



## CSIR-CENTRE FOR CELLULAR AND MOLECULAR BIOLOGY

Habsiguda, Hyderabad - 500 007, Telangana, India

### Advertisement No. 7/2015

Date of commencement of online application: **03.11.2015 from 10:00 AM**

The last date for submitting online application: **20.11.2015 at 06:00 PM**

Last date for submission of printout of online application: **30.11.2015 at 06:00 PM**

The Council of Scientific and Industrial Research (CSIR) is an autonomous body under the Ministry of Science & Technology, Government of India. CSIR covers the entire spectrum of scientific and industrial research of national and international importance.

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 post from Indian citizens as per the qualifications and other details mentioned against the post.

**“CSIR-CCMB strives to have a workforce which reflects gender balance and women candidates are encouraged to apply”**

Sl. No.	Post details	
1	<p><b>Junior Hindi Translator</b></p> <p><b>1 post – Unreserved</b></p> <p><b>Post Code No.AIB1</b></p> <p><b>Age limit: not exceeding 30 years</b></p> <p><b>Pay Band: ₹ 9300-34800 (PB-2)</b></p> <p><b>Grade Pay: ₹ 4200</b></p>	<p><b>Educational Qualifications:</b></p> <p>(1) 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;</p> <p><b>OR</b></p> <p>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;</p> <p><b>OR</b></p> <p>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;</p> <p><b>AND</b></p> <p>(2) Recognized Diploma or Certificate course in translation from Hindi to English &amp; 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.</p> <p style="text-align: right;">Contd...</p>

**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) Degree or Diploma in translation from Hindi to English and vice-versa from a recognized Univeristy.

**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.

**Scheme of Examination:** The subjects of the examination, the maximum marks and time allowed for each subject will be as given below:

Paper No.	Subject	Maximum Marks	Qualifying Marks	Duration
I.	Translation	150	75	2 hours
II.	General Hindi and General English (75 marks each)	150	75	2 hours

Those who qualify in the written examination will be called for interview. The final selection will be made on the basis of the aggregate marks secured by the candidates in Papers I & II of the Examination and performance in the interview.

**Syllabus of Examination:**

**Paper-I (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.

**Note:** Candidates who have applied earlier vide Advt.No.4/2015 (post code AIB7) have to apply afresh in case they are eligible. However, they need not submit the Demand Draft of Rs.100/- again towards the application fee. They may indicate the particulars of DD already submitted earlier.

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 CSIR. 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 indicated above, benefits such as reimbursement of Medical Expenses, Leave Travel Concession, Conveyance advance and House Building Advance are available as per rules of CSIR.

2. **General 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. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts.

**No enquiry asking for advice as to eligibility will be entertained.**

**The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.**

- 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.
- 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 interview.
- 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 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.
- h. **Persons with disabilities (PWD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.**
- i. The post will be governed by the New Pension Scheme applicable w.e.f.01.01.2004 as notified by the Government of India and adopted by CSIR vide their letter No.17/68/2001-E.II dated 23.12.2003 and other instructions issued on the subject.
- j. Only outstation and unemployed SC/ST candidates called and found eligible for interview will be paid to and fro single second class rail fare from the actual place of undertaking the journey or from the normal place of their residence whichever is nearer to Secunderabad Railway Station on production of Rail Tickets/Rail Ticket Numbers or any other proof of journey.

- k. 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.
- l. The decision of the CSIR-CCMB in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview will be final and binding on the candidates.
- m. Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- n. NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.
- o. SC/ST/OBC/PH candidates are required to submit a copy of the certificate in the prescribed format signed by the specified authority at the time of interview. The OBC candidate should produce the prescribed certificate valid for appointment of posts under the Central Government

3. **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. In addition, relaxation for SCs/ STs/ OBCs and certain other categories as provided by the Government of India from time to time will continue.
- b. Relaxation in age limit, qualification and/or experience in cases of exceptionally meritorious candidates would be allowed with the prior approval of Director General, CSIR.
- c. Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates) in upper age limit shall be allowed to Persons with Disabilities (PWD) 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.
- e. The date of determining the age limit/experience/qualification shall be the closing date prescribed for receipt of online applications.

