

Instructions to Fill the Online Application Form

1. Candidates are required to apply online through ICSSR's website at www.icssr.org. No other means/mode of application will be accepted.
2. Candidates are required to have a valid personal e-mail ID and mobile number. Candidates are advised not to share / mention e-mail id/ log in credentials to any other person under any circumstances. Both e-mail id and mobile should be kept active during the currency of this recruitment. All the eligible candidates will be informed by e-mail or through SMS regarding downloading of Admit Card from designated web portal.
3. Complete details should be filled carefully in online application form. Scan and upload recent photograph, signature at the appropriate places as per instructions contained in the online application form and submit the same online. Login id and password would be generated on successful submission of application and will be displayed on the screen. Candidates are advised to note down their login id and password for future use.
4. No application fee is required to be paid by candidates belonging to PwD and Ex-Servicemen category. Fee once deposited, shall not be refunded under any circumstances.
5. The candidates have to pay examination fee online in favour of ICSSR, New Delhi, through NEFT/RTGS on A/c No. 8474101050001, IFSC Code: CNRB0008474, the post-wise examination fee payable is as under:

Candidates must submit their UTR no of the payment made by them to ICSSR conforming their fee.

UR/OBC	For Level-10 :- 1500 For Level-6 :- 1000 For Level-2 :- 800
SC/ST	For Level-10 :- 750/- For Level-6 :- 500/- For Level-2 :- 400/-
PWD/Women/EWS/Ex-Servicemen	NIL

6. The candidates should take a printout of the online application, affix a recent passport size photograph and preserve it with them for their record and should not send the same to ICSSR address or any other address. The application printout with photograph affixed will have to be submitted during document verification at the time of interview/written test along with the self-attested copies of certificates in support of Age, Qualification, Experience, Caste, Caste Validity, Non-Creamy Layer, Physical disability, EWS etc. as applicable.

7. The name of the candidate, date of birth and his/ her parents' name etc. should be spelt correctly in the application as it appears in the class X certificates/ mark sheets. At the time of filling the online application, candidates are advised to fill their particular i.e. name, father's/ mother's name, date of birth, caste, gender correctly. After the examination or at the time of interview, the request for change of particulars especially for change of category / sub-category will not be entertained by ICSSR. The result will be processed considering the details like category, date of birth, etc. which has been indicated in the online application.
8. A link will be provided in the website of ICSSR for downloading the admit card for written test/interview. Candidates are required to download the admit card for written test/interview from ICSSR website i.e. www.icssr.org. Candidates are required to visit ICSSR website regularly with regard to downloading admit card for written test/interview and other updates etc. No correspondence shall be entertained by the ICSSR nor ICSSR shall send separate intimation to the candidates to this effect.

IMPORTANT DATES:

Commencement of Online submission of applications on ICSSR website www.icssr.org	04th January, 2024
Last Date of Online submission	05th February, 2024
Date of Written Test	Will be intimated separately

MODE OF SELECTION:

- a) Candidates will be shortlisted on the basis of their performance in computer based test and written examination. The decision of ICSSR about the mode of selection to the above posts and eligibility conditions of the applicants for interview shall be final and binding. No correspondence will be entertained in this regard.
- b) However, the mode of selection for all the above posts will be at the sole discretion of ICSSR and may be changed with due notification. The final merit list for the position of Assistant Director (Research) will be based on the performance of the candidates in computer based test (Paper-1 (Part-A & Part-B)), written test (Paper-2) and interview.
- c) The merit list for the position of Research Assistant will be prepared based on the performance of the candidates in the computer based test (Paper-1 (Part-A & Part-B)) and written test (Paper-2) only.
- d) For the position of Lower Division Clerk, candidates have to qualify the written test and computer based test. Those who qualify written test will be called for Typing Test. However, typing test will be of qualifying nature. Assessment will be done on the basis of written test and computer based test & not on the speed obtained in the typing test. There will be no interview for the post of Research Assistant and Lower Division Clerk.

