



CSIR-Indian Institute of Chemical Technology
Uppal Road, Tarnaka, Hyderabad - 500 007
Telangana State, India



Advertisement No. 01/2021 Dated 23-03-2021

Date of commencement of online applications : 23-03-2021

Last date for receipt of online applications : 22-04-2021

Last date for receipt of hard copy applications : 06-05-2021

CSIR-Indian Institute of Chemical Technology, Hyderabad (CSIR-IICT) is a Premier Research Institute under the aegis of Council of Scientific & Industrial Research (CSIR), an autonomous body under Ministry of Science & Technology, Government of India. CSIR-IICT is a multi-disciplinary Institute with proven strengths in Organic Chemistry (drugs, agrochemicals and industrial organics), Inorganic & Physical Chemistry including Catalysis, Lipid Science & Technology, Organic Coatings & Polymers, Chemical Biology, Chemical Engineering and Design Engineering.

CSIR-IICT invites **ONLINE APPLICATIONS** from Indian Nationals only for filling up of the following posts, as per details given below:

Post Code	Designation	No. of posts & Reservations	Pay Matrix (7th CPC)	#Total Emoluments (approx.)	*Upper age Limit not exceeding as on 22.04.2021
JHT01	JR. HINDI TRANSLATOR	One (01) post UR	Level – 6, Cell-1 (Initial Basic Pay)	Rs.54,000/- p.m.	30 years

#Total Emoluments means approximate total emoluments on minimum pay of the level including House Rent Allowance in Class 'X' City.

*Please see age relaxation under Age Limit & Relaxations (General Information & Conditions).

For further details please visit our website <http://www.iict.res.in> and apply through online by filling the application form available there. The detailed advertisement, terms & conditions and instructions to the candidates are available on the website.

Sd/-
Sr. Controller of Administration

POST CODE - JHT01

JR. HINDI TRANSLATOR - ONE (01) POST (UR)

Essential Qualifications & Experience:

- (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;

OR

Master's degree of a recognized University or equivalent in any subject other than Hindi or English, with English or Hindi 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 or 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;

AND

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

Job Requirement:

To assist the competent authority in implementing the Official Language policy of Government of India and any other duties as assigned by the authorities from time to time.

Desirable Qualifications:

- (1) 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.

- (2) Degree or Diploma in translation from Hindi to English and vice-versa from a recognized University.

Age Limit : 30 years (as on the last date specified for online application)

General Information and Conditions:-

1. Benefits under Council service:

- a. These posts carry usual allowances i.e. 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 eligible for accommodation of their entitled type as per CSIR allotment rules. If accommodation is allotted, HRA will not be admissible.
- b. In addition to the emoluments, benefits such as reimbursement of Medical Expenses, Leave Travel Concession and House Building Advance, etc., are applicable to CSIR employees from time to time.
- c. All New Entrants will be governed by the **“National Pension System”** based on defined Contributions for new entrants, as adopted by CSIR for its employees. However, persons selected from other Government Departments/Autonomous Bodies/Public Sector Undertakings/Central Universities joined before 01-01-2004 and having Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e., CCS (Pension) Rules, 1972, as per rules.

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 last date of receipt of the hard copy of applications. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post as on last date of receipt of the applications. **Enquiries asking for advice as to eligibility will not be entertained.**
- c. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for written test. The duly constituted Screening Committee will adopt its own criteria for short-listing the candidates. The candidate should therefore, mention in the application all qualifications and experience in relevant area over and above the minimum prescribed qualification, supported with documents.

- d. The hard copy of the application should be accompanied by self attested copies of the relevant educational qualification, experience etc. The prescribed qualifications should have been obtained through recognized Universities / Institutions etc. Incomplete applications or applications without enclosures / documents received **are liable to be rejected.**
- e. As the Screening of applications will be done on the basis of information furnished in the Online application form by the applicants, it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong / false information will be a disqualification and CSIR-IICT will **NOT** be responsible for any of the consequences of furnishing such wrong/false information.
- f. In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification 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. The decision of the Director General, CSIR with regard to equivalence of qualification(s) and about recognition of Universities/Institutes shall be final and binding.
- g. In case of Universities/Institute/Boards awarding CGPA/SGPA/OGPA grades etc., candidates are required to convert the same into percentage based on the formula as per the University/Institute/Board and mention the same wherever required in the application form. A copy of the conversion formula may also be uploaded along with other documents.
- h. 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.
- i. The experience will count for the period only after acquiring the minimum qualification.
- j. If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or Notary is to be submitted.

