Indian Space Research Organisation [ISRO] of the Department of Space [DOS] is looking for young, dynamic and dedicated candidates for filling-up the posts of ASSISTANTS (administrative support staff) and Upper Division Clerks in the Level 4 of Pay Matrix in CCS (RP) Rules 2016, for filling-up in various ISRO Centres/Units/Autonomous Bodies/CPSUs, across India. The zone-wise details of vacancies are as under:

<table>
<thead>
<tr>
<th>Tonnati Ka Krete</th>
<th>Reservation Status</th>
<th>Vacancies for Persons with Disabilities (PWA)</th>
<th>Vacancies for Ex-Servicemen</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>An.</td>
<td>OBC</td>
<td>SC</td>
</tr>
<tr>
<td>Ahmedabad</td>
<td>12</td>
<td>05</td>
<td>03</td>
</tr>
<tr>
<td>Bengaluru</td>
<td>52</td>
<td>28</td>
<td>12</td>
</tr>
<tr>
<td>Hyderabad</td>
<td>14</td>
<td>06</td>
<td>06</td>
</tr>
<tr>
<td>New Delhi</td>
<td>02</td>
<td>01</td>
<td>01</td>
</tr>
<tr>
<td>Sriharikota</td>
<td>17</td>
<td>10</td>
<td>04</td>
</tr>
<tr>
<td>Thiruvananthapuram</td>
<td>52</td>
<td>25</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>149</td>
<td>75</td>
<td>38</td>
</tr>
</tbody>
</table>

Indian Space Research Organisation (ISRO) is an autonomous body under the Department of Space, Government of India.
### POST NO. 2 – UPPER DIVISION CLERKS FOR FILLING UP IN DEPARTMENT OF SPACE

<table>
<thead>
<tr>
<th>Zone of Posting</th>
<th>अ.वप.ि./यूनिट</th>
<th>अ.ज./ज./यूनिट</th>
<th>अ.ज./ज.लिस्ट</th>
<th>कुल/यूनिट</th>
<th>वैकेंसी/यूनिट</th>
<th>वैकेंसी/यूनिट</th>
<th>वैकेंसी/यूनिट</th>
<th>वैकेंसी/यूनिट</th>
</tr>
</thead>
<tbody>
<tr>
<td>बेंगलूरु/Bengaluru</td>
<td>--</td>
<td>--</td>
<td>01</td>
<td>01</td>
<td>02</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>कुल/Total</td>
<td>--</td>
<td>--</td>
<td>01</td>
<td>01</td>
<td>02</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

### POST NO. 3 – ASSISTANTS FOR FILLING-UP AT AUTONOMOUS INSTITUTIONS/CENTRAL PSU UNDER DEPT. OF SPACE

<table>
<thead>
<tr>
<th>Zone of Posting</th>
<th>अ.वप.ि./यूनिट</th>
<th>अ.ज./ज./यूनिट</th>
<th>अ.ज./ज.लिस्ट</th>
<th>कुल/यूनिट</th>
<th>वैकेंसी/यूनिट</th>
</tr>
</thead>
<tbody>
<tr>
<td>अहमदाबाद/Ahmedabad</td>
<td>08</td>
<td>04</td>
<td>01</td>
<td>03</td>
<td>16</td>
</tr>
<tr>
<td>बेंगलूरु/Bengaluru</td>
<td>04</td>
<td>02</td>
<td>01</td>
<td>--</td>
<td>07</td>
</tr>
<tr>
<td>हैदराबाद/Hyderabad</td>
<td>01</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>01</td>
</tr>
<tr>
<td>नई दिल्ली/New Delhi</td>
<td>07</td>
<td>04</td>
<td>03</td>
<td>--</td>
<td>14</td>
</tr>
<tr>
<td>तिरुवानंतपुरम/Thiruvananthapuram</td>
<td>01</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>01</td>
</tr>
<tr>
<td>कुल/Total</td>
<td>21</td>
<td>10</td>
<td>05</td>
<td>03</td>
<td>39</td>
</tr>
</tbody>
</table>

