



GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
VIKRAM SARABHAI SPACE CENTRE
THIRUVANANTHAPURAM - 695 022

ADVERTISEMENT NO. VSSC-258 DATED 17.07.2010

APPLICATIONS ARE INVITED FOR THE FOLLOWING POSTS

NAME OF POST & GRADE : HINDI TYPIST (Rs.5,200-20,200/- + Grade Pay Rs.2,400/-)		
Post No.	No. of posts	Essential Qualification
1169	UR – 01	(i) Graduation with 60% marks/First Class as declared by the University (ii) Hindi Typing Speed @ 30 words per minute (iii) Proficiency in the use of Computers (A Diploma of minimum one year duration in Computer Applications is desirable) (iv) Knowledge in English Typewriting desirable

FOLLOWING POSTS ARE RESERVED FOR EX-SERVICEMEN		
NAME OF POST & GRADE : COOK (Rs.5,200-20,200/- + Grade Pay Rs.1,900/-)		
Post No.	No. of posts	Essential Qualification
1170	UR – 02	1. SSLC/SSC pass 2. Five year experience in similar capacity in a well established Hotel/Canteen

UR – Un-reserved.

- Note :**
1. The number of posts indicated above are provisional and may vary depending on the actual requirement.
 2. The above vacancies do not fall under the points identified for Persons With Disability.
 3. "Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply".

General Conditions/Instructions :

01. The post is temporary, but likely to continue.
02. **Age limit:**
For Hindi Typist (Post No.1169) is 26 years as on 30.07.2010, 29 years for OBC and 31 years for SC/ST candidates.
For Cook (Post No.1170) is 35 years as on 30.07.2010, 38 years for OBC and 41 years for SC/ST candidates.
Ex-Servicemen & Persons With Disability are eligible for age relaxation as per Govt. rules. Children/family members of those who died in the riots of 1984 will be given preference in recruitment by giving necessary age relaxation as applicable.
03. Approximate minimum salary for Hindi Typist is Rs.15,360/- p.m and for Cook is Rs.11,980/- p.m.
04. The Organisation provides medical facilities (Contributory Health Service Scheme) for self and dependents, transport facilities/transport allowance, subsidised canteen facilities, housing accommodation subject to availability, in addition to the normal facilities provided to the Central Government Staff. The Organisation has a well-maintained Central School and a well-stocked library that provide an excellent opportunity for professional development.
05. At present the place of posting is VSSC, Thiruvananthapuram, but the selected candidates are liable to be posted in any of the Units of the Indian Space Research Organisation / Department of Space situated anywhere in India as and when required.
06. Candidates working in the Central/State Government, Public Sector Undertakings or Autonomous Organisations should apply through proper channel. In case they anticipate any delay in forwarding their applications, they may submit advance copies before the due date.

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07. Candidates should enclose attested true copies of the relevant certificates/testimonials as proof of age, educational qualifications, caste, experience etc., along with the application.
08. Candidates will have to produce proof of the details furnished in their applications as and when required.
09. Candidates belonging to SC/ST/OBC have to submit attested copies of latest caste/OBC (non-creamy layer) certificate issued by the Competent Authority in the prescribed format applicable for reservation in jobs under Government of India. In respect of OBC candidates, reservation will be available only to candidates, who do not fall in the Creamy Layer. OBC certificate must specifically include the clause regarding exclusion from Creamy Layer and should be updated/valid at the relevant point of time i.e. at the time of submission of application form for the above post. OBC candidates must, therefore, furnish valid and updated OBC certificate which should specifically include the clause regarding "Exclusion from Creamy Layer" in order to be considered against the posts reserved for OBC. In addition to submission of OBC certificate issued by the competent authority, the candidates seeking reservation as OBC should furnish a declaration in the following format:

Declaration *
(Only for OBC category candidates)

"I, _____ son/daughter of Shri _____ resident of village/town/city _____ district _____ state _____ hereby declare that I belong to the _____ Community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Estt.(SCT) dated 08-09-1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 08-09-1993."

