



Recruitment Advertisement No. 01/2025

Date of commencement of online applications : 22.01.2025
The last date for receipt of online applications : 10.02.2025 (11.59 pm)
The last date for receipt of hardcopy of applications : 17.02.2025 (5:30 pm)

CSIR-Indian Institute of Petroleum, Dehradun, a premier Institute under the Council of Scientific and Industrial Research (CSIR), that has a rich legacy of being a pioneer in the area of Petroleum & Hydrocarbon industry and is presently engaged in the development of sophisticated green technologies to cater to the energy needs of modern world and for reducing carbon footprint. CSIR-IIP has strong collaborations with industries and academia in India & abroad.

CSIR-IIP invites applications from young, performance oriented, eligible and interested Indian nationals for the following posts:

Sl. No.	Post Code	Name & No. of Posts with reservation	Pay Level & Total Emoluments (approx)*	Maximum Age as on last date of online application
1	JSA-1	Junior Secretariat Assistant (General) No. of posts: 05 [UR-04, SC-01]	Pay Level-2 (Rs. 19900-63200) Rs. 35180/-	28 years <u>There is no age limit for departmental candidates provided they possess the prescribed qualification</u>
		Junior Secretariat Assistant (Store & Purchase) No. of posts: 03 (UR)		
		Junior Secretariat Assistant (Finance & Accounts) No. of posts: 05 (UR)		
2	STN-1	Jr. Stenographer No. of Posts: 04 (UR)	Pay Level-4 (Rs. 25500-81100) Rs. 46050	27 years <u>There is no age limit for departmental candidates provided they possess the prescribed qualification.</u>

*At minimum of the scale as on 01.07.2024. (UR-Unreserved; SC-Scheduled Caste)

Essential Qualification: (i) For JSA(G/S&P/F&A) Posts: 10+2/XII or its equivalent (Diploma of 3 years duration acquired after passing in 10th standard will be treated as equivalent to 12th standard) and proficiency in computer typing speed of **35 w.p.m** in English or 30 w.p.m** in Hindi typewriting (Using Font "Mangal" or 'KruitDev010") and in using computer as per the prescribed norms fixed by DoPT from time to time

(iii) **For Jr. Stenographer Post:** 10+2/XII or its equivalent (Diploma of 3 years duration acquired after passing in 10th standard will be treated as equivalent to 12th standard) and proficiency in stenography as per the prescribed norms fixed by DOPT from time to time#.

[**35 words per minute/30 words per minute correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word. Time allowed is 10 minutes]

[#Dictation at the speed of 80 w.p.m. will be given in 10 minutes in English or Hindi]

For further details see Advt. No. 01/2025 available in the Institute's website <https://www.iip.res.in> and apply through online application form available therein and send hard copy of application along with requisite documents through post. The detailed advertisement, terms and conditions and instructions to the candidates are available on the website.

Senior Controller of Administration