### Note/सूचना

- Posts are reserved for meritorious sports persons, as per Govt. of India orders.
- For classification of Zones and details of vacancies you may please refer to the Frequently Asked Queries (FAQs) uploaded in the website www.isro.gov.in

### Eligibility:

- अन. /UR – अनारक्षित / Unreserved; अ.पि.व./OBC – अन्य फिछड़ वर्ग / Other Backward Classes; अ.ज. /SC – अनुसूचितजाति / Scheduled Caste; अ.ज./ज. /ST – अनुसूचित जनजाति / Scheduled Tribe

- Knowledge in the use of Computers

- Graduation in Arts/Commerce/ Management/ Science/ Computer Applications with First Class, as declared by the University. (लिखित प्रमाण 31.07.2017. या उससे पहले प्राप्त की गई हो/The prescribed qualification to be acquired on or before 31.07.2017)
2. **How to apply:**

Applications for Multiple Posts:

An applicant for submission shall be sent to the candidate's registered email ID. Applicants will be provided with an email confirmation regarding submission. The application is non-editable and details cannot be edited, once the application is registered. Candidates are advised to verify whether, all the details entered in the application are correct, before final submission.

For Ex: A candidate may apply for Post No. 1 (Assistant) in Ahmedabad Zone, Post No 2 (UDC) under Dept. of Space and Post No. 3 (Assistant) under Autonomous institute under Bengaluru Zone. However, he/she cannot apply for Post No. 1 (Assistant) in Ahmedabad Zone and again Post No. 1 (Assistant) under Thiruvananthapuram Zone. However, such candidates should select
common (same) written test centre for all the posts applied for. Candidates have to make application fee payment separately for applications for different posts.

4. **Non-Refundable Application Fee**

   Applicants are required to pay the application fee through either online or offline mode.

   - **Online Payment Options**
     - Internet Banking/Debit Card
     - Net banking
   - **Offline Payment Options**
     - Challan

5. **Submission of Application Fee**

   The process followed for each case is shown below:

   (a) If candidate desires to pay application fee immediately, he/she may do so through any SBI branch by visiting their nearest SBI Branch.

   (b) The process followed for each case is shown below:

   - **Online Payment Option**
     - Payment can be made online using Internet Banking/Debit Card or 'Offline' by visiting nearest SBI Branch.

   - **Offline Payment Option**
     - Payment can be made offline by visiting nearest SBI Branch.

The last date for submission of online application fee is 01.08.2017

6. **Application Form Fee**

   The application form fee is non-refundable and shall not be refunded under any circumstances.
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 लिंक “भुगतान करें” लिंक पर जाकर विज्ञापन की अंतिम तारीख के पूर्व भुगतान कर सकता है। अभ्यर्थी को अपनी पंजीकरण संख्या, जन्मतिथि 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.

(3) अभ्यर्थी को ‘भुगतान करें’ बटन पर क्लिक करने पर स्टेट बैंक बहुविकल्प भुगतान प्रणाली (एम.पी.ओ.एस.) पृष्ठ पर पुनःनिर्दिष्ट 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

