



Department of Space, Government of India
INDIAN SPACE RESEARCH ORGANISATION [ISRO]
ISRO CENTRALISED RECRUITMENT BOARD [ICRB]

**RECRUITMENT OF ADMINISTRATIVE OFFICER, ACCOUNTS OFFICER AND
PURCHASE & STORES OFFICER**

Indian Space Research Organization/Department of Space Centres/Units are engaged in Research and Development activities in development of Space Application, Space Science and Technology for the benefit of society at large and for serving the nation by achieving self-reliance and developing capacity to design and build Launch Vehicles and Communication/Remote Sensing Satellites and thereafter launch them.

2. Online applications are invited from meritorious candidates for the following vacancies in Level 10 of Pay Matrix at constituent ISRO Centres (Group 'A' Gazetted posts) and in Autonomous Body (Semi-Conductor Laboratory, Chandigarh - Group 'A' Non-Gazetted posts), as detailed below:

I. Vacancies in ISRO Centres/ Units			
Post No.	Name of Post	Number of vacancies	Reservation Details
Post No. 1	Administrative Officer	04	2 – UR; 2 – OBC
Post No. 2	Accounts Officer	04	3 – UR; 1 – OBC (Out of above one(01) post is identified for PWBD-VH/Low Vision)
Post No. 3	Purchase & Stores Officer	09	5 – UR; 1 – OBC; 3 – ST (Out of the above one (01) post each is identified for PWBD-HH and PWBD-OH)
II. Vacancies in Autonomous Body under Dept of Space			
Post No.	Name of Post	Number of vacancies	Reservation Details
Post No. 4	Administrative Officer	02	2 – UR
Post No. 5	Accounts Officer	02	2 – UR
Post No. 6	Purchase & Stores Officer	03	3 – UR (Out of the above one(01) post is identified for PWBD-Low Vision)
UR-Unreserved; OBC-Other Backward Class; PWBD – Persons with Benchmark Disabilities; VH – Visually Handicapped; HH – Hearing Handicapped; OH – Locomotor Disability/Cerebral Palsy; ST-Scheduled Tribe. 2 posts of ST in Post No: 3 are Backlog vacancies in Promotion Quota diverted to Direct Recruitment Quota due to non-availability of candidates.			

3. **Educational qualification and experience**

ADMINISTRATIVE OFFICER	ACCOUNTS OFFICER	PURCHASE & STORES OFFICER
MBA + 1 year experience in supervisory capacity OR Post Graduate + 3 years experience (1 year in supervisory capacity) OR Graduate with 5 years experience (2 years in supervisory capacity). Experience should be in the areas of Administration.	ACA/FCA or AICWA/FICWA or MBA + 1 year experience in supervisory capacity OR M.Com. + 3 years experience (1 year in supervisory capacity) OR B.Com./BBA/BBM with 5 years experience (2 years in supervisory capacity). Experience should be in the areas of Finance and Accounts/Cost Accounting.	MBA in Marketing or Materials Management + 1 year experience in supervisory capacity OR Graduate + Post Graduate Diploma in Materials Management [or any other subject relating to Purchase & Stores activity] with 3 years experience [1 year in supervisory capacity in the relevant field]. OR Post Graduate with 3 years experience [1 year in supervisory capacity in the relevant field]. OR Graduate with 5 years experience [2 years in supervisory capacity in the relevant field]. Experience should be in the areas of Purchase & Stores.
Graduation/Post Graduation (other than MBA/ACA/FCA/FICWA/AICWA/PG Diploma in Materials Management) should be in First Class with minimum of 60% marks or CGPA of 6.3 on a scale of 10.		

4. **Note** : MBA Degree should be in HR for applying for the post of Administrative Officer; Finance/Banking Public Systems Management for applying for the post of Accounts Officer; Marketing or Materials Management for applying for the post of Purchase & Stores Officer. Candidates possessing MBA Degree other than those mentioned above are not eligible to apply. Experience should have been obtained after possessing the essential educational qualification. Experience should be in the relevant fields like Administration/Accounts & Finance/Purchase & Stores activities in a Govt. office or a public body or a commercial organization of repute. Supervisory experience, wherever mentioned, should be at least in Level 6 of Pay Matrix (pre-revised Pay Band – 2 of ₹.9300-34800 with Grade Pay of ₹.4200/-). Candidates should also possess good communication skills, leadership qualities and familiarity with computers.

5. **Age Limit** : 35 years as on 21.04.2021 (38 years for OBC candidates and 40 years for ST candidates, wherever posts are reserved). Serving Govt. employees, Ex-Servicemen; Persons with Disabilities, meritorious Sportspersons are eligible for age relaxation as per Govt. of India orders.

