ISRO Headquarters invites applications for the following posts:

<table>
<thead>
<tr>
<th>Post Code</th>
<th>Name of the post</th>
<th>No. of vacancies</th>
<th>Reservation details</th>
<th>Essential Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Technician- B (Civil) [For filling up in ISRO Headquarters, Bengaluru]</td>
<td>03</td>
<td>(1-अनु.जा./SC; 2-अना./UR)</td>
<td>एस.एस.एल.सी./एस.एल.सी. उत्तरीण + सिविल ट्रेड में आई.टी.आई./एन.टी.सी./एन.ए.सी./SSLC/SSC pass + ITI/ NTC/NAC in Civil Trade</td>
</tr>
<tr>
<td>02</td>
<td>Technician- B (Electrical) [For filling up in ISRO Headquarters, Bengaluru]</td>
<td>01</td>
<td>(1-अ. व./OBC )</td>
<td>एस.एस.एल.सी./एस.एल.सी. उत्तरीण + इलेक्ट्रिकल ट्रेड में आई.टी.आई./एन.टी.सी./एन.ए.सी./SSLC/SSC pass + ITI/ NTC/NAC in Electrical Trade</td>
</tr>
</tbody>
</table>
| 03        | Junior Hindi Translator [For filling up in ISRO Liaison Cell (ILC), Mumbai, MCF, Hassan, Karnataka and SCL, Chandigarh-an autonomous unit of DOS] | 03 | 2-अना./UR (1 - आई.एल.सी., मुंबई / ILC, Mumbai and 1-सेरी-कंडक्टर लेबोरेटरी, चंडीगढ़ /SCL Chandigarh) | 1. स्नातक में अतिवार्य या चयनित विषय के रूप में या परीक्षा के माध्यम के रूप में अंग्रेजी विषय के साथ मान्यता प्राप्त विश्वविद्यालय से हिंदी विषय में स्नातकोत्तर डिग्री / Master's degree from a recognised University in Hindi with English as a compulsory or elective subject or as medium of examination at Degree level; अथवा / OR स्नातक में अतिवार्य या चयनित विषय के रूप में या परीक्षा के माध्यम के रूप में हिंदी विषय के साथ मान्यता प्राप्त विश्वविद्यालय से अंग्रेजी विषय में स्नातकोत्तर डिग्री / Master's degree from a recognised University in English with Hindi as a compulsory or elective subject or as medium of examination at Degree level; अथवा / OR स्नातक में हिंदी माध्यम या अतिवार्य या चयनित विषय के माध्यम के रूप में अंग्रेजी विषय के साथ, हिंदी या अंग्रेजी के अलावा किसी औसत में मान्यता प्राप्त विश्वविद्यालय से स्नातकोत्तर डिग्री/ Master’s degree from a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as medium of examination at Degree level; अथवा / OR स्नातक अंग्रेजी माध्यम और अतिवार्य या चयनित विषय के माध्यम के रूप में हिंदी विषय के साथ, हिंदी या अंग्रेजी के अलावा किसी}
2. **Age limit:**

<table>
<thead>
<tr>
<th>Post Code</th>
<th>Date</th>
<th>Maximum Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>13.06.2018</td>
<td>35 years as on 13.06.2018 (40 years in case of SC candidates)</td>
</tr>
<tr>
<td>02</td>
<td>13.06.2018</td>
<td>35 years as on 13.06.2018 (38 years in case of OBC candidates)</td>
</tr>
<tr>
<td>03</td>
<td>13.06.2018</td>
<td>35 years as on 13.06.2018 (38 years in case of OBC candidates)</td>
</tr>
</tbody>
</table>

3. **Pay and Allowances:**

<table>
<thead>
<tr>
<th>Post Code</th>
<th>Position</th>
<th>Level in Pay Matrix</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Technician-B (Civil/Electrical)</td>
<td>03 in Pay Matrix</td>
</tr>
<tr>
<td>02</td>
<td>Junior Hindi Translator</td>
<td>06 in Pay Matrix</td>
</tr>
</tbody>
</table>

4. **Application Details:**
- **Online Registration:** From 24.05.2018 to 13.06.2018 on the website www.isro.gov.in.
5. Application Process:

The process followed for each case is shown below:

1. The candidates registered under National Career Services (NCS) portal and fulfilling the eligibility conditions may visit ISRO website and follow the application process compulsorily. The on-line application has to be invariably followed as outlined below.

