RECRUITMENT FOR THE POST OF ASSISTANT SECTION OFFICER (ASO) IN CSIR FROM THE NON RECOMMENDED CANDIDATES OF UPSC's CIVIL SERVICES EXAMINATION 2024

Advertisement No. E-I/RC/2026/2

Access link	**RECRUITMENT FOR THE POST OF ASSISTANT SECTION OFFICER (ASO) FROM THE NON-RECOMMENDED CANDIDATES OF UPSC's CIVIL SERVICES EXAMINATION-2024" on https://recruitment.csir.res.in or https://www.csir.res.in/**
Start Date for Registration for Online Application	**23.06.2026 (10:00 AM)**
Last Date for Registration & Submission of Online application	**13.07.2026 (05:00 PM)**
Last date for Online Payment of Application Fee	**13.07.2026 (05:00 PM)**
Help Desk:	**ra.helpdesk@csir.res.in**

1. About CSIR: Council of Scientific & Industrial Research (CSIR) established in 1942, is an Autonomous body under the aegis of Department of Scientific & Industrial Research (DSIR), Ministry of Science & Technology, Government of India. It is Nation's premier R&D Organization and has a dynamic network of 37 National Laboratories with a Pan-India presence across the country. CSIR in pursuit of its mandate to develop and nurture S&T manpower in the country, envisages a transformed work culture with young and dynamic knowledge workforce that would facilitate and support multifarious initiatives that have been taken up in CSIR. For more details about CSIR, kindly refer to website **https://www.csir.res.in**

2. DETAILS OF VACANCIES: CSIR invites online applications **from the non-recommended candidates of Civil Services Examination-2024 (CSE-2024) conducted by Union Public Service Commission** for the following categories of posts: -

Sr. No.	Name of the Post	Post Code	Classification and Pay Level / Pay Matrix	Category-wise Break-up of Vacancy					
				UR	SC	ST	OBC (NCL)	EWS	Total
1.	Assistant Section Officer (General)	ASO	Group B (Non-Gazetted) Pay Level – 7, Cell – 1 (Rs. 44,900 –Rs. 1,42,400)	23	09	04	17	08	61
2.	Assistant Section Officer (Finance & Accounts)			07	02	02[$]	06[*]	01	18
3.	Assistant Section Officer (Stores & Purchase)			08	02	02	06	03	21
Total			**100**	**38**	**13**	**08**	**29**	**12**	**100[#]**

UR: Unreserved, SC: Scheduled Castes, ST: Scheduled Tribes, OBC(NCL): Other Backward Classes (Non-Creamy Layer), EWS: Economically Weaker Sections

$ Out of the 02 vacancies of Assistant Section Officer (Finance & Accounts) under ST category, 01 vacancy is Backlog Vacancy.

***** Out of the 06 vacancies of Assistant Section Officer (Finance & Accounts) under OBC category, 02 vacancies are Backlog Vacancies.

Out of the above mentioned 100 vacancies, 07 (including 02 backlog) posts are reserved for Persons with Benchmark Disability suffering from not less than 40% of relevant disability, on production of required documentary evidence from Competent Authority, with following break up of vacancies: -

i. Blindness and low vision	02 posts (including 01 backlog)
ii. Deaf and Hard of hearing	01 post

iii. Locomotive disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	02 posts (including 01 backlog)
iv. Autism, intellectual disability, specific learning disability and mental illness	02 posts
v. Multiple disabilities from amongst persons under clause (i) to (iv) including deaf-blindness	

Suitability of posts for PwBD:

