Indian Space Research Organisation (ISRO) / Department of Space [DOS] is looking for young, dynamic and dedicated candidates for filling-up the posts of JUNIOR PERSONAL ASSISTANTS & STENOGRAPHERS in Level 04 of Pay Matrix for filling-up in various ISRO Centres/Units, across India. The zone-wise details of vacancies are as under:

<table>
<thead>
<tr>
<th>Zone of Posting</th>
<th>POST NO. 1 – JUNIOR PERSONAL ASSISTANTS/</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ahmedabad/Ahmedabad</td>
<td>12 02 01 04 19 1 --</td>
<td>1</td>
</tr>
<tr>
<td>Bangalore</td>
<td>34 14 10 03 61 --</td>
<td>1 1 5</td>
</tr>
<tr>
<td>Hyderabad/Hyderabad</td>
<td>10 03 02 01 16 -- --</td>
<td>--</td>
</tr>
<tr>
<td>New Delhi/India</td>
<td>01 -- -- -- 01 -- --</td>
<td>--</td>
</tr>
<tr>
<td>Sriharikota/Thiruvananthapuram</td>
<td>15 05 03 02 25 -- --</td>
<td>01 3</td>
</tr>
</tbody>
</table>

Out of PWBD vacancies in Thiruvananthapuram Zone, 03 are backlog vacancies (01 each for HH/VH/OH). If HH/VH/OH candidates are not available, UR/OBC and SC candidates will be considered against the vacancies and the reservation will be carried forward.

<table>
<thead>
<tr>
<th>POST NO. 2 – STENOGRAPHERS/</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bangalore</td>
<td>04 01 -- -- 05 -- --</td>
</tr>
</tbody>
</table>

Annual/UR-Unreserved; A.P./OBC – Other Backward Classes; A.JA./ST – Scheduled Caste; A.JA. – Scheduled Tribe
2. **Eligibility:**

Applicants fulfilling the eligibility conditions may visit ISRO website and follow the application procedure as stated. Applications can be submitted online on the ISRO website between 10.04.2018 and 30.04.2018. Candidates may visit the website at www.isro.gov.in to register their applications online between 10.04.2018 and 30.04.2018. In case of any clarification, candidates may refer to the FAQs uploaded on 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.**

How to apply: The application for on-line registration will be hosted in the ISRO web-site between 10.04.2018 and 30.04.2018. Candidates may visit our website at www.isro.gov.in to register their applications on-line between 10.04.2018 and 30.04.2018. In case of any clarification, candidates may refer to the FAQs uploaded on 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.**

3. **Application Process:**

The application process for the ISRO can be found on the ISRO website at www.isro.gov.in. Candidates are required to register their applications online between 10.04.2018 and 30.04.2018. Applications will be accepted on-line only. Upon registration, applicants will be provided with an **on-line Registration Number, which should be carefully preserved for future reference.**

Applicants must fulfill the eligibility conditions stated on the ISRO website. Applications will be processed only if the candidates meet the eligibility criteria. The application process is open to all eligible candidates. The closing date for submission of applications is 30.04.2018. Applicants are required to submit their applications online on the ISRO website.
Application Fee: There will be an Application Fee of ₹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 02.05.2018. The last date for submitting online application is 30.04.2018. However payment category candidates are advised to make online payment by 30.04.2018 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) यदि कोई अभ्यर्थी तत्काल आवेदन शुल्क करना चाहता है तो आवेदन करने के बाद पंजीकरण संख्या दर्शाते हुए उसे एक वेब पृष्ठ दिखाई देगा। उसी पृष्ठ पर “भुगतान करें” बटन मौजूद होगा, जिसे अभ्यर्थी क्लिक कर सकता है और निम्नलिखित भुगतान प्रक्रिया का अनुसरण कर सकता है।If candidate desires to pay application fee immediately then he/she on submitting application will be shown a web page displaying registration number. On same web page, there exists “Make Payment” button which candidate may click and follow the payment process as outlined below.

(2) यदि कोई अभ्यर्थी बाद में शुल्क भुगतान करना चाहता है तो वह विज्ञापन पृष्ठ में दर्शाए गए सिंक “भुगतान करें” लिंक पर जाकर विज्ञापन की अंतिम तारीख के पूर्व भुगतान कर सकता है। अभ्यर्थी को अपनी पंजीकरण संख्या, जन्म-तिथि भरने के बाद “भुगतान करें” बटन पर क्लिक करना होगा और निम्नलिखित भुगतान प्रक्रिया का अनुसरण करना होगा। If the candidate wants to pay application fee later, he/she can pay the fee before closure of the advertisement by accessing the link “Make Payment” link available in advertisement page. Candidate has to provide his/her registration number, Date of Birth and later click on the “Make Payment” button and follow the payment process as outlined below.

4. आवेदन शुल्क भुगतान की प्रक्रिया/Process for application fee payment

अभ्यर्थी को ‘भुगतान करें’ बटन पर क्लिक करने पर स्टेट बैंक बहु विकल्प भुगतान प्रणाली (एम.पी.ओ.एस.) पृष्ठ पर पुन:निर्देशित किया जाएगा। अभ्यर्थी भुगतान करने हेतु निम्नलिखित दर्शाए भुगतान मोड़ों में से किसी एक का चयन कर सकता है। 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. नेट बैंकिंग / Net Banking: भारतीय स्टेट बैंक / State Bank of India
2. नेट बैंकिंग / 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-मुद्रित चालान (अभ्यर्थी चालान को डाउनलोड कर मुद्रित करने के बाद, चालान जारी होने के तीन दिन के भीतर या भुगतान करने हेतु अंतिम 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
The registration confirmation form from the ISRO system will contain the Name of the candidate, Number, Advertisement No., and Post code. However, after registration of application on-line, the candidates have to download 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. महिलाओं/अन्याधिकृत जाति) अनु.जा(.; अनुसूचित जनजाति) अनु.जा (.भूतपूर्व सैनिक) भू.से .(तथा दिव्यांग (पी.डबलयू.डी.) अभ्यर्थियों द्वारा दो/अनेक प्रति जमा करने की स्थिति में आवेदन जमा करने की अन्तिम तारीख से पूर्व जमा किए गए आवेदन पर ही आगे की कार्रवाई के लिए विचार किया जाएगा।

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.