6. पूर्व-मुद्रित एस.बी.आई. चलान (अभ्यर्थी चलान डाउनलोड कर मुद्रित करने के बाद चलान के जारी होने के 3 दिनों के भीतर अथवा भुगतान हेतु अंतिम दिन, जो भी पहले हो, से पूर्व एस.बी.आई. की किसी भी शाखा में आवेदन शुल्क का नकद भुगतान कर सकता है। यदि चलान जारी होने के दिन को मात्र अगले तीन दिनों के लिए वैध होगा। यदि 3 दिनों के भीतर भुगतान नहीं किया गया तो ऐसे चलान जो कि निर्धारित समय-सीमा से अधिक के हैं, को असफल माना जाएगा। तथापि, यदि आवश्यक हो तो अभ्यर्थी नया चलान दुबरा जारी कर सकता है अथवा वैलिडिटी रूप से ऑनलाइन भुगतान 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, इससे दूरी लिया जाने वाला आवेदन शुल्क सभी भुगतान मोड़ों के लिए सामान है, परंतु बैंक के प्रभार तथा कर अन्तर-अलग हो सकते हैं। अतः, यह आवश्यक है कि अभ्यर्थी दिए गए अनुदेशों का सावधानी पूर्वक अनुपालन करें। नेट बैंकिंग तथा डेबिट कार्ड दौरा भुगतान के मामले में, अभ्यर्थी दौरा सफलतापूर्वक भुगतान करने पर उसे इसी वेब पोर्टल पर पुनःनिर्दिष्ट किया जाएगा तथा लेन-देन के ब्योरे दर्शाने वाला पृष्ठ प्रदर्शित
Though application fee charged by ISRO is same across the payment modes the bank charges and taxes may vary. Therefore candidates are required to carefully follow the instructions shown. In case of Net banking and debit cards payments, the candidate on successful payment will be redirected to ISRO web portal and shown a page displaying transaction details.

(ii) During entire payment processing do not click REFRESH or BACK button, else session will be aborted.

(iii) Please follow the instructions of the banks/payment gateways with respect to the mode of payment (net banking, debit cards, across SBI counters).

(iv) Candidates can check Payment status and Print Receipt by visiting “Payment Status” link available in advertisement page. No other mode of payment will be acceptable. For any technical issues with online payment candidates may send an email to icrb@isro.gov.in

7. सभी महिला अभ्यर्थी, अनुसूचित जाति) अनु.जा(.; अनुसूचित जन जाति) अनु.जन.जा(.; भूतपूर्व सैनिक) भू.से (तथा दिव्यांग अभ्यर्थीयों को आवेदन शुल्क के भुगतान से छूट प्राप्त है। फिर भी, आवेदन के ऑनलाइन पंजीकरण के बाद, इस्तीफे प्राप्त प्राप्त करने के लिए कॉड अंकित किया जाता है, जिसमें अभ्यर्थी का नाम, पंजीकरण संख्या, जमा जमा जमा कोड अंकित हो, जिसे भविष्य में संदर्भ हेतु रखा गया। 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 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 number for future reference.

8. (i) 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. 

(ii) 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.

9. 07.08.2017 तक प्राप्त भारतीय अभ्यर्थी, अनुसूचित जाति, अनुसूचित जन जाति, अनु.जा, अनु.जन.जा आवेदन शुल्क के भुगतान हेतु अंतिम तारीख के अंदर “आवेदनशुल्क”, फ्रेम रहता है, उस पर ही विचार किया जाएगा।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.

कोई भी अभ्यर्थी भेजना अवश्यक नहीं है, परंतु, आवश्यकता पडने पर सभी संबंधित दस्तावेजों को प्रस्तुत करना होगा। तथापि, जो अभ्यर्थी पहले से ही
10. **Selection Process**: The candidate who secures minimum marks in the written test will be shortlisted for skill test, subject to number of vacancies notified. In case, sufficient number of SC/ST candidates are not available, relaxation will be extended to candidates belonging to OBC/PWD/Ex-servicemen category, to make good the shortfalls. 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 first week of October 2017. Based on the performance in the written test, candidates will be shortlisted for skill test, depending on the number of vacancies notified, the schedule and venue of which will be notified. 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’. Skill Test will be purely go-go basis and marks obtained in the skill test shall not be considered for selection. The Skill Test shall be evaluated on 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.

11. **Pay and Allowances**: The qualification prescribed is the MINIMUM requirement and 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. The written test will be conducted on 15.10.2017 [Sunday] at Nine venues viz., Ahmedabad, Bengaluru, Chennai, Dehradun, 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 first week of October 2017. Based on the performance in the written test, candidates will be shortlisted for skill test, depending on the number of vacancies notified, the schedule and venue of which will be notified. 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’. Skill Test will be purely go-go basis and marks obtained in the skill test shall not be considered for selection. The Skill Test shall be evaluated on 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.
Employees will be appointed as ‘Assistant’/ ‘Upper Division Clerk’ in Level 4 of Pay Matrix and will be paid minimum basic pay of ₹25,500/- p.m. 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 National Pension System. On employment in ISRO, those who are not availing Departmental Housing and Transport facility, respectively. 