- k. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in the test.
- l. CSIR-IICT reserves the right not to fill-up the post, if it so desires. The number of vacancies indicated above is provisional and may increase or decrease at the time of actual selection.
- m. The date for determining the upper age limit, qualifications and/or experience shall be the closing date prescribed for online application.
- n. The decision of the **Director, CSIR-IICT/CSIR** 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.
- o. Canvassing in any form and / or bringing any influence political or otherwise will be treated as disqualification for the post.
- p. Candidate should clearly indicate in his/her application form the post code for which he/she wants to be considered.
- q. Date of written test or any other updates as the case may be will be displayed on CSIR-IICT website. Candidates are requested **to have an active email ID till completion of this recruitment process** for receiving updates in connection with the present advertisement, including call letter(s).
- r. **Ex-Servicemen should enclose an attested copy of Discharge Certificate along with the hard copy of the application while submission.**
- s. **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**

3. Age Limit and Relaxations :

- a. The upper age limit is 30 years as on the last date for receipt of online application i.e., **22-04-2021**.
- b. SC/ST/OBC candidates who apply against unreserved vacancies will not be eligible for age relaxation. They will be considered as Unreserved Category.
- c. Upper age limit is relaxable upto five years for regular employees working in CSIR Laboratories / Institutes, Government Departments, Autonomous Bodies and Public Sector Undertakings in accordance with the instructions and orders issued by the Government of India from time to time in this regard.

- d. Upper age limit will be relaxable to Ex-Servicemen as per rules of Govt. of India and as applicable to CSIR.
- e. As per GOI provisions, age relaxation for Widows, Divorced Women and Women Judicially separated from Husbands, who are not remarried, the upper age limit is relaxable up to the age of 35 years. The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence:
- i) In case of Widow, Death Certificate of her husband together with the Affidavit that she has not remarried since.
 - ii) In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgment/decreed of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be, with an Affidavit in respect of divorced Women that they have not remarried since.
- f. Relaxation of five years will also be permissible to those who had ordinarily been domiciled in the Kashmir Division of the state of Jammu and Kashmir during the period from 1-1-1980 to 31-12-1989 subject to production of relevant certificate from concerned authority.
- g. Age relaxation to Persons with Disabilities (PwDs): Age relaxation of 10 years in upper age limit shall be allowed to Persons with Disabilities (PwDs) subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years. The persons claiming age relaxation under this category would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more. In any case, the appointment of these candidates will be subject to possessing **latest Disability Certificate issued by Medical Board duly constituted by Central or State Government as prescribed by Govt. of India.**

4. Mode of Selection :

- a. Selection to these positions are to be made on the performance in the Competitive Written Examination by the candidates.
- b. There will be two papers (Paper – I & Paper – II). The second paper will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper.
- c. Final merit will be prepared on the basis of marks obtained by the candidates in Paper – II.
- d. The syllabus for the written test is given below.

Syllabus of written test for the post of Jr. Hindi Translator :

Paper –I will be OMR based or Computer Based Objective Type Multiple Choice Examination, while
Paper – II will be descriptive.

Medium of Questions	The questions for Objective Type Multiple Choice Examination will be set both in English and Hindi.
Standard of exam	Graduation Level

Paper –I (Time Allotted – 1 hour)

Subject	No. of questions	Maximum Marks	Negative Marks
General Intelligence	50	150 (three marks for every correct answer)	One negative mark for every wrong answer
Quantitative Aptitude	25	75 (three marks for every correct answer)	One negative mark for every wrong answer
General Awareness	25	75 (three marks for every correct answer)	One negative mark for every wrong answer

Paper – II (Time Allotted – 2 hours; Total Marks: 300 marks)

This paper is to assess the writing and translation skills of the candidates which are necessary in this job. The paper would comprise writing of a paragraph in English and Hindi separately; Precis writing in English and Hindi and translation from English to Hindi and Hindi to English.