7. ऐसे अभ्यर्थी जो पहले से ही केंद्र/राज्य सरकार, सार्वजनिक क्षेत्र की ईकाईयों या स्वायत्त निकायों में कार्यरत हैं, उनको ऑनलाइन आवेदन के साथ संबंधित नियोक्ता से प्राप्त ‘अनापवित्र प्रमाण-पत्र’, पर पंजीकरण संख्या तथा पद कोड दर्शाते हुए प्रशासन अधिकारी) आई.सी.आर.बी ,(.इसरो मुख्यालय ,अंतरराष्ट्रीय भर्ति ,बेंगलूरू को ऑनलाइन आवेदन करने के सात दिनों के अंदर और किसी भी स्थिति में 14.05.2018 तक भेजना होगा।

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 online by the candidates and in any case not later than 14.05.2018

8. 16.05.2018 तक इसरो मुख्यालय, बेंगलूरु को भेजे जाएं वाले दस्तावेज/Documents to be sent to ISRO Headquarters, Bengaluru by 16.05.2018

9. चयन प्रक्रिया/Selection Process: निर्धारित योग्यता न्यूनतम योग्यता मात्र है और केवल इसी का होना अभ्यर्थी को लिखित परीक्षा के लिए पात्र नहीं बनाता है। शैक्षणिक निपटान और जीवन-वृत्त के आधार पर प्रारंभिक स्क्रीनिंग की जाएगी तथा लिखित परीक्षा हेतु अभ्यर्थियों को शार्ट-लिस्ट करने के लिए उच्च प्रतिशत कट-ऑफ अपनाया जा सकता है। लिखित परीक्षा दिनांक 12.08.2018 (रविवार) को तेघ स्थानों, अहमदाबाद, बेंगलूरू,भोपाल, चंडigarh चेन्नई, देहरादून, मुंबई, हैदराबाद, लखनऊ, नई दिल्ली और तिरुवनंतपुरम में आयोजित की जाएगी। फिर भी संगठन के पास लिखित परीक्षा स्थल को रद्द/बदलने और अभ्यर्थियों को अन्य परीक्षा स्थल पुनर्निर्धारित करने के लिए विचार किया जाएगा।

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.
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 and a higher cut-off percentage may be adopted to short-list candidates for taking-up written test. The written test will be conducted on 12.08.2018 [Sunday] at thirteen venues viz., Ahmedabad, Bangalore, Bhopal, Chandigarh, Chennai, Dehradun, Guwahati, Hyderabad, Kolkata, Lucknow, Mumbai, 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 last week of July 2018/first week of August 2018. Based on the performance in the written test, candidates will be shortlisted for Skill Test in English Stenography @ 80 w.p.m., which will be conducted after 4 months from the date of announcement of results of the Written Test. Those who secure minimum 50% marks each in both objective and descriptive type questions in the written test will be considered for short-listing for Skill Test. However, depending upon the vacancies to be filled-up in each zone, a higher cut-off percentage may be prescribed. Those who secure minimum 50% marks in written test and qualify in the skill test will be considered for empanelment in the order of merit, subject to number of vacancies notified. In case, sufficient number of SC/ST/OBC/PWBD/Ex-servicemen candidates are not available for filling the vacancies reserved for these categories, relaxation will be extended to candidates belonging to the respective category, to make good the short-fall.

10. **Pay and Allowances**: The net emoluments in the minimum of pay band will at present be approximately ₹25,500/- p.m. In addition, House Rent Allowance [HRA], Transport Allowance at the prescribed rates in force at the place of posting will be paid for those who are not availing Departmental Housing and Transport facility, respectively. The employees will be governed by the National Pension Scheme. On employment in ISRO, other facilities are available such as medical facilities for self and dependants, subsidized canteen, transport allowance...
when official transport is not availed, limited housing facility for fresh entrants in lieu of HRA, Leave Travel Concession, Group Insurance, advance for construction of house, etc. as per Central Government orders.

11. Other Conditions/Instructions: Candidates may apply for the post against any of the disciplines mentioned in the drop-down menu (Step 3) of the Application form • 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 in the previous paragraphs. The posts are temporary, but likely to continue • The appointees are liable to be posted in any of the Centres/Units of the Indian Space Research Organisation/Department of 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 skill test 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 skill test (change of address and city for the purpose will not be entertained) • Candidates called for skill test will have to produce all relevant original documents in proof of details furnished in their applications submitted on-line, at the time of skill test • If any information furnished on-line is found to be wrong or false, the candidate will not be allowed for skill test 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 Frivouls 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 अभ्यर्थियों से अनुरोध है कि विज्ञापन को ठीक से पढ़े और आवेदन-पत्र भरें 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 दिनों के अंदर उत्तर कुंजियों को इसरो वेबसाइट में प्रकाशित किया जाएगा। अभ्यर्थी अपनी आपत्तियां वैद्य औचित्य के साथ, यदि कोई हो, वेबसाइट पर उत्तर कुंजियों के प्रकाशित होने के तीन कार्य दिन 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.