



Government of India  
Department of Space  
**VIKRAM SARABHAI SPACE CENTRE**  
Thiruvananthapuram - 695 022

**ADVERTISEMENT NO. VSSC-322 DATED 31.12.2022**

**INVITES APPLICATION FOR THE FOLLOWING POST**

POST : ASSISTANT (RAJBHASHA) [LEVEL 04 ( ₹ 25,500 - ₹ 81,100/- )]					
Post No	No. of posts	Reserved for	Essential qualifications for the post	Physical Requirements	Nature of job
1478	01	EWS-01	<p><b><u>Essential:</u></b></p> <ol style="list-style-type: none"><li>1. Graduation with a minimum of 60% marks or CGPA of 6.32 on a 10-point scale as declared by any recognised University. The candidate should have completed Graduation within the duration of the course as prescribed by the University.</li><li>2. Hindi Typewriting speed @ 25 words per minute on computer.</li><li>3. Proficiency in the use of Computers.</li></ol> <p><b><u>Desirable:</u></b> Knowledge of English Typewriting.</p>	S, ST, W, L, RW, MF, SE, C, H	Hindi Typing, Drafting of letters and notes, Organising various training programmes and functions, Maintenance of files, Record keeping, Preparation of Roster, Entry in Registers.

Abbreviations	EWS=Economically Weaker Sections, S=Sitting, ST=Standing, W=Walking, L=Lifting, RW=Reading & Writing, MF=Manipulation by Fingers, SE=Seeing, C=Communication, H=Hearing
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**Note:**

1. Persons with Benchmark Disability (PwBD) can apply to the post even though the post is not reserved for them. However, such candidates will be considered for selection to the said post by general standard of merit.
2. The above vacancy may vary depending upon the actual requirement.
3. Please note that the qualification prescribed above for the post advertised is the minimum requirement and the same does not automatically make the candidates eligible for selection.
4. The Centre reserves the right not to fill up the post, if it so decides, at any stage.

## GENERAL CONDITIONS/ INSTRUCTIONS

01. The post is temporary but likely to become permanent subject to probation.
02. **THOSE WHO POSSESS THE REQUIRED QUALIFICATION AS ON THE LAST DATE OF APPLICATION ONLY NEED APPLY.**
03. **AGE LIMIT** (as on 23.01.2023) and Pay & allowances:

SI No	Post No.	Post	Age Limit					Approximate Salary per month
			UR	OBC	SC	ST	EWS	
01	1478	Assistant (Rajbhasha)	-	-	-	-	28 years	₹ 39,270/-

Minimum age is 18 years for the post as on 23.01.2023.

Ex-Servicemen, Meritorious Sportspersons, Persons with Benchmark Disability (PwBD) & Serving Govt. Employees etc. are eligible for age relaxation as per Government of India orders.

04. For Assistant (Rajbhasha) (Post No.1478), the promotion avenue is against vacancy only.
05. The Organisation provides medical facilities (Contributory Health Service Scheme) for self and dependents, free transport facilities/transport allowance, subsidised canteen facilities, housing accommodation subject to availability, in addition to the facilities available to other Central Government Staff. The Centre has a well-maintained Central School and a well-stocked Library that provide an excellent opportunity for professional development.
06. At present the place of posting is VSSC, Thiruvananthapuram, but the selected 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.
07. The candidates applying should submit valid Income and Asset Certificate issued by the Competent Authority in the format prescribed in DOPT OM No.36039/1/2019-Estt(Res), dated 31.01.2019 as amended. In case of non-compliance of the conditions stipulated in the aforesaid OM, the claim for reserved status under EWS will not be entertained and candidature/application of such candidates will not be considered. The candidates are required to upload the Income and Asset Certificate issued by the Competent Authority at the time of submission of online application.
08. Candidates will have to produce all originals in proof of the details furnished in their applications submitted on-line as and when required.
09. 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.
10. **SELECTION PROCESS:** The selection process consists of (1) written test and (2) skill test. The written test will be of objective type of 120 minutes duration and short-listing will be done based on the written test scores and required number of candidates (*in the ratio 1:5 [maximum] with an aggregate minimum of 10 candidates*) alone shall be called for skill test. The skill test will be purely on 'go-no-go' basis and marks obtained in the skill test will not be considered for selection. Skill test comprises of Computer Literacy Test & Hindi Typing Test. Pass criteria for Computer Literacy Test is 60% marks and maximum of 5% mistakes are allowed for Hindi Typing Test. The final selection, shall however, be based on the scores obtained in the written test for the candidates who have qualified in the Skill Test. From amongst candidates who qualify in the skill test, empanelment will be done in the order of marks obtained in the written test. Please note that the qualification prescribed above for the posts advertised is the minimum requirement and the same does not automatically make the candidates eligible for selection.

