Advertisement No. ISRO HQ: ICRB: 04:2018 dated 05.04.2018

Bharatiya Antariksha Anusandhan Sangathan (ISRO) Muzaffarpur, Bihar, invites application for the posts of Administrative Officer, Accounts Officer and Purchase & Stores Officer in ISRO Headquarters, Bangalore for filling up in various Centres/Units located across India.

<table>
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<tr>
<th>Post No.</th>
<th>Name of the Post</th>
<th>Total number of vacancies</th>
<th>Reservation Status</th>
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<tbody>
<tr>
<td>1</td>
<td>Administrative Officer</td>
<td>1</td>
<td>ANA./UR</td>
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<tr>
<td>2</td>
<td>Accounts Officer</td>
<td>2</td>
<td>(1 ANA./ST; 1 ANA./UR)</td>
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<tr>
<td>3</td>
<td>Purchase &amp; Stores Officer</td>
<td>1</td>
<td>ANA./SC</td>
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**Educational qualification and experience**

**Administrative Officer**
- Bachelor of Business Administration (BBA) + 1 year experience in supervisory capacity
- MBA + 1 year experience in supervisory capacity

**Accounts Officer**
- Bachelor of Commerce (B.Com) + 3 years experience in supervisory capacity
- M.Com. + 3 years experience in supervisory capacity
- CA/ICWA/IFCWA/ACCA + 1 year experience in supervisory capacity

**Purchase & Stores Officer**
- B.Com. + 3 years experience in supervisory capacity
- M.Com. + 3 years experience in supervisory capacity

**Note:** The vacancies are covered under Group-A, Gazetted in the Level 10 of Pay Matrix in CCS (RP) Rules 2016, for filling up in various Centres/Units located across India.
1. **Age Limit**: 25.04.2018 to 35 years (40 years for SC & ST candidates, Ex-servicemen, Persons with Disabilities, Exceptional meritorious Sports persons eligible for age relaxation as per Govt of India orders)

2. **Important Instructions**:
   - A graduate in Finance/Accounting/Supply Chain Management with 5 years experience (2 years in supervisory capacity) is eligible for the post of Accounts Officer.
   - A Post Graduate in Finance/Accounting/Supply Chain Management with 3 years experience (2 years in supervisory capacity) is also eligible for the post of Accounts Officer.

3. **Application Process**: All applications should be submitted in the prescribed format and should reach the ISRO Office, New Delhi, by 25.04.2018. The candidates are advised to ensure that all necessary documents are attached with the application form.

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The experience should be in the relevant field.

- **For the post of Accounts Officer**:
  - A graduate in Finance/Accounting/Supply Chain Management with 5 years experience (2 years in supervisory capacity) is eligible.
  - A Post Graduate in Finance/Accounting/Supply Chain Management with 3 years experience (2 years in supervisory capacity) is also eligible.

**Note**: The experience should be in the relevant field, and the candidates should have a minimum of 60% marks or CGPA of 3.0 on a scale of 4.0.
The application for on-line registration will be hosted in the ISRO web-site between 05.04.2018 and 25.04.2018. Candidates may visit our web-site at www.isro.gov.in to register their applications on-line between 05.04.2018 and 25.04.2018. In case of any clarification, candidates may refer to the FAQs uploaded in the ISRO website against the advertisement. The candidates registered under National Career Services (NCS) portal and fulfilling the eligibility conditions may visit ISRO website and follow the application procedure as stated. Applications will be received on-line only. Upon registration, applicants will be provided with an on-line Registration Number, which should be carefully preserved for future reference. E-mail ID of the applicant will have to be given in the application compulsorily. The on-line application has to be invariably followed-up with a 'No Objection Certificate' from the employer concerned, by those already in employment under Central/State Government, Public Sector Undertakings or Autonomous Bodies, duly indicating the name and Reg. No. on the reverse.

3. **Application Fee**

There will be an Application Fee of Rs.100/- (Rupees One Hundred Only) for each application. Candidates may make the payment ‘online’ using Internet Banking/Debit Card or ‘Offline’ by visiting nearest SBI Branch. Candidates after submitting their application can pay application fee immediately or any day before the last date for fee payment 27.04.2018. The last date for submitting online application is 25.04.2018. However payment category candidates are advised to make online payment by 25.04.2018 itself to avoid any unexpected transaction failures/issues. [Candidates making online payment may kindly note that ISRO shall not be responsible for pending transactions or transaction failures. Candidates may if required contact their Banks and ensure successful payment of application fee. Candidates may utilize alternative methods of payment (Offline payment) if required. Ensuring a 'successful payment' from "Payment Status" link in ISRO's website is mandatory for the candidates] The process followed for each case is shown below:

1. **Application Procedure**

   - **Application Fee**: To register on the ISRO website, candidates must first provide their registration number, date of birth, and then click on the "Make Payment" button which candidate may click and follow the payment process as outlined below.

