



# CSIR-CENTRAL MECHANICAL ENGINEERING RESEARCH INSTITUTE



(Council of Scientific & Industrial Research)

Mahatma Gandhi Avenue, Durgapur - 713 209 (West Bengal)



विज्ञापन संख्या / **Advertisement No.02/2025**

(Date of opening of online applications: 14.02.2025)

(Last Date for Submission of online applications: 16.03.2025)

**“CSIR/Govt. of India strives to have a workforce which reflects gender balance in support staff for R&D and women candidates are encouraged to apply”**

CSIR- Central Mechanical Engineering Research Institute (CSIR-CMERI), Durgapur is a premier Institute under the Council of Scientific and Industrial Research (CSIR), involved in multidisciplinary R&D programmes of both basic and applied nature across scientific disciplines for economic, environmental and societal benefits for the people of India. As the only national laboratory dedicated to mechanical engineering, the core mission of the CSIR-CMERI is to conduct research and develop cost effective and value added technologies in mechanical engineering and allied domains. Yet another element of CSIR-CMERI's mission is to contribute significantly to national skill development initiatives for sustainable empowerment. CSIR-CMERI envisages emerging as a global R&D institute having confidence of industries and visibility to society in mechanical engineering sciences and technologies.

Applications are invited online from the citizens of India for filling up of the following **administrative posts** at CSIR-CMERI, Durgapur (West Bengal) and at its extension Centre located at Ludhiana (Punjab). The details of the posts and other particulars are given below:

Post Code	Name of the posts	No. of posts & reservation status #	Pay Level/ Pay Matrix	Essential Qualification	Upper Age Limit
250201	Junior Secretariat Assistant (Gen)	08 [SC- 02, OBC- 01, EWS- 01, UR- 04]	Pay Level-2, Cell-1 (Total emoluments approximately Rs. 36,000/- P.M.)	10+2/XII or its equivalent and proficiency in computer type speed @ 35 w.p.m. in English or @ 30 w.p.m. in Hindi and in using computer as per the prescribed norms fixed by DOPT/CSIR from time to time.	28 years (Relaxation available to SC / ST / OBC / PwBD / Ex-SM etc. as per GOI Rules)
250202	Junior Secretariat Assistant (F&A)	04 [OBC- 01, UR- 03]			
250203	Junior Secretariat Assistant (S&P)	04 [SC- 01, OBC- 01, UR- 02]			

# Out of the above mentioned 16 posts in total, 01 post is reserved for PwBD-VH and 01 post is reserved for Ex-servicemen.

**Job requirement:** Candidates are required to provide assistance to the works of General Administration/ Stores & Purchase/ Finance & Accounts dept. besides any other official work as and when assigned by the Competent Authority.

For further information on detailed advertisement, Terms & Conditions, other required information, and submitting the application online & subsequent addendum/corrigendum etc, the interested eligible candidates may log on to the Institute website: [www.cmeri.res.in](http://www.cmeri.res.in) → **career** → **vacancies** → **Advt. No. 02/2025**.

**Controller of Administration**