2. 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

3. The candidates have to provide his/her registration number, Date of Birth and later click on the "Make Payment" link available in advertisement page. Candidates may visit our web-site at www.isro.gov.in to register their applications on-line between 24.05.2018 and 13.06.2018. 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.

4. 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

5. Candidates may visit our web-site at www.isro.gov.in to register their applications on-line between 24.05.2018 and 13.06.2018. The candidates registered under National Career Services (NCS) portal and fulfilling the eligibility conditions may visit ISRO website and follow the application process compulsorily. The on-line application has to be invariably followed as outlined below.

6. Process for application fee payment

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

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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/State Bank of India
2. Net Banking/Other Banks
3. Debit Card/State Bank of India
4. Debit Card/Other Banks
5. Credit Card/State Bank of India
6. Credit Card/Other Banks

- All Women candidates/Scheduled Castes (SC)/Scheduled Tribes (ST); Ex-serviceman [EX] and Persons with Disabilities (PWD) candidates are exempted from payment of Application Fee. 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.
8. Applications are invited from male citizens of India for the post of Administrative Officer (Executive) in ISRO Headquarters, Bengaluru for 30 posts. Applications are also invited from female citizens of India for the post of Administrative Officer (Executive) in ISRO Headquarters, Bengaluru for 30 posts.

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

The qualification prescribed and the benchmark are only the MINIMUM requirement and fulfilling the same does not automatically make candidates eligible for Written Test. Initial screening will be conducted to short-list candidates for taking-up written test. Candidates whose applications are received against this advertisement will be short-listed based on the defined screening guidelines.

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 fourteen days of filing the applications on-line by the candidates and in any case not later than 27.06.2018.

"NO DOCUMENTS SUPPORTING TO THEIR EDUCATIONAL QUALIFICATION, CASTE CERTIFICATE, DISCHARGE CERTIFICATE, PWD CERTIFICATE, PAYMENT RECEIPT ETC. TO BE SENT TO ISRO HEADQUARTERS AFTER COMPLETION OF SUBMITTING THE ONLINE APPLICATION BUT ALL THE RELEVANT DOCUMENTS TO BE PRODUCED AS AND WHEN CALLED FOR BY ISRO HEADQUARTERS. HOWEVER, THOSE WHO ARE ALREADY EMPLOYED UNDER CENTRAL/STATE/PSU/AUTONOMOUS BODIES SHOULD PRODUCE “NO OBJECTION CERTIFICATE” FROM THE EMPLOYER CONCERNED AS MENTIONED IN PARA 4 ABOVE"

11. Selection Process:

The qualification prescribed and the benchmark are only the MINIMUM requirement and fulfilling the same does not automatically make candidates eligible for Written Test. Initial screening will be conducted to short-list candidates for taking-up written test. Candidates whose applications are received against this advertisement will be short-listed based on the defined screening guidelines.
and those screened-in candidates alone will be called for Written Test. Candidates will be short-listed for skill test based on the performance in the written test and taking into consideration number of vacancies notified. Skill Test will be conducted after announcement of results of the Written Test, the schedule and venue of which will be notified.

<table>
<thead>
<tr>
<th>पद सं. Post No.</th>
<th>कौशल परीक्षा की पद्धति/ Skill Test Methodology</th>
</tr>
</thead>
<tbody>
<tr>
<td>पद कोड 01 एवं 02</td>
<td>कौशल परीक्षा पूर्णतया “उत्तीर्ण या अनुत्तीर्ण” आधार पर होगी और कौशल परीक्षा के प्राप्तांक चयन हेतु नहीं लिए जाएगी। कौशल परीक्षा का आह्वान हेतु न्यूनतम 60% के साथ 100 अंकों के पैमाने पर मूल्यांकन किया जाएगा। अंतिम चयन, कौशल परीक्षा में उत्तीर्ण अभ्यर्थियों में से लिखित परीक्षा में प्राप्तांकों पर आधारित होगा। अंतिम चयन, पूर्णतया लिखित परीक्षा में प्राप्तांकों के आधार पर उत्तीर्ण अभ्यर्थियों में से किया जाएगा। कौशल परीक्षा में उत्तीर्ण होने वाले अभ्यर्थियों में से, अधिसूचित रिक्तियों की संख्या के आधार पर लिखित परीक्षा में प्राप्तांकों के क्रम में सूची तैयार की जाएगी।</td>
</tr>
</tbody>
</table>