2. **Application Procedure**

   - **Application Fee**: To register on the ISRO website, candidates must first provide their registration number, date of birth, and then click on the "Make Payment" button which candidate may click and follow the payment process as outlined below.

   - **Online Application**: To register on the ISRO website, candidates must first provide their registration number, date of birth, and then click on the "Make Payment" button which candidate may click and follow the payment process as outlined below.

4. **Application Procedure**

   - **Application Fee**: To register on the ISRO website, candidates must first provide their registration number, date of birth, and then click on the "Make Payment" button which candidate may click and follow the payment process as outlined below.

   - **Application Procedure**

The candidates on clicking the Make Payment button will be redirected to State Bank Multi Option Payments Systems (MOPS) page. The candidate may choose one of the payment modes shown below for making payment.
1. Net Banking/Net Banking: भारतीय स्टेट बैंक / State Bank of India
2. Net Banking/Net Banking: अन्य बैंक / Other Banks
3. डेबिट कार्ड/Debit Card: भारतीय स्टेट बैंक / State Bank of India
4. डेबिट कार्ड/Debit Card: अन्य बैंक / Other Banks
5. क्रेडिट कार्ड/Credit Card: भारतीय स्टेट बैंक / State Bank of India
6. क्रेडिट कार्ड/Credit Card: अन्य बैंक / Other Banks

7. पूर्व-प्राप्त चालान (अभ्यर्थी चालान को डाउनलोड कर मुद्रित करने के बाद , चालान जारी होने के तीन दिन के भीतर या भुगतान करने हेतु अतिम दिन, जो भी पहले हो, से पूर्व स्टेट बैंक ऑफ इंडिया की किसी भी शाखा में आवेदन का शुल्क नगद भुगतान कर सकता है। यह चालान जारी होने के दिनों से सात अगले तीन दिनों के लिए वैध माना जाएगा। यदि भुगतान तीन दिनों की सीमा के भीतर नहीं किया गया तो ऐसे चालान का असफल माना जाएगा। तथापि, यदि आवश्यक हो तो अभ्यर्थी नया चालान दबाव मार जाएगा। अन्य बैंक/बैंक सेवक से अभ्यिी चालान कर सकता है। / Pre-printed SBI Challan (Candidates should download, print and pay the application fees in cash at any SBI Branch within 3 days of generation of challan or last day for payment, whichever is earlier) The challan will be valid for the next three days only, from date of generation. If payment is not made within 3 days the challans, which are older than the specified time will be deemed unsuccessful. However, the candidate may regenerate fresh challan, if required or alternatively, make payment online payment.

नोट/Note: (i) हालांकि इस तरह दिया जाने वाला आवेदन शुल्क सभी भुगतान भी नेट बैंकिंग या डेबिट कार्ड के लिए सामान्य है, परंतु बैंक के प्रभाव तथा कर अलग-अलग हो सकते हैं। अं: यह आवश्यक है कि अभ्यर्थी देखें अनुदेश। (ii) क्रेडिट प्रतियोगी के दौरान, कृपया रिफ्रेश या बैंक बटन न किस्म करें अन्यथा पूरी प्रक्रिया रद्द हो जाएगी।/ During entire payment processing do not click REFRESH or BACK button, else session will be aborted.

(iii) कृपया भुगतान के तरीके (नेट बैंकिंग, डेबिट कार्ड, सभी एस.बी.आई. फंडहाउस) के संबंध में बैंक/भुगतान गेटवे के अनुदेशों का पालन करें। Please follow the instructions of the banks/payment gateways with respect to the mode of payment (net banking, debit cards, across SBI counters)

(iv) अभ्यर्थी भुगतान की स्थिति की जांच एवं संदर्भ मुद्रित करने हेतु विज्ञापन पुष्टि में उपलब्ध लिंक “भुगतान स्थिति” पर देख सकते हैं। अभ्यर्थी, तिलितित या अन्य लेखादेश के मामलों में अपने बैंक से संपर्क कर सफल भुगतान सुनिश्चित करें। Candidates can check Payment status and Print Receipt by visiting “Payment Status” link available in advertisement page. In case of pending transactions or transaction failures candidates are advised to contact their Banks and ensure successful payment of application fee.