The above posts have been declared suitable for the following disabilities by Govt of India:
[(B, LV), (D, HH), (OA, BA, OL, OAL, BL, BLOA, CP, LC, Dw, AAV, MDy), (SLD, MI), (MD involving previously mentioned disabilities] have been found suitable for the post of ASOs in terms of Ministry of Social Justice and Empowerment Office Memorandum dated 07.09.2022, a separate sub category i.e. **Spinal Deformity (SD) and Spinal Injury (SI) without any associated neurological/limb dysfunction** has been incorporated under Locomotor Disability in addition to OA, OL, BA, BL, OAL, BLOA and BLA. Thus, all the posts identified in the list stand identified suitable for persons with **SD/SI without neurological/limb dysfunction**. Persons with SD/SI with associated limb dysfunction shall be covered under the respective sub category such as OA, OL, BA, BL, OAL, BLOA and BLA, as the case may be. For example, if a post is identified suitable for OA and OL, the post is also to be suitable for persons with SD/SI with associated limb dysfunction of OL/OA.(**Category abbreviation used:** B= Blind, LV= Low Vision, D= Deaf, HH= Hard of Hearing, OA=One Arm, OL= One Leg, BA= Both Arms, BL= Both Leg, OAL= One Arm and One Leg, BLOA= Both leg & one arm, BLA= Both Legs& Arms, CP= Cerebral Palsy, LC= Leprosy Cured, Dw= Dwarfism, AAV= Acid Attack Victims, MDy=Muscular Dystrophy, ASD= Autism Spectrum Disorder (M=Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD= Multiple Disabilities.)

Functional requirement for the above posts, is (S-sitting, BN- bending, MF-Manipulation with fingers, RW-reading & writing, SE-seeing, C-communication, ST-standing, W-walking, H-hearing).

Note: PwBD candidates to take note that the disability conditions falling under the category "likely to improve" under temporary disability category, are not eligible for reservation. Further the disability conditions falling under the category "progressive", "non-progressive" and "not likely to improve" are to be treated eligible for age relaxation in terms of DEPwD, Government of India OM No.18-25/2024-Policy Dated 17.12.2025.

3. ELIGIBILITY CRITERIA:

Only those Candidates who are possessing a University degree and **who are non-recommended candidates of** Civil Services Examination 2024 (CSE-2024) conducted by the Union Public Service Commission, **as per list/details available on UPSC Pratibha Setu Portal;** are only eligible to apply for the above advertised posts. **Candidates who do not fulfill these eligibility conditions, need not apply against this advertisement.**

4. AGE LIMIT: Not exceeding 33 years (as on the closing date of online application).

Age relaxation to the following categories is allowed in upper age limit are, as under: -

Sr. No.	Category	Age Relaxation permissible beyond upper age limit
1.	Scheduled Caste/Scheduled Tribe (SC/ST)	5 Years
2.	Other Backward Classes OBC (NCL)	3 Years
3.	PwBD (Unreserved)	10 Years
4.	PwBD (SC/ST)	15 Years
5.	PwBD (OBC)	13 Years
6.	Ex-Servicemen	3 years after deduction of the actual military service rendered from the actual age as on the closing date.
7.	CSIR Departmental candidates	5 years.
8.	Any other category	No age relaxation

5. APPLICATION FEE:

Unreserved (UR), OBC (NCL) and EWS Categories	Rs.500.00
Women/SC/ST/PwBD/Ex-Servicemen	NIL

6. SELECTION PROCESS:

Applications received in response to the advertisement shall be screened to shortlist the candidates to be called for Computer Proficiency Test (CPT) minimum in the ratio 1:5 (i.e. 5 times of total vacancies of ASO in each category, subject to minimum five), tentatively. The shortlisting will be made on the basis of total marks (i.e. Mains plus Personality Test) obtained by the candidate in UPSC's CSE-2024 (as mentioned in their Mark Sheet). The shortlisted candidates will be required to appear in CPT. Qualifying in the CPT is mandatory for further consideration. *Final selection will be made on the basis of total marks (i.e. Mains plus Personality Test) obtained in the UPSC's CSE-2024 subject to qualifying/securing minimum threshold marks in the Computer Proficiency Test (CPT), to be conducted by CSIR.*