- e) A written test and computer based test for the post of LDC will be conducted on the pattern of Staff Selection Commission. The syllabus of the test will be of the Higher Secondary Level of CBSE board.
- f) The minimum qualifying marks will be 50% of the maximum marks in each paper. In case of SC/ST/OBC candidates, the qualifying marks will be 45% of maximum marks in each paper. There will be two papers (Objective Type and Descriptive Type). There will be negative marking of 0.50 marks for each wrong answer.
- g) The Computer Based Test/Typing Test/Interview (wherever applicable) for recruitment for the notified posts of Lower Division Clerk, Research Assistant & Assistant Director (Research) will be conducted in New Delhi. However, if required the computer-based test/typing test may be conducted in other cities as well. Decision of ICSSR shall be final in this regard.
- h) The category-wise minimum level of suitability in interview for the position of Assistant Director (Research) will be UR/EWS-50 marks, OBC-45 marks, SC/ST/PwD-40 marks, out of the total marks of interview being 100. The candidate will have to achieve minimum level of suitability in their respective category at the interview stage. The ratio of weightage of marks in the computer based test and written test and marks in interview will be 75:25.
- i) Persons with disability of 40% or more, if so desires, will have to bring their own scribe to assist them in the examination, ICSSR will not provide the scribe. The facility of Scribe will be allowed to any person with benchmark disability as defined under section 2 (r) of the PwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe will be allowed, if so desired by the person. In case of other category of persons with benchmark disabilities, the provision of scribe will be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution. The qualification of the scribe should be at least one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe at the time of examination, as per proforma at **Annexure-I** (as available in the detailed notification published on ICSSR website). In addition, the scribe has to produce a valid ID proof (PAN, Aadhaar Card, Driving License etc.) in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at **Annexure-II** (as available in the detailed notification published on ICSSR website). If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/ her right to the post and claims relating thereto. Only visual impaired (blind/low vision) candidates shall be allowed compensatory time of 20 minutes for every hour of the examination whether availing the facility of scribe or not. Other candidates i.e.

orthopedically Handicap (whose writing speed is adversely affected permanently by cerebral palsy with locomotor impairment) shall be allowed compensatory time of 20 minutes for every hour of the examination availing the facility of scribe.

- j) The candidates who are in regular employment are required to submit their application through proper channel. The format for submitting the application through proper channel may be found at **Annexure-III**.

Scheme & Syllabus:

Lower Division Clerk:

Time: 1 hour*

Paper-1 (Objective Type)	Question	Marks
General Intelligence	25	50
English Language	25	50
Quantitative Aptitude	25	50
General Awareness	25	50

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Time: 30 Minutes*

Paper-2 (Descriptive Type)	Marks
Essay Writing	100

Syllabus:

Subject	Topic
Paper-1 (Computer Based Examination)	
General Intelligence	It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ Pattern-folding & unfolding, Semantic Series, Figural Pattern-folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Numerical Operation and other sub-topics if any.
English Language	Language & Comprehension, Vocabulary, Grammar, Sentence Structure, Spotting the Error, fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/Detecting misspelt words, Idioms & Phrases, one-word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage.
Quantitative Aptitude	Simplification, Decimals, Data Interpretation, Fractions, L.C.M. and H.C.F, Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.
General Awareness	Questions will be designed to test candidate's general awareness of the environment and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economics, General policy and scientific research.

Paper – 2 (Descriptive Paper)	
Descriptive	<p>Paper-2 will be a descriptive Paper of 100 Marks in 'Pen and Paper' Mode. The duration of the Descriptive Paper will be for 30 minutes. The Paper will comprise of writing Essay.</p> <p>The paper will have to be written either in Hindi or in English. Part paper written in Hindi and part in English will be awarded zero marks.</p>
Skill Test/ Typing Test	
Skill/Typing Test	<p>Skill Test/ Typing Test for the shortlisted candidates will be conducted on computers provided by the ICSSR or its authorized agency.</p> <p>30 WPM in English or 25 WPM in Hindi. Skill Test/ Typing Test will be of qualifying nature.</p> <p>Errors in the Skill Test be calculated up to 2 decimal places.</p>

Research Assistant:

Time: 1.5 hours*

Paper-1		
Part-A (Objective Type)	Question	Marks
General English	25	50
General Awareness	25	50
Quantitative Aptitude	25	50
General Intelligence	25	50
Part-B (Objective Type)	25	50
Total	125	250

Time: 1.5 hours*

Paper-2 (Descriptive Type)	Marks
Descriptive & Language Proficiency test	100

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Syllabus:

