



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



Advertisement No. 01/2022 Dated 22-01-2022

Date of commencement of online applications : 24-01-2022

Last date for receipt of online applications : 23-02-2022

Last date for receipt of hard copy applications : 10-03-2022

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 post, as per details given below:

Name of the Post	No. of posts & Reservations	Pay Matrix (7th CPC)	#Total Emoluments (approx.)	*Upper age Limit not exceeding as on 23.02.2022
HINDI OFFICER	One (01) post UR	Level – 10	Rs.98,070/- p.m.	35 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 General 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.

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POST CODE - HO-01

HINDI OFFICER - ONE (01) POST (UR)

Essential Educational Qualifications and Experience	<p>Master's degree of a recognized University in Hindi with English as a subject at a degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in English with Hindi as a subject at a degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in any subject with Hindi and English as subjects at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in any subject with Hindi Medium and English as subject at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in any subject with English Medium and Hindi as subject at the degree level.</p> <p style="text-align: center;">AND</p> <p>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 and English or research in Hindi or English.</p>
Desirable Qualifications	<p>(1) 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.</p> <p>(2) Diploma or Certificate course in translation from Hindi to English and vice-versa from a recognized Institute or University 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>

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.

Age Limit : 35 years (as on the last date specified for online application)

General Information and Conditions:-

1. Benefits under Council service:

- a. This post carries 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. In case the situation so warrant, the incumbent has to stay in staff quarters. 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 online 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 online 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 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 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 for interview.
- i. 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.
- j. Persons with Benchmark Disabilities (PwBD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- k. 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.
- l. The date for determining the upper age limit, qualifications and/or experience shall be the closing date prescribed for online application.
- m. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in interview.
- 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/interview will be final and binding on the candidates.
- o. The selected incumbents will be posted in CSIR-IICT. But they can be transferred to any of the Labs/Institutes anywhere in India.
- p. Canvassing in any form and / or bringing any influence political or otherwise will be treated as disqualification for the post.

- q. Date of Interview 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. The selected candidate will be on probation for a period of **two years** from the date of taking over charge of the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of probationary period, they will be considered for confirmation in accordance with the extant rules.
- s. The selected candidates will not be permitted to apply for appointment elsewhere during the probationary period and if they have applied for any post in any other organization before joining, they have to intimate the details of such applications, immediately on joining the Institute.
- t. **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**

3. Age Limit and Relaxations :

- a. The upper age limit is 35 years as on the last date for receipt of online application i.e., **23-02-2022.**
- 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. The 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. **Ex-Servicemen should enclose an attested copy of Discharge Certificate along with the hard copy of the application while submission.**
- f. 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 40 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/decree 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.
- g. **Age relaxation to Persons with Benchmarks Disabilities (PwDs):**
Age relaxation of 10 years in upper age limit shall be allowed to Persons suffering from the following benchmark disabilities as per GOI instructions:
- (i) blindness and low vision;
 - (ii) deaf and hard of hearing;
 - (iii) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
 - (iv) autism, intellectual disability, specific learning disability and mental illness;
 - (v) multiple disabilities from amongst persons under clauses (i) to (iv) including deaf-blindness

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. 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 24.01.2022 (Monday) from 09.30 a.m., and Closes on 23.02.2022 (wednesday) 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/sbcollect/icollecthome.htm>

(Telangana -> Govt. Department -> Indian Institute of Chemical Technology -> Application Fee for Recruitment)

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/PwBD/Women/CSIR Employees are exempt from payment of application fee.

- d. 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.
- e. Any change/edit in the application form after the final submission of online application will not be considered by this Institute.
- f. **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. 5** should be sent in an envelope superscribed **“APPLICATION FOR THE POST OF HINDI OFFICER”, POST CODE HO-01** 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 10.03.2022.**
- g. 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.

- h. 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.
- i. 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.
- j. **Incomplete applications (i.e. unsigned, without photograph/ application fee/ applicable certificates/marks sheets/testimonials etc.) will be summarily rejected.**

5. 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 photocopy of latest PwD/caste/category certificate, in the prescribed **Government of India (GoI)** format signed by the specified authority, if applicable.
- g. Self Attested photocopies of experience certificates, if any.
- i. No Objection Certificate from the present employer, if applicable.
- j. Any other relevant certificate.

Date of commencement of online applications	: 24.01.2022
Last date for receipt of online applications	: 23.02.2022
Last date for receipt of hard copy of applications	: 10.03.2022

Note:

- (i) Any further information regarding the Advertisement like date, time and venue of test, 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.
- (ii) In case of any difference between Hindi and English version of a question or answer option, English version will prevail.

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