7. COMPUTER PROFICIENCY TEST:

The Computer Proficiency Test (CPT) will carry 100 marks and of 01 hour duration. It will be only Qualifying in nature. The CPT will judge proficiency in Word Processing, Spread Sheet, and Generation of Slides etc. Exercises will include typing of a passage and/or other word processing exercises; preparation of Spreadsheet, preparation of Power Point Presentation and related exercises which are required in the normal day to day functioning of an Office. The candidates will be required to qualify in the CPT by securing the following category-wise minimum threshold marks:-

Minimum Threshold Marks for Computer Proficiency Test (Out of 100)		
Category	**Minimum Threshold %**	**Minimum Threshold Marks**
UR	40%	40
EWS	37%	37
OBC	37%	37
SC	35%	35
ST	35%	35
All PwBD Categories	30%	30

For PwBD candidates, Govt. of India/Staff Selection Commission (SSC) rules on CPT shall be followed.

8. CITY FOR CONDUCT OF CPT:

The Computer Proficiency Test (CPT) will be held in DELHI, tentatively. However, CSIR reserves the right to conduct the CPT in more than one City or Outside DELHI also. The Date of conduct of CPT shall be intimated to the shortlisted candidates in due course.

9. CADRE ALLOCATION:

A Single Merit List will be prepared. Allocation of Cadre i.e. General, Finance & Accounts and Store & Purchase will be decided by CSIR considering merit and choice furnished by the candidates in their online application form. The Cadre once allotted, will be final and unchangeable.

10. METHODOLOGY OF RESOLUTION OF TIE CASES: In the event of tie in scores of candidates, merit will be decided by applying the following criteria, in the order of precedence given below till tie is resolved:

i. Candidate with higher marks in Mains Examination of CSE-2024 placed higher.
ii. Date of Birth, with older candidates placed higher,
iii. Candidates acquiring Essential Degree earlier placed higher,
iv. Alphabetical order in which first names of the candidates appear.

11. HOW TO APPLY (Instructions):

Before proceeding to the online application, kindly go through the following instructions:

Candidates have to apply online only through the official website of CSIR HQRS i.e. https://www.csir.res.in or https://recruitment.csir.res.in from **23.06.2026 (Tuesday) at 10:00 AM to 13.07.2026 (Monday) till 05:00 PM** on the Browser (Preferably Google Chrome).

No other means/mode of application will be accepted.

(A) Pre-Requisites for applying online:

Candidates should have a valid E-mail id which should be kept active till the final selection. This is essential for him/her in getting communication advice, etc. by E-mail. Candidates are also advised to keep checking their spam/junk mail box, in addition to inbox folder. No change in E-mail id will be entertained during the entire process of the recruitment.

The candidate is required to keep details about bio-data/necessary details ready to enable him/her to fill up the application form correctly and to make online payment of application fee through SBI Collect, if applicable. The name of the candidate or his/her father/mother/husband etc., should be spelt correctly in the application as it appears in the certificates/mark sheets.

Scan your Photograph, Signature, proof of date of birth, qualifying educational certificates (10th onwards), present/last employment certificate, caste/community certificate (if applicable), disability certificate (if applicable) and any other supporting documents.

(B) Guidelines for Scanning & Uploading the Photograph & Signature and Certificates/Documents:

Before applying online, a candidate must possess a scanned image of his/her photograph, signature and other required certificates as per the specifications given below:

(I) Photograph Image:

- Upload jpg file only, sized less than 50 kb (200 pixels in height and 150 pixels in width).
- Photograph must be a recent passport size colour picture, against a light-coloured (preferably white) background.
- Look straight at the camera with a relaxed face.
- If you have to use flash, ensure there is no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious head wear is allowed but it must not cover your face.

(II) Signature Image:

- Upload jpg file only, sized less than 50 kb (50 pixels in height and 150 pixels in width).
- The applicant has to sign on white paper in Black ink.
- The signature must be signed only by the applicant and not by any other person.
- The Applicant's signature obtained on the attendance sheet at the time of Document verification should match with the uploaded signature. In case of mismatch, the candidate may be disqualified.
  Note: In case of trouble in uploading photo/signature, the candidate can make use of the crop & upload option by Clicking on Help me Upload & Resize tab in the online application.