Subject	Topic
Paper-1 (Computer Based objective type test)	
PART-A	
General English	Language & Comprehension, Vocabulary, Grammar, Sentence Structure, Sentence Improvement, Sentence Arrangement, Error Correction, Passage Completion, Prepositions, Spotting Errors, Antonyms, Synonyms, Direct and Indirect speech, Active and Passive Voice, Para Completion, Idioms and Phrases, Joining Sentences, Fill in the blanks, Sentence Completion One Word Substitution.
General Awareness	Current Affairs, Events of National & International Importance, History of India and Indian National Movement, Indian & World Geography, Economic & Social Development, Indian Polity & Governance, General Science, Environmental Issues & General Ecology
General Intelligence	It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ Pattern-folding & unfolding, Semantic Series, Figural Pattern-folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Other sub-topics, if any Numerical Operation.
Quantitative Aptitude	Simplification, Decimals, Data Interpretation, Fractions, L.C.M. and H.C.F, Ratio & Proportion, Percentage, Average Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.
PART-B	
	Knowledge of finance, GFR, Budget and its control, Knowledge of Research domain areas, Research Methodology, Statistical methods and tools, Basic knowledge of computers and internet tools, Knowledge of office procedure, Protocol, Noting, Drafting etc., Awareness of artificial intelligence, modern social media applications and trends, information about RTI, PG Portal, Parliamentary questions, Conflict management etc.
Paper-2 (Descriptive & Language Proficiency Test)	
Descriptive & Language Proficiency Test	Subject and qualification-related questions. English Language and Comprehension, Essay writing: Topics on current affairs of National and International interests, culture, society, women empowerment, environment etc. Letter writing: Letters on various subjects like requests to, commercial loan from banks, lodging police complaints, letter to Municipal Authorities highlighting various civic issues like road, sanitation, street lights, etc. Letter or email to Project director relating to issues of Project Awarded. Translation of Questions/Statement Hindi to English vice-versa. Questions related to Social Science Institutions, their need in society, importance & their roles (It should be in Descriptive)

Assistant Director:**Time: 1.5 hours***

Paper-1		
Part-A (Objective Type)	Question	Marks
General Awareness	25	50
Numerical Ability	25	50
Reasoning Ability	25	50
English Language & Comprehension	25	50
Part-B (Objective Type)	25	50
Total Marks		250

Time: 1.5 hours*

Paper-2(Descriptive Type)	Marks
English Language and Comprehension, Essay writing	50
Letter writing	25
Expansion of Ideas in the English language	25
Total Marks	100

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Interview	
Total Marks	100

Syllabus:

Subject	Topic
Paper -1	
Part-A	
General Awareness	General awareness related to the day-to-day affairs, Current events, History, Polity, Constitution, Sports, Art & Culture, Geography, Economics, Everyday Science, Scientific Research, National/ International Organisations.
Numerical Ability	Simplification, Decimals, Data Interpretation, Fractions, L.C.M. and H.C.F, Ratio & Proportion, Percentage, Average Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.
Reasoning Ability	Analogies, Similarities, Differences, Space visualization, Problem Solving, Analysis, Judgment, Decision making, Visual memory, Discrimination, Observation, Relationship, Concepts, Arithmetical reasoning, Verbal and figure classification, Arithmetical number series, etc.
English Language & Comprehension	Comprehension, Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and their correct usage, Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and their correct usage, etc.
Part-B	
	Knowledge of finance, GFR, Budget and its control, Knowledge of Research domain areas, Need assessment of research and its timeline, Research Methodology, Statistical methods and tools, Sensitivity to social and gender issues and ethics, Human resource Management and its allied topics, Awareness about status of research and latest trends in India and the world, Knowledge about social science research institutions of India, gaps in research and measures to fill them, Information about RTI, PG Portal, Parliamentary questions, conflict management etc. The subject-related questions as per the qualification.
Paper - 2 (Descriptive Paper)	
Descriptive	<p>Subject and qualification-related questions.</p> <p>English Language and Comprehension, Essay writing: Topics on current affairs of National and International interests, culture, society, women empowerment, environment, Relation with neighbouring countries, etc. Questions related to Social Science Institutions, their need in society, importance & their roles.</p> <p>Letter writing: Letters on various subjects like requests to Registering authorities for issue of birth certificates, marriage registration, to get a commercial loan from banks, to get membership from various councils, lodging police complaints, letters to the Editor of a newspaper highlighting social evils, letter to Municipal Authorities highlighting various civic issues like road, sanitation, street lights, etc. Letter or email to Project director relating to issues of Project Awarded.</p> <p>Expansion of Ideas in the English language: Candidates will be required to elaborate their ideas on specific quotes/ topics for example, “Everything that glitter is not gold; As you sow, so shall you reap; Once in a blue moon” and on other topics of general interests, etc.</p>