5. सभी महिला, अनुसूचित जाति अनु. जा (.; अनुसूचित जनजाति) अनु.ज.जा (.भूतपूर्व रैल्ली) भूसे (., तथा विकलांग अभ्यर्थियों को आवेदन शुल्क के भुगतान से छूट प्राप्त है। फिर भी,आवेदन के ऑनलाइन पंजीकरण के बाद. इसरो प्रणाली से अभ्यर्थियों को व्यक्तिगत पंजीकरण कार्य डाउनलोड करके प्रिंट करना होगा, जिसमें अभ्यर्थी का नाम, पंजीकरण संख्या, विज्ञापन संख्या तथा पद कोड अंकित होगा, जिसे भविष्य में संदर्भ हेतु रखना होगा। All Women candidates/Scheduled Castes (SC)/ Scheduled Tribes (ST); Ex-serviceman [EX] and Persons with Benchmark Disabilities (PWBD) candidates are exempted from payment of Application Fee. However, after registration of application on-line, the candidates have to down-load and print the personalized registration confirmation form from the ISRO system which will contain the Name of the candidate, Registration Number, Advertisement No., and Post code for future reference.
6. Mahila Ambyaritu/ Ambyaritu (Astiti) (Anu, (Chutuput Sainik), (Swastik Sainik) [P.B. (Delvino 2.)] Ambyaritu dawara do/am seeks pratis jama karna ke sikhna in Amvadana jama karna ke astita taarikh se purva jama kide gare Amvadana par hi aage ki kaiwai ke lie vibhaya kiya jaga.

In case of submission of duplicate/multiple applications by Women candidates/Scheduled Castes (SC)/ Scheduled Tribes (ST); Ex-serviceman [EX] and Persons with Benchmark Disabilities (PWBD) candidates, the last application submitted before the last date for submission of application shall be considered for further processing.

A. Pr. V. Suhit ane prati abhyari dawara do/am seeks pratis jama karna ke sikhna, jalakes prate Amvadana shulk ke bhuggatan hetau astita taarikh ke andar 'Amvadana Shulk', prapt hota hae, us par hi vibhaya kiya jaga.

In case of submission of duplicate/multiple applications by other candidates including OBC, the application against which the 'application fee' has been received within the last date for payment of application fee only will be considered.

7. Ese abhyari joi phare se hi kii dai/rajya sarkar, swarajini kshetri ki ekaiy (ya swayant sukh vasti) ke karyartha hae, unke aonline Amvadana ke sake sambhuti niiyokta se prapt 'Anapali Samman-Pat', par panchakaran samvadhata tahat pad kodi darshane priya Prashasan Adhikari) Aai, Sai, Aar, Bii, (Isero Muxubalay, Antririk Bhwan, Bengoloo ke kiskii bhi sikhna ke 09.05.2018 tak bhujana hoga.

The candidates who are already employed under Central/State Govt./PSU/ Autonomous Bodies have to send a 'No Objection Certificate' from the employer concerned, duly indicating their Registration Number and Post Code to the Administrative Officer [ICRB], ISRO Headquarters, Bengaluru within seven days of filing the applications on-line by the candidates and in any case not later than 09.05.2018

8. 09.05.2018 tak iseror musubalay, Bengoloo ko Bhaye jane wale dastavake/Documents to be sent to ISRO Headquarters, Bengaluru by 09.05.2018

Joj abhayari phare se hi kii dai/rajya sarkar, swarajini upkrao/j亚军nayak ke karyartha hae, unhe sambhuti niiyokta se 'Anapali Samman-Pat' prastut karna hoga. Anpr abhyaritu ke koi bhi dastavak Bhujana aarth karo hae, parantu, aarasya kshetra padane par sam he sambhuti dastavake ko prastut karna hoga. / Those candidates who are already employed under Central/State Govt./PSU/ Autonomous Bodies should produce 'No Objection Certificate' from the employer concerned. All other candidates need NOT send any documents, but have to produce as and when required.


Likhit Pariksha Ditvan 27.05.2018 (Revibar) ko aadhyayi, Aahamadbad, Bengoloo, Chandigarh, Guwahati, Hyderabad, Kolkata, Nue Delhi or Thiruvananthapuram.

Pariksha se prati aamrao ke likhit pariksha hetu booluva prati mai 2018 ke dussehra/tiswara samvadhata ke diwana i-mal dawara hi Bhaye jareyane. Likhit pariksha ke Nişkapad ke aairath pr abhyaritu ke samvadhata ke aachar par samvadhata ke aairath pr samvadhata ke aadhyayi ke likhit pariksha hetau booluva prati mai 2018 ke dussehra/tiswara samvadhata ke diwana i-mal dawara hi Bhaye jareyane. Likhit pariksha ke nişkapad ke aairath pr abhyaritu ke samvadhata ke aairath pr samvadhata ke aadhyayi ke likhit pariksha hetau booluva prati mai 2018 ke dussehra/tiswara samvadhata ke diwana i-mal dawara hi Bhaye jareyane. Likhit pariksha ke aadhyayi ke likhit pariksha se samvadhata ke aairath pr samvadhata ke aadhyayi ke likhit pariksha hetau booluva prati mai 2018 ke dussehra/tiswara samvadhata ke diwana i-mal dawara hi Bhaye jareyane. Aamrao ke likhit pariksha ke samvadhata ke aairath pr aamrao ke likhit pariksha hetau booluva prati mai 2018 ke dussehra/tiswara samvadhata ke diwana i-mal dawara hi Bhaye jareyane. Selection Process: The qualification prescribed is the MINIMUM requirement and the same does not automatically make candidates eligible for written test. Based on the academic performance and bio-data, initial screening will be conducted.