(III) Certificates/ Documents: (File Type: PDF & Max Size: 1 MB each)

- Scanned Copy for the proof of date of birth: Upload pdf file only, sized less than 1 MB.
- Scanned Copy of educational qualifications (10th onwards): Upload certificate for each qualification as a separate pdf file of less than 1 MB. Upload the passing certificate and mark sheet(S) in a single merged pdf file.
- Scanned Copy of CSE-2024 Mark sheets (both Preliminary Test and Mains + Personality Test). Upload both the mark sheets in a single pdf of less than 1 MB.
- Scanned Copy of experience certificate: Upload certificate for experience claimed in the application as a separate pdf of less than 1 MB.

- Scanned Copy of caste/community & Disability certificate (as prescribed by Government of India for recruitment under Central Government), if applicable: Upload pdf file only, sized less than 1 MB.
- Scanned Copy of Any other supporting documents: Upload pdf file only, sized less than 1 MB.
- Candidate is advised to upload all the Scanned Copies of documents as mentioned in the advertisement

Please Note: Candidates are advised to check that uploaded photograph is clearly visible / identifiable and that all documents have been successfully uploaded and are legible.

(C) Procedure for applying Online:

Candidates satisfying the conditions of eligibility are first required to visit CSIR website https://www.csir.res.in or https://recruitment.csir.res.in to apply for the positions.

The first step is "Registration". Click Apply online and proceed for registration with your UPSC Roll Number, email address and mobile number. On successful registration you will get a User ID and password to your registered email and mobile number. Candidates are advised to carefully note the allotted User ID and password (advised to change password). You may log in any time before the closing date of the advertisement to complete the online application form using User ID and password. Click on "Forgot Password" and follow the steps to retrieve lost User ID & Password.

When login to the portal for the first time with the username and password received on the email, candidates need to complete their profile page (Basic details such as Gender, Date of Birth, Marital Status, Category, Person with benchmark disability (PwBD) status and Type & nature of disability, if applicable, Ex-Serviceman status and period of service, if applicable, Govt. Employee and CSIR Employee status etc. Candidates will be able to re-check the entered details in the next page. **Once the profile is verified and locked, these details cannot be modified. Hence, candidates are advised to carefully fill-in and lock their profile.**

The Online Application Form has 6 tabs

- ✓ Apply
- ✓ Personal Details
- ✓ Education
- ✓ Experience
- ✓ Additional details
- ✓ Uploads
- ✓ Preview & Submit

- Candidates should fill the correct information and they will solely be responsible for any typographical or other errors in data feeding. Later no request may be entertained for correction.
- Candidates can Login any number of times and fill information in the above mentioned pages. He/she need to save/ update the contents to preserve the filled information.
- After filling information in all the pages and uploading the documents, candidate can preview and verify the entire application form before finally clicking Submit button.
- Please note that application form details can't be changed or edited after the final submission. Please ensure that all the details are checked before clicking the OK button.
- Upon successful submission of Online Application Form, an "Application No." is generated. Candidates who are exempted from payment of application fee can print their application directly and others are requested to make payment through SBI COLLECT by clicking SBI COLLECT hyperlink. They will be directed to SBI payment gateway.
- Select option "I have read and accepted the terms and conditions stated above" and click on "Proceed" button.
- Select payment category and fill in the details carefully before proceeding.
- Enter the Application No., Name, Post, Email Id and Mobile No. etc. correctly in the mandatory menu for future enquiry of payment history and proceed.
- Confirm the details entered in the confirmation page and continue.

- Select payment options (viz. UPI, Debit Card, Net banking, etc.) from MOPS page to make payment.

Note: Once payment is done, download e-Receipt at SBI Collect site using DU Reference No or DOB and Mobile No. combination.