6. **Persons with Benchmark Disabilities:**

a) **PWBD Candidates** who apply for vacancies as are reserved for PWBD have to submit Disability Certificate in the prescribed format at the time of Interview or as and when called for, clearly indicating the percentage of disability, issued by Medical Board consisting of at least three (03) members out of which one shall be a specialist in the particular field for assessing disability, duly constituted by Central or a State Government. The definition of Disabilities are as specified in the schedule of the Rights of Persons with Disabilities Act, 2016 and Rules framed there-under.

b) **DEGREE OF DISABILITY** : *Only such persons would be eligible for reservation in Services/Posts who suffer from not less than 40% of relevant disability.*

7. **How to apply:** A candidate should apply for only **ONE POST** (i.e Administrative Officer OR Accounts Officer OR Purchase & Stores Officer).

a) Candidates who intend to apply for vacancies in ISRO should apply against any **one** of Post Nos: 1 to 3. Candidates who intend to apply for vacancies in SCL should apply **separately**, against any **one** of Post Nos: 4 to 6. Candidates can accordingly, apply for consideration against vacancies of both ISRO and SCL (to any one Post - i.e Administrative Officer OR Accounts Officer OR Purchase & Stores Officer).

b) The application for on-line registration will be hosted in the ISRO website (www.isro.gov.in) between **01.04.2021 and 21.04.2021**. The candidates registered under National Career Services (NCS) portal and fulfilling the eligibility conditions may apply duly following the procedure stated.

c) Applications will be received on-line only. Upon registration, applicants will be provided with a **Registration Number**, which should be carefully preserved for future reference.

d) A valid **E-mail ID** of the applicant is to be given in the application compulsorily. Future correspondence with regard to written test, interview etc will be made only through e-mail and website. Pleas of Non-receipt of such intimation due to faulty e-mail ID etc will not be entertained.

e) The last date for submitting on-line application is 21.04.2021.

8. It is the responsibility of candidate to ensure that he/she fully meets the eligibility criteria as notified before applying, in order to avoid disappointment at later stage.

9. **No Objection Certificate:**

a) Candidates who are employed under Central/State Government, Public Sector Undertakings, Autonomous Bodies etc. should apply only under intimation to

and with the permission of the Employer concerned. All such employed candidates shall mandatorily submit '**No Objection Certificate**' from the Employer at the time of **Interview**, failing which his/her candidature will be summarily rejected.

b) Candidates who may gain employment as above, after submission of application in response to this advertisement, shall mandatorily inform the Employer concerned the full particulars of his / her applying to ICRB for selection to the Post concerned. These candidates are also required to submit NOC from the Employer concerned at the time of Interview, failing which his/her candidature will be summarily rejected.

10. **Application Fee:**

a) The Application Fee is ₹250/- (Rupees Two Hundred and Fifty only) for each application. Candidates who apply to vacancies in both ISRO and SCL should submit separate Applications alongwith separate Application Fee.

b) Candidates may make the payment 'online' using Internet Banking/Debit Card or 'offline' by visiting any SBI Branch. Candidates after 'submitting' their application may pay the application fee either immediately or any day before the last date for fee payment, which is 23.04.2021. This is not to be confused with the last date for submitting online application which is **21.04.2021**.

c) Candidates are advised to apply in advance without waiting for the last day and make online payment of fee latest by 19.04.2021 to avoid any unexpected transaction failures/issues. [Ensuring 'successful payment' from "Payment Status" link in ISRO website is mandatory. Candidates may contact their Banks and ensure successful payment of application fee. Candidates may utilise alternative modes of payment including offline payment if required. ICRB will not be responsible for transaction failures, double payments etc].

d) Candidates may check Payment status after 24 hrs of making/attempting payment and Print Receipt by visiting "Payment Status" link available in the web page. In case of pending transactions or transaction failures candidates are advised to contact their Banks and ensure successful payment of application fee.

e) Women, Scheduled Castes (SC), Scheduled Tribes (ST), Ex-serviceman [EX] and Persons with Benchmark Disabilities (PwBD) candidates are **exempted** from payment of Application Fee. However, after registration of application on-line, the candidates have to ensure receipt of system generated email regarding successful submission of application.

f) **Steps for Fee Payment :**

- (i) The candidate on 'submitting' the application, will be shown a web page displaying registration number. On the same web page, there exists a "**Make Payment**" button which the candidate may click and follow the payment process stated at (iii) below.
- (ii) If candidate desires to pay the application fee later, then payment can be made any time before closure of the advertisement by accessing the "**Make Payment**" link available in advertisement page. Candidate has to provide Registration

number, Date of Birth and later click on the “**Make Payment**” button and follow the payment process as outlined below.

- iii) 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.

Online mode:-

- i. Net Banking : State Bank of India
- ii. Net Banking : Other Banks
- iii. Debit Card: State Bank of India
- iv. Debit Card: Other Banks
- v. Credit Card: State Bank of India
- vi. Credit Card: Other Banks

Offline mode:-

Pre-printed SBI Challan Candidates should download, print and pay the application fee in cash at any SBI Branch within 3 days of generation of challan or last day stipulated for payment (23.04.2021), 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, candidate has to regenerate the challan afresh and make payments within the time-limit as stated.

