number to be indicated clearly).

17. Applications received without the requisite information asked for in the prescribed format/without signature/without photograph pasted at the appropriate place/without attested true copies of all certificates in support of their claim for Educational Qualifications, Mark Sheets, Experience, Age & Category (SC/ST/OBC/Ex-Servicemen/PWD), and applications received after the due date will not be considered. Incomplete applications will be summarily rejected.

18. Only Indian Nationals need to apply.

19. ADRIN reserves the right not to fill up all or any of the posts, if it so decides.

20. CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

**APPLICATION FOR EMPLOYMENT IN ADRIN, DEPARTMENT OF SPACE, SECUNDERABAD**

Application for the post of \_\_\_\_\_ POST NO. \_\_\_\_\_  
(Name of the post to be indicated)

For Office use only	
Application No.	
Date of receipt	

Space for affixing Passport size Photo

Advertisement No. & Date: ADRIN/RMT/01/2018 dated 11.05.2018

- a) Name in full  
IN BLOCK LETTERS )
- b) Date of birth & Age - as on 18.06.2018 )
- c) Place of Birth )
- d) Nationality )
- e) Father's/Husband's Name )
- f) Address for correspondence  
[IN BLOCK LETTERS] including contact Tel. No., E-mail ID, if any.
- g) Nearest Railway Station )
- h) Whether the applicant belongs to SC/ST/ OBC/EX-Serviceman/ Persons With Disability )  
(YES, please write category to which you belong and attach an attested copy of certificate in the prescribed format issued by Competent Authority)

i) Educational/Professional qualifications (beginning with SSC/SSLC examination) [Enclose copies of certificates]:

Name of Exam Passed	Name of University/Board	Duration of Course	Year of Passing	Class & % of marks(*)	Main subjects/ Specialization

(\*) In case of CGPA/OGPA or Grade, mention equivalent percentage of marks as per University/Board norms. Percentage of marks should not be rounded off.

**J) Details of previous/present employment held, if any, in chronological order starting from present position to backwards.**

Post held	Period of service		Salary drawn	Name of Office/ Orgn. with full address	Nature of Duties
	From (dd/mm/yy)	To (dd/mm/yy)			

k) Total Experience as mentioned at Column j] (dd/mm/yy):

l) If selected, the minimum time required to join the post:

m) Whether applied for any post in ADRIN/ISRO/DOS before [If so, the following details may please be furnished]:

Name of the Centre	Adv't.No.	Post No.	Name of the Post	Date of Written test/ Interview

n) Do you have any relatives in ISRO/DOS ( If so, the following details may please be furnished)

Name of the Relative	Relationship	Designation	Unit/Centre in which employed

o) Any other information you wish to add :

p) References (two persons with addresses) who have knowledge about the individual professionally

1) \_\_\_\_\_ 2) \_\_\_\_\_

**DECLARATION:**

I affirm that the information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may be summarily rejected and my employment terminated.