[Signature of the candidate with date]

* (The OBC candidates claiming age relaxation should enclose the above declaration along with their application, without which their application will not be considered.)

10. The qualification prescribed is the minimum requirement and possession of the same does not automatically make candidates eligible for Written Test/Skill Test/Interview. Based on Bio-data initial screening will be done to short list the candidates. Only short-listed candidates will be called for Written Test/Skill Test/Interview as the case may be. Candidates called for Written Test/interview will have the option to answer the questions in Hindi also.
11. Candidates will have to appear for Written test/Skill Test/Interview at Thiruvananthapuram at their own expense. Outstation candidates belonging to SC/ST category called for Interview are eligible for reimbursement of Travelling Allowance as per rules.
12. 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 the certificates in support of their claim for educational qualifications, experience, age, category (SC/ST/OBC/Ex-servicemen/PWD) etc., and applications received after the due date will not be considered. Incomplete application will be out-rightly rejected.
13. The Centre reserves the right not to fill up the post, if it so decides.
14. Only Indian Nationals need apply.
15. No interim correspondence will be entertained
16. Canvassing in any form will result in disqualification.

17. Applications complete in all respects, should reach the following address **on or before 30.07.2010** by ordinary post in a cover superscribed "APPLICATION FOR THE POST OF "....." (POST NO. "....." Advt No.258)

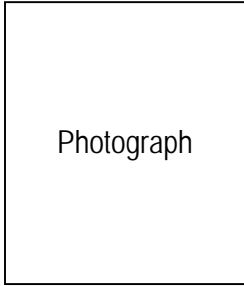
**SENIOR ADMINISTRATIVE OFFICER
RECRUITMENT & REVIEW SECTION
VIKRAM SARABHAI SPACE CENTRE
ISRO (PO), ATF AREA
THIRUVANANTHAPURAM - 695 022**

HOW TO APPLY

Applications should be sent on plain paper (to be neatly typed or hand written in A-4 size paper - 210 X 297 mm) along with true copies of certificates, mark sheets and affixing a recent passport size photograph in the application, giving the following details:

APPLICATION FORMAT

01. Post applied for
02. Post No.
03. Advertisement No.
04. Date and Name of News Paper in which appeared
05. Name in full (in BLOCK LETTERS)
06. Date and Place of birth
07. Nationality
08. Parent's/Spouse's name
09. Address for correspondence (in BLOCK LETTERS) with Phone No. / E-mail ID
10. Nearest Railway Station
11. Permanent Address
12. Whether Scheduled Caste/Scheduled Tribe/OBC/Persons With Disability/Ex-Serviceman (Strike out which are not applicable). Copy of the relevant certificate should be attached.
13. Educational/Professional qualifications [indicating clearly the Examinations passed/ Courses undergone/University/Board/Institution/Year of passing/Class and Percentage of marks (corrected upto two decimals)/Subjects taken, etc.



Educational background (starting from highest qualification and ending with SSLC/SSC/Matriculation)					
Degree/Diploma/Course	University/Institution/Board	Year of passing	Class	% of marks	Specialisation, if any

14. Details of previous/present employment/training, if any, in chronological order starting from the present position backwards (indicating the name of the employer with full address, post held, salary drawn, period of service, nature of duties, etc.).

Sl. No.	Name and Address of Employer	Period		Total Period of Service		Post held	Salary drawn	Nature of duties
		From	To	Years	Months			

15. If your answer to Serial numbers 13 and 14 above do not cover all the period from School leaving to till date, briefly state how you spent the uncovered period.
16. If selected, the minimum time required to join the post.
17. Any other relevant information you wish to add including references.

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 wilfully conceal or misrepresent the facts, my candidature may be summarily rejected or my employment terminated.

Date:

Signature of the candidate