Note: Though application fee charged by ISRO is same across the payment modes the bank charges and taxes may vary between individual banks / payment platforms. Please follow the instructions of the banks/payment gateways with regard to the mode of payment opted by you. During the entire payment process, do not click REFRESH or BACK button, else the session will get aborted.

11. Candidates are advised to check all the fields entered by them online before submitting their applications. **Candidates should avoid submission of multiple applications for the same post.**
11. NO DOCUMENTS (EXCEPT PHOTO AND SIGNATURE ***in JPG format***) ARE TO BE UPLOADED ALONG WITH THE APPLICATION. HOWEVER, CANDIDATES SHOULD BE READY TO SUBMIT ORIGINAL DOCUMENTS IN SUPPORT OF QUALIFICATION, AGE, CATEGORY, NOC FROM EMPLOYER ETC. **AS AND WHEN CALLED FOR.**
12. **Selection Process:**
 - a) Written test will be conducted at twelve venues viz., Ahmedabad, Bengaluru, Bhopal, Chandigarh, Chennai, Guwahati, Hyderabad, Kolkata, Lucknow, Mumbai, New Delhi and Thiruvananthapuram. However, ICRB 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 will be sent only to the registered e-mail ID of candidates.
 - b) Candidates have to secure a minimum of 40% marks in each Part of the Objective type test and also secure a minimum aggregate of 50% marks.

Additionally, candidates should secure a minimum of 50% marks in the Descriptive type test.

c) Based on performance in the written test, candidates will be shortlisted for interview generally in the ratio of 1:7 to the category-wise number of vacancies.

d) In the scheme of selection, performance in written test carries a weightage of 60% and performance in interview carries a weightage of 40%.

e) Those who secure minimum 50% marks, each in written test and interview with an aggregate minimum of 60% marks, will be considered for empanelment in the order of merit.

f) In case, sufficient numbers of OBC/ST/PWD candidates are not available for consideration for filling-up of the vacancies as are reserved for these categories, then relaxation in standards of selection will be extended to such candidates as per extant norms. There will however, be no relaxations in the qualification norms as notified.

13. **Pay & Allowances:** Selected candidates will be appointed as Officers in Level 10 of Pay Matrix and will be paid minimum basic pay of ₹56,100/- p.m. In addition, Dearness Allowance [DA], House Rent Allowance [HRA] and Transport Allowance are payable as per extant rules on the subject. They will be brought under National Pension System. Contributory Health-care facilities for self and dependent family members, subsidised canteen facility, limited quarters facility (in lieu of HRA), departmental transport facility (in lieu of transport allowance), Leave Travel Concession, Group Insurance, House Building Advance etc are admissible as per extant Rules.

14. **Other Conditions/Instructions:**

The appointees against Post Nos. 1 to 3 are liable to be posted in any of the Centres/Units of the Indian Space Research Organisation/Department of space. They are also liable to be transferred to any such Centre/Unit at any point of time on need basis. The appointees against Post Nos. 4 to 6 will be posted at SCL, Chandigarh. The number of vacancies indicated is provisional. ICRB reserves its rights to modify the vacancies at any stage before the date of examination against due notification in ISRO website. • The posts are temporary, but likely to continue • For details of ISRO Centres/Units, please visit http://www.isro.gov.in/isro_centres.html • Candidates attending the interview 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 interview (change of address and city for the purpose will not be entertained) • Candidates have to produce all original documents in proof of details furnished in their applications submitted on-line, at the time of interview • If any information furnished on-line is found to be false, the candidate will not be interviewed 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 and if the doubt still persists, send e-mail to [**icrb@isro.gov.in**](mailto:icrb@isro.gov.in).

Queries about information already available in the Advertisement/FAQs and Frivolous queries will not be replied to. Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

15. It is the absolute responsibility of the candidate to ensure that he/she fulfills the eligibility criteria as notified and has fully complied with the procedural requirements and time limits stipulated for submission of on-line application and remittance of application fee. Any deviations from the procedures notified would result in cancellation of candidature and no representation on the matter will be entertained.
16. Submission of any False Information or suppression of any Material Information will result in cancellation of candidature, apart from such other action under law, as may be taken against the candidate concerned.
17. Date of conduct of Written Test and issue of Call letters will be notified in ISRO website.
18. Answer Keys will be published on the ISRO Web-site within three working days of the date of Written Test. Candidates will have 5 days time to raise objections if any, to the answer keys with due justifications, ONLY through the link provided in the website. The objections received will be considered and Final Answer Key will be published in the website. Objections received through any other modes will not be considered under any circumstance.

Important dates to remember:-

Opening date for on-line registration	-	01.04.2021
Closing date for on-line registration	-	21.04.2021
Last date for payment of fee	-	23.04.2021

VISIT OUR WEB-SITE www.isro.gov.in FOR LATEST UPDATES ON THE STATUS OF YOUR APPLICATION