12. **Other Conditions/ Instructions:**

- **Step 3:** Candidates may apply for the post against any of the posts mentioned in the drop-down menu (Step 3) of the Application form.
- **Step 4:** In addition, the candidate also has to clearly mention his/her graduation course name. For ex- BA (Honors) in case of Bachelors in Arts (Honors), BSc. for Bachelors in Science etc.
- **Step 5:** ISRO is not responsible for any incomplete/pending/failed transactions of application fee payments.
- **Step 6:** ISRO is not responsible for multiple payments for a single post by the candidates.
- **Step 7:** 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.
- **Step 8:** The posts are temporary, but likely to continue.
- **Step 9:** The candidates 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.
- **Step 10:** For details of ISRO Centres/Units and Autonomous institutions under Department of Space, please visit [http://www.isro.gov.in/isro_centres.html](http://www.isro.gov.in/isro_centres.html)
- **Step 11:** 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 are, therefore, urged to carefully read the advertisement and complete the application form as well as in the application form.
- Kishore Pareeksha henhoe, bulaae gae abhyasikhe ko likhiit pareeksha/koshal pareeksha ke samay online advertisement me Duchess gae vyavhivyakti ke satyapalke ke liye sambihendh prabhupatraan patrakar karone honge. / 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 Written Test/Skill Test.
- Yadi onnajwe de ghe koord yechna galat ya jhooti pahit ghe to abhyasikhe ko koshal pareeksha me shameit hione ke anumati nahi de jaanegi aur wase yatra bhate kaa bhugtan nahi kiyaa jaanegay. 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.
- Likhiti pareeksha ke liye koord yatra bhutta nahi diia jaanegay /No TA will be paid for attending the Written Test.
- Issro ke pas, yadi chahe to, koord bhii pad ya sambe pad n bhare ke adverskar surakshita hai / ISRO reserves the right not to fill up all or any of the posts, if it so desires.
- Kevl bharatviy nagraik aawadhan karay / Only Indian nationals need apply.
- Kisi bhii yatanitar ke baimale me abhyasikhe issro vebasait me vijapan ke prati dii gae bhubhth puchh jaanee wale praan ke dekh sakhatay hain ya icrb@isro.gov.in ko emel bhej sakhatay hain. Kisi bhii abhy antraim patakar par vibhar nahine kiyaa jaanegay. / 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. No other interim correspondence will be entertained.
- Sarvkar karay dhon me liing santulan ko banae rahe ke liye prayasratau hai aur isliye mahila abhyasikhe ko aawadhan karone ke liye preeti karthe hai. Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

13. Abhyasikhe ko yeh sunitikhit karana hoga ki waha aawadhan patra ke saath-saath hain vijapan me dii gae anudesho ke paalan karate hue aavashyakataon aur yogyatana mainandho ko pura karata hai. At: Abhyasikhe se anuroop hai ki vijapan ko thik se paade aur aawadhan-patra bhare the saabandh me dii gae anudesho ke anusar aawadhan prastut kare. 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 complete the application form and submit the same as per instructions given in this regard.

14. Likhiti Pareeksha ke bad ke teeh karay divas ke andar uttar kunnjhe ko issro vebasait me prakashit kiyaa jaanegay. Abhyasikhe apni aapahitya vaatig chaithya ke saath, yadi koord hain, vebasait par uttar kunnjhe ke prakashit hion ke paarch karay divas ke andar yeh wase pahle, keval issro vebasait me (likhiti pareeksha ke bad) prakashit likh duraar hain bhejne. Usske bad praan aapahitya ke leh mitti aur madaam durara bhejne gae aapahitya ke leh mitti ke leh mitti me vibhaar nahine kiyaa jaanegay. 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 5 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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