4. **Mode of selection:**

Mere fulfillment of educational qualifications and experience does not entitle a candidate to be called for interview. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. The candidate should therefore, mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with documents.

5. **How to apply:**

- a. Eligible candidates are required to apply ONLINE through our website <http://www.ccmb.res.in>. **Applications sent through any other mode would not be accepted and summarily rejected.**
- b. If the candidate does not have a valid email id, he/she should create a new valid email id before applying online.
- c. Online Application will be available on our <http://www.ccmb.res.in> website from **10:00 AM on 03.11.2015 to 06:00 PM on 20.11.2015.**
- d. An **application fee** of ₹ 100/- (non refundable) through a crossed Demand Draft drawn on any nationalized bank and valid at least for 3 months in favour of “**Director, CCMB,**

**Hyderabad**” payable at Hyderabad, preferably State Bank of Hyderabad, Habsiguda Branch (IFS Code No.20087), Habsiguda, Hyderabad. The last date for submitting online application and making of Demand Draft is **20.11.2015**. The following details must be filled up on back side of Demand Draft (i) Candidate’s Name, (ii) Candidate’s Category, (iii) Post Code applied for. **SC/ST/PH/Women/CSIR Employees are exempted from submission of application fee.**

- e. Candidates should keep a copy of the application print out and Demand Draft for their record. Printout of Application form will not be available after **06:00 PM on 20.11.2015**.
- f. After submission, candidates should take a printout of the computer generated application form. After signing each page of the form a recent passport size photograph should be pasted in the space provided. Candidates are required to sign in full across the photograph.
- g. The computer generated application (Print-out) duly accompanied by attested copies of the certificates, mark sheets, testimonials in support of age, education qualifications, experience, re-prints of publications and caste certificate, if applicable along with one recent passport size self-signed photograph affixed together with Demand Draft (if applicable) should be sent in an envelope super-scribed “**APPLICATION FOR THE POST OF ....(POST CODE NO.....)**” by post to the address: **DIRECTOR, CENTRE FOR CELLULAR AND MOLECULAR BIOLOGY, HABSIGUDA, HYDERABAD 500 007, TELANGANA. Mere submission of online application without hard copy (vice versa) will not be considered**
- h. The Computer generated printout of the Online Application Form should reach the above address by **06:00 PM on 30.11.2015** along with Demand Draft. .
- i. 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 any other recruitment or selection process, even in the case of cancellation of advertisement.
- j. Applications from employees of Government Departments will be considered only if forwarded through proper channel, certified by the employer that the applicant, if selected will be relieved within one month of the receipt of the appointment orders. Also, vigilance clearance should be recorded. However, advance copy of the application may be submitted before the closing date.
- k. Candidates should specifically note that the applications received after the closing date for any reason whatsoever (such as envelopes wrongly address, delivered elsewhere, postal delay etc.) will not be entertained by CCMB. Any enclosure received separately subsequent to the receipt of the application cannot be connected therewith. No correspondence in this regard will be entertained.
6. The recruitment process can be cancelled/postponed/suspended/terminated without any prior notice/assigning any reasons at any stage at the discretion of the competent authority.
7. Any resultant dispute arising out of this recruitment shall be subject to the sole jurisdiction of the courts situated at Hyderabad only.
8. The shortlisted candidates will be called for interview through email.
9. **Following documents must be attached along with application form sent by post:**
  - a. Demand Draft of ₹ 100/- as application fee, where applicable.
  - b. Coloured photograph pasted on the form and signed across in full
  - c. Self Attested photocopy of Date of Birth Certificate.
  - d. Self Attested photocopies of education qualifications certificates.
  - e. Self Attested photocopy of caste certificate, if applicable.

**[J Shankar Rao]**  
**Controller of Administration**