

Advertisement No. ISRO HQ: ICRB: 02:2018 dated 10.04.2018



Department of Space, Government of India  
**INDIAN SPACE RESEARCH ORGANISATION [ISRO]**  
**ISRO CENTRALISED RECRUITMENT BOARD [ICRB]**  
**RECRUITMENT OF JUNIOR PERSONAL ASSISTANTS & STENOGRAPHERS**

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:

Zone of Posting	Reservation status					Vacancies reserved for Persons with Benchmark Disabilities (PWBD)			Vacancies reserved for Ex-Servicemen
	UR	OBC	SC	ST	TOTAL	Blindness / Low Vision	Deaf / Hard of hearing	Locomotor Disability / Cerebral Palsy	
<b>ISRO Centres/Units</b>	<b>POST NO. 1 – JUNIOR PERSONAL ASSISTANTS</b>								
Ahmedabad	12	02	01	04	19	01	-	01	01
Bangalore	34	14	10	03	61	-	01	01	05
Hyderabad	10	03	02	01	16	-	-	-	02
New Delhi	01	-	-	-	01	-	-	-	-
Sriharikota	15	05	03	02	25	-	-	01	03
Thiruvananthapuram	28	11	05	-	44	01	01	03	-
	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.								
<b>Total</b>	<b>100</b>	<b>35</b>	<b>21</b>	<b>10</b>	<b>166</b>	<b>02</b>	<b>02</b>	<b>06</b>	<b>11</b>
<b>Department of Space</b>	<b>POST NO. 2 – STENOGRAPHERS</b>								
Bangalore	04	01	-	-	05	-	-	-	-
UR-Unreserved; OBC-Other Backward Classes; SC-Scheduled Caste; ST-Scheduled Tribe									
<b>Eligibility :</b>	Graduation in Arts/Commerce/ Management/ Science/ Computer Applications with First Class, as declared by the University. <b>OR</b> Diploma in Commercial/Secretarial Practice with First Class with one year experience as Steno-Typist/Stenographer <b>AND</b> A minimum speed of 80 w.p.m in English Stenography <b>With</b> Knowledge in the use of Computers.								
<b>Age Limit :</b>	18 - 26 years as on 02.05.2018 (31 years in case of SC/ST candidates and 29 years for OBC candidates). Ex-Servicemen; Persons with Disabilities; Widows; Divorced women and women judicially separated from their husbands and who are not remarried; Meritorious Sportspersons are eligible for age relaxation as per Govt. of India orders.								

2. **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 web-site at [www.isro.gov.in](http://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 in the ISRO website against the advertisement. Applications will be received on-line only. Scanned copies of latest passport sized Photograph and Signature of the candidates in the prescribed file size is required to be uploaded in the application. On successful submission of online application, candidates have to make payment of application fee (Procedure, Terms and conditions of payment are available in detailed advertisement published in ISRO website).

3. **No Objection Certificate:** 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 Number to the Administrative Officer [RMT], Antariksh Bhavan, ISRO Headquarters, New BEL Road, Bengaluru- 560094 within 14 days of filing the applications on-line by the candidates and in any case not later than 14.05.2018

4. **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/Credit Card or 'Offline' by mode of challan by visiting nearest SBI Branch. The last date for fee payment i.e. 02.05.2018. 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.

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5. **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.**

6. **Documents to be sent to ADMINISTRATIVE OFFICER (RMT), ANTARIKSH BHAVAN, ISRO HEADQUARTERS, NEW BEL ROAD, BENGALURU -560094 by 14.05.2018.** 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.

7. **Selection Process:** 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 **September 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 of announcement of results of 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.

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