| पद कोड 03 | हिंदी से अंग्रेजी एवं विपरीततः अनुवाद | कौशल परीक्षा पूर्णतया “उत्तीर्ण या अनुत्तीर्ण” आधार पर होगी और कौशल परीक्षा के प्राप्तांक चयन हेतु नहीं लिए जाएगी। कौशल परीक्षा का आह्वान हेतु न्यूनतम 60% के साथ 100 अंकों के पैमाने पर मूल्यांकन किया जाएगा। अंतिम चयन, कौशल परीक्षा में उत्तीर्ण अभ्यर्थियों में से लिखित परीक्षा में प्राप्तांकों पर आधारित होगा। अंतिम चयन, पूर्णतया लिखित परीक्षा में प्राप्तांकों के आधार पर उत्तीर्ण अभ्यर्थियों में से किया जाएगा। कौशल परीक्षा में उत्तीर्ण होने वाले अभ्यर्थियों में से, अधिसूचित रिक्तियों की संख्या के आधार पर लिखित परीक्षा में प्राप्तांकों के क्रम में सूची तैयार की जाएगी। |

Skill Test will be purely go-no-go basis and marks obtained in the skill test shall not be considered for selection. The Skill Test shall be evaluated on a 100 points scale with minimum 60% for qualification. The final selection will be done amongst qualified candidates, purely on the scores obtained in the written test. From amongst candidates who qualify in the skill test with minimum 60% marks, empanelment shall be done in the order of marks obtained in the written test, subject to number of vacancies 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.

Translation from Hindi to English and Vice Versa. Skill Test will be purely go-no-go basis and marks obtained in the skill test shall not be considered for selection. The Skill Test shall be evaluated on a 100 points scale with minimum 60% for qualification. The final selection will be done amongst qualified candidates, purely on the scores obtained in the written test. From amongst candidates who qualify in the skill test with minimum 60% marks, empanelment shall be done in the order of marks obtained in the written test, subject to number of vacancies 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.

12. **वेतन एवं भत्ते** : वेतन मैट्रिक्स के स्तर 03 में तकनीशियन-बी ’ के रूप में नियुक्त अभ्यर्थीयों को न्यूनतम प्रारंभिक वेतन ₹21,700/- प्रतिमाह दिया जाएगा और वेतन मैट्रिक्स के स्तर 06 में कनिष्ठ हिंदी अनुवादक के रूप में नियुक्त अभ्यर्थीयों को न्यूनतम प्रारंभिक वेतन ₹35,400/- प्रतिमाह दिया जाएगा। इसके अतिरिक्त, ऐसे अभ्यर्थी जो विभागीय आवास और परिवहन सुविधा का इस्तेमाल नहीं करते हैं, उन्हें मकान किराया भत्ता (एच.आर.ए.) एवं परिवहन भत्ता, तैनाती के स्थान पर लागू निर्धारित दर पर देय होगा। कर्मचारियों को नई पैशाँ योजना में शामिल किया जाएगा। इससे नियुक्ति पर अन्य सुविधाएं जैसे स्वयं एवं आश्रितों के लिए विविध सुविधाएं, रियायती दर पर केंड्री सुविधा, सरकारी परिवहन इस्तेमाल न किए जाने पर
13. **Announcement/Antedate:** All candidates appointed as Technician B in Level 03 of Pay Matrix and will be paid minimum basic pay of ₹1700/- p.m. approx, and those appointed as Junior Hindi Translator in Level 06 of Pay Matrix and will be paid minimum basic pay of ₹35400/- p.m. approx. In addition, House Rent Allowance [HRA] and 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 New Pension Scheme. On employment in ISRO, other facilities are available such as medical facilities for self and dependents, subsidized canteen, transport allowance when official transport is not availed, limited housing addition, House Rent Allowance [HRA] and 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 New Pension Scheme. On employment in ISRO, other facilities are available such as medical facilities for self and dependents, subsidized canteen, transport allowance when official transport is not availed, limited housing addition, House Rent Allowance [HRA] and 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.

**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 • Candidates may have to work on round the clock shift basis depending on the functional requirements • For details of ISRO Centres/Units, please visit [http://www.isro.gov.in/isro_centres.html](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 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.
The Answer Keys will be published on the ISRO Web-site within five 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.