After payment is made, candidates need to fill-in the payment details and upload e-Receipt in the online application before the last Date for Submission of Online application (i.e.13.07.2026 till 05:00 PM) for successful submission of the application and generating print-out of the Form.

The Physical / Hard Copy (Print-out) of Online Application form along with the enclosures as mentioned in the detailed advertisement shall be produced as and when required by the office. Candidates shall be solely responsible for filling up the online applications correctly. In case of invalid applications due to errors committed by the applicant no claims for refund of cost of application fee so collected shall be entertained.

To avoid last minute rush, candidates are advised to apply online at the earliest. CSIR HQRS does not bear any responsibility for the candidates not being able to submit their applications within the prescribed last day of application on account of the aforesaid reasons or any other reason whatsoever.

12. Document Verification:

Candidates shortlisted for the post of Assistant Section Officer will be required to go through Document Verification process. They will be required to bring Original documents uploaded at the time of submitting online application in support of age, eligibility conditions, category, employment status etc. along with self-attested copy of their online application form and a set of self-attested uploaded documents. **The candidates are hereby cautioned to go through the eligibility requirements for the advertised post and satisfy themselves that they are eligible for the post(s). After scrutiny of the certificates/documents of EQs/ caste/ relaxation etc., if any claim made in the application is not substantiated by valid certificates/documents, the candidature of such candidates will be cancelled.**

13. Benefits under Council Service:

a. The posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. at Central Government rates as applicable to the employees of Council at the place of posting. Council employees are also eligible for accommodation of entitled type as per CSIR Residence Allotment rules depending upon availability in which case HRA will not be admissible.
b. In addition to the emoluments indicated against each category of posts, benefits such as reimbursement of Medical expenses, Leave Travel Concession, House Building Advance etc. are available as applicable to Council employees.
c. The posts will be governed by the New Pension System applicable w.e.f. 01.01.2004 as notified by the Government of India and adopted by CSIR vide their letter number 17/68/2001-E.II, dated 23.12.2003 and other instructions issued on the subject. However, persons selected from other Government Departments/ Autonomous Bodies/ Public Sector Undertakings/ Central Universities having Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e. CCS (Pension) Rules, 2021, as per rules.

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14. General Conditions and information:

a. The applicant must be a citizen of India.
b. All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the posts as on the last date of receipt of online applications. No enquiry asking for advice as to eligibility will be entertained. The prescribed educational qualifications should have been obtained

from a University/ Institution/ Board recognised by Govt. of India/ approved by Govt. Regulatory Bodies and the final result should have been declared on or before the last date of receipt of online application. The date of declaration of the result/issuance of the marks sheet shall be deemed the date of acquiring the qualification.

c. Mere fulfillment of eligibility criteria will not entitle candidates to be called for CPT/Document Verification. The decision of CSIR regarding eligibility criteria, acceptance or rejection of applications, mode of selection etc. shall be final and binding. No correspondence will be entertained from the candidates found ineligible or not called for Document Verification.

d. Applicants working in Government Departments shall be required to produce a 'No Objection Certificate' from their employer at the time of document verification, failing which their candidature will NOT be considered. The date of such document verification will be intimated in due course. However, such candidates should intimate their employer about their application against the advertisement. Other documents such as an undertaking to resign upon selection, acknowledgement of NOC application/resignation letter, or experience certificate may not be accepted in place of the NOC.

e. In respect of equivalent clause in Essential qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order / letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Application is liable to be rejected.

f. If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested is to be submitted.

g. In case of Universities/Institutes awarding CGPA/SGPA/OGPA grades etc. Candidates are requested to convert the same into percentage based on the formula as per their University/Institute.

h. Persons with Benchmarks Disabilities (PwBD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.

i. The number of vacancies indicated against each Vacancy is provisional and may vary either way at the time of selection. This advertisement does not necessarily tantamount to the selection being actually made.

