



CSIR-CENTRE FOR CELLULAR AND MOLECULAR BIOLOGY

Habsiguda, Hyderabad - 500 007, Telangana, India

Advertisement No. 3/2017

Date of commencement of online application-from -	23.09.2017
The last date for receipt of online application:	23.10.2017
Last date for receipt of hard copy of application :	07.11.2017

The Centre for Cellular and Molecular Biology (CCMB) is one of the constituent national laboratories of the CSIR and a premier scientific institute that conducts high quality research in frontier and multi-disciplinary areas of modern Biology.

CCMB invites applications in the prescribed application form for the following posts from Indian citizens as per the qualifications and other details mentioned against the post.

- I Post code : AIBI
Name of the post: Hindi Officer
Age Limit : 35 years
No. of posts and reservation 01 (un-reserved)
Pay Matrix : Level 10
Total Emoluments : Approx: Rs. 72,068 (including HRA)

(i) Essential Qualifications and experience:

Master's degree of a recognized University in Hindi with English as subject at the degree Level;

OR

Master's degree of a recognized University in English with Hindi as subject at the degree level;

OR

Master's degree of a recognized University in any subject with Hindi and English as subjects at the degree level;

OR

Master's degree of a recognized university in any subject with Hindi Medium and English as a subject at the degree Level;

OR

Master's degree of a recognized University in any subject with English medium and Hindi as a subject at the degree level;

And

(ii) Three years experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably for technical or Scientific literature or three years of experience of teaching in Hindi or English

Desirable: (i) Knowledge at the level of Matriculation of a recognized Board of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.

ii. Diploma or Certificate Course in translation from Hindi to English and Vice-versa from a recognized Institute or University or two years of experience of translation work from Hindi to English and vice-versa in Central or State Government offices, including Government of India Undertaking.

Job requirements: The Hindi Officer will be responsible for ensuring compliance of the Official Language Policy of the Central government in CCMB, Hyderabad, in accordance with the Official Language Act, 1963 as amended upto date and Rules and orders issued by the Central Government in this regard and undertake that all that is necessary for that purpose as assigned from time to time.

Mode of selection: Interview

II Post code : AIB2
Name of the post Junior Hindi Translator
Age Limit : 30 years
No. of posts and reservation 01 (un-reserved)
Pay Matrix: Level 6
Total Emoluments: Approx: Rs. 44,578/- (including HRA)

(i) Essential Qualification :

Master's degree of a recognized University or equivalent in Hindi or English with English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level;

OR

Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi or English medium and English or Hindi as a compulsory or elective subject or as a medium of examination at the degree level;

OR

Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects of either or the two as the medium of examination and the other as a compulsory or elective subject at degree level;

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AND

(2) Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice-versa in Central or State government offices, including Government of India undertaking.

Desirable:

- (i) Knowledge at the level of Matriculation of a recognized Board or equivalent of one of the languages other than Hindi mentioned in the Eighth Schedule of the Constitution.**
- (ii) Diploma or certificate course in translation from Hindi to English and vice-versa from a recognized Institute/ University or two years of experience of translation work from Hindi to English and vice-versa in Central or State Government offices, including Govt. of India Undertaking.**

Job requirements: The incumbent will be required to translate official correspondence/scientific literature etc. from English to Hindi and vice versa and any other work that may be assigned.

Mode of selection: Written Test as per the following Scheme

Paper	Subject	Maximum marks	Duration of exam	Qualifying marks
1.	Translation	150	2 hours	75 marks
2.	General Hindi and General English	150	2 hours	75 marks

The final selection will be made on the basis of the aggregate marks secured by the candidate in Paper 1 & II of the examination.

Syllabus of Examination:

Paper -1 (Translation): The paper will contain a total of four passages for doing translation. Two passages will be for translation from Hindi to English while two passages will be for translation from English to Hindi.

Paper-II(a) General Hindi and (b) General English: the questions in these papers will be designed to test candidate's ability and understanding of the language including correct use of words, phrases and idioms, ability to write the language correctly, precisely and effectively.

1.Benefits under Council Service:

- a. The post carry Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to the Central Government employees and as made applicable to employees of CSIR stationed at Hyderabad. Council employees are also eligible for accommodation of their entitled type as per CSIR Allotment Rules depending on availability in which case HRA will not be admissible.

- b. In addition to the allowances such as Reimbursement of Medical Expenses, Leave Travel Concession, Conveyance advance and House Building Advance are available as per rules of CSIR.
- c. All New entrants will be governed by the “New Pension Scheme” based on defined contributions for new entrants recruited in Central Government Services on or after 01.01.2004, as adopted by CSIR for its employees vide their letter No. 17/68/2001-EII 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 G O I pattern will continue to be governed by existing Pension Scheme, i.e. CCS (Pension) Rules, 1972.