GENERAL INSTRUCTIONS TO THE CANDIDATES

- a) Number of posts is tentative. ICSSR reserves the right to increase or decrease the number of posts and may or may not fill any post(s).
- b) The prescribed qualifications are the minimum and mere possession and fulfilment of the essential and desirable qualifications for a post does not entitle the candidate to be called for interview/test.
- c) The candidate applying against the vacancies reserved for EWS must possess income and asset certificate as on closing date of online application for this advertisement. Accordingly, these candidates are required to produce valid income and asset certificate during documentation stage.
- d) There is no provision of re-evaluation / re-checking of Answer Sheets in respect of examination conducted by ICSSR or any Recruiting agency recognized/authorised by the ICSSR.
- e) ICSSR/Recruiting Agency will upload answer keys on web-portal after the Computer Based Test for a limited period for viewing and challenging by the candidate. The candidates will have to pay Rs.1000/- per question for challenging the answer keys and the fee paid will be refunded to the concerned candidate, if the challenge is accepted by the subject experts and answer key is revised. No challenge of answer key will be accepted from any candidate after the notified period.
- f) The list of candidates shortlisted for interview, venue and date of interview will be notified on ICSSR website.
- g) There will be no interview for the position of Research Assistant. Candidates will be shortlisted on the basis of marks obtained in the computer based test (Paper-1 (Part-A & Part-B)) and written test (Paper-2) only.
- h) If there are two or more candidates in the same category having equal marks in the final result, the candidate older in age will get preference.
- i) ICSSR will not enter into any correspondence with the candidates about their candidature before and after the examination.
- j) Canvassing in any type from any source will disqualify the candidature of the applicant.
- k) ICSSR may take up the verification of eligibility of the candidate at any point of time prior to or after the completion of the selection process. Even if Admit Card is issued to a candidate due to lack of information in the application form or otherwise and if it is found at any stage (including the date of joining & thereafter) that the candidate is not eligible, then his/her candidature shall be summarily rejected.
- l) Travelling allowance for the unemployed SC/ST candidates for attending Examination as per rules, i.e. 2nd class To and Fro train fare only is payable on production of railway/bus tickets on completion of journey with caste Certificate (As per central Govt. format) and unemployment Certificate.

- m) No candidate will be admitted for the written examination without proper Admit Card.
- n) Schedule of examination will be intimated through the Admit Card. Detailed examination schedule will also be notified on ICSSR website www.icssr.org in due course.
- o) Selected candidates will initially be on probation for a period of two years, which can be extended at the discretion of the Competent Authority.
- p) Mobile phone, Bluetooth or any other communication or electronic devices are not allowed inside the premises where the examination will be conducted. Any infringement of these instructions shall entail suitable action including ban from future examinations.
- q) Any dispute with regard to this recruitment shall be subject to the court having its jurisdiction in Delhi only.
- r) In case the number of such candidates is too large considering the number of posts to be filled, further screening may be done to limit the number of candidates to those with higher percentage in written test.
- s) Original certificates & NOC should be produced only at the time of interview/test.
- t) Age relaxation to SC/ST/OBC/Ex-Servicemen and Physically Handicapped candidates shall be as per the Government of India rules.
- u) Reservations would be as per the Govt. of India's instructions/guidelines.
- v) ICSSR reserves the right to interpret all rules including wherever it is not specifically mentioned and may cancel the candidature without assigning any reason (s).

ADMINISTRATIVE OFFICER (ICSSR)

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability).
S/o, D/o _____ a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a
Government health care institution

Name & Designation

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/ disability (e.g. Visual impairment-Ophthalmologist, Locomotor disability- Orthopaedic specialist/ PMR)

Letter of Undertaking for Using Own Scribe

I _____ , a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No _____ at _____ (name of the centre) in the District _____ , _____ (name of the State/UT) My qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforesaid examination.

I do hereby undertake that his/ her qualification is _____. In case, subsequently it is found that his/ her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:

Certificate by the forwarding office, in case, the application is submitted through proper channel

Forwarded and certified that the information furnished by Shri/Smt./Ms.

in his/her application, has been verified from records and is found to be correct and he/she is having relevant experience mentioned as per the job description.

It is further certified that no vigilance/ disciplinary case is either pending or contemplated against Shri/Smt./Ms. _____

Certified copies of APARs for the last five years are attached in separate sealed dossier.

Signature _____

Name _____

Designation _____
(Office seal)