j. Incomplete applications and lack of required certificates / documents are liable to be rejected. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post(s).

k. This is for information that, if any declaration given or information furnished by any candidate proves to be false or if he/she is found to have willfully suppressed any material information, his/her candidature may be cancelled at any stage and/or he/she will be liable to removal from service after joining at any stage, and such other action as may be deemed necessary may be taken by the Competent Authority.

l. The date for determining the upper age limit and qualification shall be the date prescribed for closing date of online application.

m. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for submission of application, to avoid the possibility of disconnection/inability/failure to log on the CSIR website on account of heavy load on internet/website jam.

n. The officers recruited shall be placed on probation for a period for two years from the date of joining, which may be extended or curtailed at the discretion of the Appointing Authority. During probation, the candidate may be required to undergo such training, performance review and pass such tests as CSIR may prescribe from time to time.

o. CSIR has its headquarters at Anusandhan Bhawan, New Delhi with pan India presence through a network of 37 national laboratories. Officers holding post under CSIR shall be liable to serve anywhere in India and transferred to any of the laboratories or Institute of CSIR or its Unit or Extension Centre or CSIR Hqrs.

p. Candidates are advised to fill in their preference of posting, if selected. The preference will be without prejudice to the choice and it cannot be claimed as a matter of right. However, preference will be considered subject to administrative requirements.

q. **Canvassing in any form and/or bringing any influence political of otherwise will be treated as a disqualification for the post.**

r. The decision of the CSIR in all matters relating to eligibility, acceptance or rejection of applications and mode of selection will be final and binding on the candidates.

s. CSIR reserves the right to modify, alter, restrict, enlarge or cancel the recruitment process, if necessary, without issuing any further notice or assigning any reason whatsoever. The decision of CSIR shall be final and binding and no appeal will be entertained in this regard.

t. Matters related to previous service bond, salary, leave salary, and pension contribution from any candidates' previous employment in Central/State Government, PSU/Autonomous bodies, will be dealt as per rules.

u. The court of jurisdiction for any dispute will be at Delhi only.

v. In case of any dispute, English version of the advertisement will be treated as valid.

15. INSTRUCTIONS TO CANDIDATES:

a. Candidates are advised to read the advertisement thoroughly and ensure themselves that they meet the eligibility criteria for applying for the advertised post.

b. Candidates are required to fill the online form and make payment of Application Fee properly complying with the instructions as mentioned under **"How to Apply"** above. They are advised to keep a hard copy of application, after final submission.

c. It is to be noted that no change after final submission of the application, will be accepted.

d. Candidates are advised to keep their E-mail address and Mobile No. (as mentioned in Application Form) functional till completion of the recruitment process.

e. Further, all the subsequent information / notification / corrigendum / addendum regarding this recruitment drive will be hosted on the CSIR website only. Hence, applicants are requested to follow the CSIR website i.e. https://www.csir.res.in for updates.

f. In case of difficulty in filling of Online form and Online fee payment, The helpline e-mail: ra.helpdesk@csir.res.in may be used for necessary help/guidance.

g. The candidates belonging to PwBDs can contact Grievance Redressal Officer on helpline no. 011-23470301 for any grievance.

16. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS:

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of CPT or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

i. using unfair means or
ii. impersonating or procuring impersonation by any person or
iii. misbehaving during CPT or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the CPT or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
iv. resorting to any irregular or improper means in connection with his/ her candidature or
v. obtaining support for his/ her candidature by unfair means such as Canvassing in any form and/or bringing any influence political of otherwise, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable: (a) to be disqualified for recruitment for which he/ she is a candidate (b) to be debarred either permanently or for a specified period from any recruitment conducted by the CSIR (c) for termination of service, if he/ she has already joined the Institute.

DISCLAIMER:

Instance for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and the candidate will not be allowed to appear in any of the Recruitment Process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect. Clarifications / decisions given / to be given by the CSIR, regarding process for recruitment shall be final and binding.

Deputy Secretary (RC)