2. **Other Conditions:**

- a. The applicant must be a citizen of India.
- b. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of hard copy of the applications. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts as on the last date of receipt of the applications. **No enquiry asking for advice as to eligibility will be entertained.**
- c. The application should be accompanied by self attested copies of the relevant educational qualification, experience. The prescribed qualifications should have been obtained through recognized Universities / Institutions. etc. Incomplete applications/ applications received not accompanied with the required certificates / documents **are liable to be rejected.**

The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for the Interview/ written test. The duly constituted Screening Committee shall screen the applications received for the posts and only shortlisted candidates will be called for the Interview/ written Test as the case may be.

- d. In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent 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.
- e. The period of experience rendered by a candidate on part time basis, daily wages, visiting/ guest faculty will not be counted while calculating the valid experience for short listing the candidates for the written test.
- f. If any document/ certificate furnished is in language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be submitted.
- g. **The date for determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of hard copy (s) of applications i.e. 07.11.2017**

- h. The period of experience in a discipline / area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualifications prescribed for that post.
- i. Persons with disabilities (Diyang) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- j. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in interview. Such candidate will not be paid any fare.
- k. The decision of the CSIR-CCMB in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination will be final and binding on the candidates.
- l. Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- m. NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.

3. **Age Relaxations:**

- a. **Relaxation in age limit** upto 5 years to Council/Government / Autonomous Bodies / Public Sector Undertaking employees in accordance with the instructions and orders issued by the Government of India from time to time in this regard.
- b. Age relaxation of 10 years in upper age limit shall be allowed to (Divyang) subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years. Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.

4. **How to apply:**

- a. Candidates are required to apply ONLINE ONLY through our website <http://www.ccmb.res.in> followed by sending hard copy of online application generated duly signed along with copies of mark sheets, certificates, reprint of applications and other testimonials etc.
- b. Online application will be available on our website <http://www.ccmb.res>. Upto **23.10.2017**.

Applications sent through any other mode would not be accepted and summarily rejected. If the candidate does not have a valid email id, he/she should create a new valid email id before applying online.

- c. **Candidates are required to remit the application fee of 100/- in favour of "Director, CSIR-CCMB through online payment system i.e. NEFT/ Bank Transfer/ Net Banking, etc. with the following details:**

Bank Name	: State Bank of India
Account No.	: 62047049509
IFSC Code	: SBIN 0020087
MICR No	: 500004020
Branch Name and Code	: Habshiguda Branch, Hyderabad, 20087

The candidates are required to generate acknowledgment of remitted application fee from the online payment system, containing UTR Number/Transaction Number, transaction date and the same is required to be attached along with the hard copy of online application.

The following details must be mentioned on backside of printed copy of generated acknowledgement of remitted application fee.

(1) Candidate Name (2) Application No. (3). Post code Applied for (4). Candidate category

The candidates belonging to SC/ST/PH/Women/CSIR Employees category are exempted from payment of application fee

- d. The last date for receipt of hard copy of application is **07.11.2017**. This date will be the same for the candidates belonging to far-flung areas.
- e. The computer generated application duly signed by the candidate and accompanied by self attested copies of the certificates, mark sheets, testimonials in support of age, education qualification, experience, and caste certificate, along with one recent passport size self-signed photograph affixed should be sent in an envelope superscribed “ APPLICATION FOR THE POST OF _____(POST Code_____)” so as to reach the Recruitment Section, CSIR-Centre for Cellular and Molecular Biology, Hyderabad- 500 007, Telangana on or before **07.11.2017**. . Application once made will not be allowed to be withdrawn and fees once paid will not be refunded on any account nor can it be held in reserve for and other recruitment or selection process.
- f. Applications from employees of Government Departments will be considered only if forwarded through proper channel, with a vigilance clearance certificate and a certificate from the employer that the applicant, if selected will be relieved with one month of the receipt of the appointment order. However, advance copy of the application may be submitted before the closing date. Applications routed through proper channel should reach CSIR-CCMB, Hyderabad at the earliest.
- g. Candidates should specifically note that the applications received after the closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by CSIR-CCMB Hyderabad.
- h. Incomplete applications i.e. without photograph, unsigned and application fee, applicable testimonials etc.,) will not be entertained and will be summarily rejected.

5. **Following documents must be attached along with application form sent by post:**
- a. Signed copy of printed Online application form along with proof of submission of prescribed application fee.
 - b. Self Attested photocopy of Date of Birth Certificate.
 - c. Self Attested photocopies of education qualifications certificates.
 - d. Self Attested photocopy of caste certificate,/category certificate in the prescribed Govt. of India format signed by the specified authority, if applicable.
 - e. Self Attested photocopies of experience certificates, if any.

For online application and complete Advertisement please visit, CCMB Website www.ccmb.res.in

Controller of Administration