The written test will be conducted on 27.05.2018[Sunday] at eight venues viz., Ahmedabad, Bangalore, Chennai, Guwahati, Hyderabad, Kolkata, New Delhi and Thiruvananthapuram. However, the Organisation
reserves the right to cancel/change the written test venue and re-allot the candidates to any other test centre. The call letters for written test to the short-listed candidates will be sent only by e-mail during **the second/third week of May 2018**. Based on the performance in the written test, candidates will be shortlisted for interview, the schedule and venue of which will be notified. In case, sufficient number of SC/ST/OBC/PWD/Ex-servicemen candidates are not available for filling-up the vacancies reserved for these categories, relaxation will be extended to candidates belonging to the respective category to make good the short-fall.

10. **Wages & Pay and Allowances**

   - **Conditions/Instructions**
     - Candidates may apply for self and dependents, subsidized canteen, limited housing facility for fresh entrants in lieu of HRA, Leave orders.
     - The candidates registered under National Career Services (NCS) portal and fulfilling the eligibility conditions will be extended to candidates belonging to the respective category.
     - Pay and Allowances: The candidates registered under National Career Services (NCS) portal and fulfilling the eligibility conditions will be extended to candidates belonging to the respective category.
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space situated anywhere in India as and when required • For details of ISRO Centres/Units, please visit http://www.isro.gov.in/isro_centres.html • Candidates attending the interview will be reimbursed to and fro second-class train fare by the shortest route from the city indicated in the on-line application form to the place of interview (change of address and city for the purpose will not be entertained) • Candidates called for interview will have to produce all relevant original documents in proof of details furnished in their applications submitted on-line, at the time of interview • If any information furnished on-line is found to be wrong or false, the candidate will not be allowed for interview and TA will not be paid. • No TA will be paid for attending the Written Test • ISRO reserves the right not to fill up all or any of the posts, if it so desires • Only Indian nationals need apply • In case of any clarification, candidates may refer to the FAQs uploaded in the ISRO website against the advertisement or send their mail to icrb@isro.gov.in. Queries about information already available in the Advertisement/FAQs and Frivolous queries will not be replied to either by email or telephone • Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

12. अभ्यर्थी को यह सुनिश्चित करना होगा कि वह आवेदन पत्र के साथ-साथ इस विज्ञापन में दिए गए अनुदेशों का पालन करते हुए आवश्यकताओं और योग्यता मानदंडों को पूरा करता है। अतः अभ्यर्थीयों से अनुरोध है कि विज्ञापन को ठीक से पढ़े और आवेदन-पत्र भरे तथा इस संबंध में दिए गए अनुदेशों के अनुसार आवेदन प्रस्तुत करें। It is for candidate to ensure that he/she fulfills the eligibility criteria and complied with the requirements adhered to the instructions contained in this advertisement as well as in the application form. Candidates are, therefore, urged to carefully read the advertisement and Frequently Asked Queries (FAQs) uploaded in the website against this advt and complete the application form and submit the same as per instructions given in this regard.

13. लिखित परीक्षा के बाद के तीन कार्य दिवस के अंदर उत्तर - कृंजियों को इसरो वेबसाइट में प्रकाशित किया जाएगा। अभ्यर्थी अपनी आपत्तियां देवदृष्टि के साथ ,यदि कोई हो, वेबसाइट पर उत्तर कृंजियों के प्रकाशित होने के तीन कार्य दिवस के अंदर, केवल इसरो वेबसाइट में (लिखित परीक्षा के बाद) प्रकाशित लिंक द्वारा ही भेज सकते हैं। उसके बाद प्राप्त आपत्तियों पर तथा किसी और माध्यम द्वारा भेजे गए आपत्तियों पर किसी भी परिस्थिति में विचार नहीं किया जाएगा।

The Answer Keys will be published on the ISRO Web-site within three working days of the written test. The candidates may raise objections with valid justifications, if any, within 3 days of publishing the answer keys in the web-site, ONLY through the link that shall be provided after the written test. Objections, if any, received thereafter and through any other modes will not be considered under any circumstances.

अपने आवेदन की अद्यतन स्थिति की जानकारी के लिए इसरो वेबसाइट

www.isro.gov.in देखें।

VISIT OUR WEB-SITE www.isro.gov.in FOR LATEST UPDATES ON THE STATUS OF YOUR APPLICATION

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