5. How to apply :

Candidates are advised to go through carefully the instructions placed on website for online filling of the application.

- a. Eligible candidates are required to apply **ONLINE** through our website <http://www.iict.res.in> and send the **HARD COPY** of the application as stated below:

- Candidates need to note down Application No., for future communication.
- Take a print out of online application, sign and send the same along with self attested copies of mark sheets, certificates, other testimonials, etc., so as to reach CSIR-IICT, Hyderabad on or before the prescribed deadline.
- Online application of the candidates whose hard copies are received after the due date will be summarily rejected.

- b. Online application will be available on our website <http://www.iict.res.in> (Opens on 23.03.2021 (Tuesday) from 09.30 a.m., and Closes on 22.04.2021 (Thursday) at 06.00 p.m.

- c. Candidates are required to remit the application fee of **Rs.100/- in favour of "Director, CSIR-IICT"** through online payment system only viz., SB Collect by using the following link:

<https://www.onlinesbi.com/sbicollect/icollecthome.htm>

(Telangana -> Govt. Department -> Indian Institute of Chemical Technology -> Jr. Hindi Translator post {01/2021} Fee)

The candidates are required to generate acknowledgement 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 filled up on back side of printed copy of generated acknowledgement of remitted application fee **(i) Candidate's Name, (ii) Application No (iii) Candidate's Category (iv) Post Code Applied For.**

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

- d. Candidates who want to apply for more than one post may submit separate application form for the same indicating the Post Code of the post along with all requisite documents and application fee.
- e. **Candidates should keep a copy of the application print-out and payment details, if any, for their record. Print-out of application and payment details will not be available after the last date of Online Application.**
- f. Any change/edit in the application form after the finally submission of online application will not be considered by this Institute.
- g. **HARD COPY SUBMISSION:** The computer generated application (Print-out) duly signed by the candidate and accompanied with self-attested copies of attachments as given in Point No. 6 should be sent in an envelope superscribed **“APPLICATION FOR THE POST OF JR. HINDI TRANSLATOR”** so as to reach the **Section Officer, Recruitment Section, CSIR-Indian Institute of Chemical Technology, Uppal Road, Tarnaka, Hyderabad – 500 007, Telangana on or before 06.05.2021.**
- h. Application once made will not be allowed to be withdrawn and fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
- i. 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 within one month of the receipt of the appointment orders on immediate absorption basis. However, advance copy of the application may be submitted before the closing date. Applications routed through proper channel should reach the **Section Officer, Recruitment Section, CSIR-Indian Institute of Chemical Technology, Uppal Road, Tarnaka, Hyderabad-500 007** at the earliest.
- j. 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-IICT, Hyderabad.
- k. **Incomplete applications (i.e. unsigned, without photograph/ application fee/ applicable certificates/marks sheets/testimonials etc.) will be summarily rejected.**

6. Following documents must be attached to the hard copy of the application:

- a. Signed copy of printed Online Application Form.
- b. Copy of acknowledgement of remitted application fee, where applicable.
- c. One recent Passport Size Coloured photograph (same as uploaded on online application) pasted on the form and signed across in full.
- d. Self Attested photocopy of Date of Birth Certificate.
- e. Self Attested photocopies of educational qualifications certificates/marks sheets.
- f. Self Attested photocopies of experience certificates, if any.
- g. Latest PwD certificate, in the prescribed **Government of India (GoI)** format signed by the specified authority, if applicable.
- h. No Objection Certificate from the present employer, if applicable.
- i. Any other relevant certificate.

Date of commencement of online applications	: 23.03.2021
Last date for receipt of online applications	: 22.04.2021
Last date for receipt of hard copy of applications	: 06.05.2021

Note: Any further information regarding the Advertisement like date, time and venue of tests, addendum / corrigendum or any variation in number of post /cancellation of post etc. will be made available through CSIR-IICT website <http://iict.res.in> only. Therefore, the candidates are advised to keep a regular watch accordingly.

**Sd/-
Sr. Controller of Administration**