11. It is the absolute responsibility of the candidate to ensure that he/she fulfils the eligibility criteria as notified and complies with the procedural requirements and time limits stipulated for submission of application. Any deviations from the procedures notified would result in cancellation of candidature and no representation on the matter will be entertained at any stage.
12. The Centre reserves the right not to fill up the post, if it so decides.
13. Only Indian Nationals need apply.
14. No TA will be paid for attending the Written Test.
15. No interim correspondence will be entertained.
16. Canvassing in any form will be a disqualification.
17. Candidates working under Central/State Government, Public Sector Undertakings, Autonomous bodies etc. should submit their application through proper channel or submit 'No objection certificate' at the time of written test/skill test.
18. Applications submitted without complete information, photo, signature etc. will be summarily rejected.

#### **SUBMISSION OF APPLICATION:**

- 1) **Applications will be received through on-line only.** All further communications will be made to the applicants through e-mail/VSSC website only. Therefore, the applicants are advised to check their e-mail and visit the VSSC website time to time. Submission of on-line applications in the website <https://www.vssc.gov.in> will be open from 1000 hours on 06.01.2023 to 1700 hours on 23.01.2023. **The candidates registered under National Career Service (NCS) portal and fulfilling the eligibility conditions may visit ISRO/VSSC website and follow the application procedure as stated.**
- 2) **PAYMENT OF APPLICATION FEE :** There will be a **non-refundable** application fee of Rs.100/- (Rupees One Hundred Only) for each application. Fee may be paid online through Credit Card / DebitCard / Internet Banking / UPI only through Integrated SBI ePay facility. No other mode of payment will be acceptable and the fee will not be refundable under any circumstances.

**Female/ Ex-servicemen [EXSM] and Persons with Benchmark Disabilities (PWBD) candidates are exempted from payment of Application Fee. Please note that the applications of non-exempted categories without Application Fee will not be considered.**

*N.B.- Whenever there is a failure in Bank payment, the candidate should contact the concerned Bank and not in VSSC/ISRO.*

- 3) **Upon on-line registration, applicants will be provided with an on-line Registration Number, which should be carefully preserved for future reference. The candidates are also advised to take a printout of the online application for future reference.**
- 4) **The applicant need not send by post/email any documents such as print out of online application, copies of certificates/mark lists in proof of educational qualification, work experience, age etc.**

**Note : In case of submission of duplicate/multiple applications, the latest application against which the 'application fee' has been received within the last date of payment only will be considered.**

***"Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply***

**WARNING:**

- ***Beware of Touts and job racketeers trying to deceive by false promises of securing job in VSSC/ISRO either through influence or by means of unfair and unethical means. VSSC/ISRO never appoint any agent(s) or coaching center(s) for action on its behalf. Candidates are warned against any such claims being made by persons/agencies. Candidates are selected purely on merit. Beware of unscrupulous elements and do not fall in their trap.***
- ***Candidates are advised to visit only the official website of VSSC/ISRO and beware of FAKE websites and social media content put up by unscrupulous elements/touts.***

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