

CSIR-NATIONAL CHEMICAL LABORATORY

Dr. Homi Bhabha Road, Pune-411 008

ADVT. NO. 3/2012 (ABSTRACT)

Applications (online only) are invited from Indian nationals for filling up one position of **Hindi Officer** and three positions of **Technical Staff** i.e. one position in NCL Medical Centre and two positions in Publication & Science Communication Unit. For details like qualifications, age limit, emoluments and conditions etc. please visit NCL website <http://jobs.ncl.res.in>. Date of commencement of online application is 17-11-2012. Last date of receipt of online applications is 17-12-2012. Last date of receipt of hard copy is 31-12-2012.

Persons who have applied earlier against CSIR-NCL Advt No. 1/2012 for any of these posts, should submit applications afresh against this advertisement. However, they are exempted from paying application fee again. In the column of "Demand draft No." in the application form, number of Demand Draft sent alongwith earlier application may be furnished.

**Sd/-
CONTROLLER OF ADMINISTRATION**

CSIR-NATIONAL CHEMICAL LABORATORY
Dr. Homi Bhabha Road, Pune- 411 008

ADVT. NO. 3/2012

APPLY ONLINE ON OR BEFORE 17-12-2012

(NCL website <http://www.ncl-india.org>)

Apply online at (<http://jobs.ncl.res.in>)

Applications are invited from Indian Nationals for placement in the following Administrative and Technical positions. The candidate should exhibit high degree of motivation and be self-driven with an ability to participate as well as provide leadership to several exciting programme in interdisciplinary sciences.

To apply, the applicant must fill in the Electronic Application Form specifically designed for the purpose. Only applications received electronically followed by a hard copy thereof, will be entertained.

Applicants are requested to carefully go through the full text of the advertisement on NCL website <http://job.ncl.res.in> regarding qualification, subjects, experience and job requirements etc. prescribed for each position and then fill up the Online Application Form carefully. Selection will be based on the details furnished in the Online Application Form. Should you face any difficulty in submission of online application, please be free to contact us at recruit@ncl.res.in

Persons who have applied earlier against CSIR-NCL Advt. No. 1/2012 for any of these posts, should submit applications afresh against this advertisement. However, they are exempted from paying application fee again. In the column of "Demand draft No." in the application form, number of Demand Draft sent alongwith earlier application may be furnished.

We are looking for young and dynamic personnel for the following positions:

As per present rate of emoluments, details of grade pay and total emoluments are given below:

A. ADMINISTRATIVE POSITION				
Sr. No	Details of the post & Scale of pay	Minimum Qualification	No. of post	Age Limit
1	Hindi Officer- Pay Band – 3, (Rs.15600-39100) With Grade Pay Rs. 5400/- Total emoluments- Rs. 45824/-(*)	<p>Master's degree of a recognized University or equivalent in Hindi with English as subject at the degree level,</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University or equivalent in English with Hindi as subject at the degree level</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University or equivalent in any subject with Hindi and English as subject at the degree level</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University or equivalent in any subject with Hindi Medium and English as a subject at the degree level</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University or equivalent in any subject with English Medium and Hindi as a subject at the degree level,</p> <p>with 5 years experience of terminological work in Hindi and/or translation work from English or vice-versa, preferably of technical or scientific literature OR 5 years experience of teaching, research, writing or journalism in Hindi.</p>	01	35 years

B. TECHNICAL POSITIONS				
Sr. No	Details of the post & Scale of pay	Minimum Qualification	No. of post	Age Limit
1	Technical Assistant - Pay Band –2 (Rs. 9300-34800) with Grade Pay Rs. 4200. Total emoluments – Rs. 28,672/- (*)	First Class B.P.T. (Bachelor of Physiotherapy) from recognized university	01	28 years
2.	Technical Assistant - Pay Band –2 (Rs. 9300-34800) with Grade Pay Rs. 4200. Total emoluments – Rs.28,672/- (*)	First Class B. Sc. from recognized university	01	28 years
3	Technician (1) - Pay Band –1 (Rs. 5200-20200) with Grade Pay Rs.1900. Total emoluments – Rs.17,594/- (*)	SSC/10 th Standard with Science subject with 55% marks in the aggregate and ITI Certificate of Two years full time duration and experience as an apprentice in the DTP trade.	01	28 years

Contd./-

Relaxation of age as applicable as per Govt. of India rules will be available to SC/ST/OBC candidates.

* Total emoluments shown will be at the minimum of the scale of pay inclusive of all allowances, including HRA in 'X' City.

The post-wise details are as under:

**(1) CODE NO. 01: Hindi Officer: Pay Band – 3 (Rs. 15600-39100) with Grade Pay of Rs. 5400/-
(01 POST)**

Name of the Post: - Hindi Officer

Qualification: Master's degree of a recognized University or equivalent in Hindi with English as subject at the degree level,

OR

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

OR

Master's degree of a recognized University or equivalent in any subject with Hindi and English as subject at the degree level,

OR

Master's degree of a recognized University or equivalent in any subject with Hindi Medium and English as a subject at the degree level,

OR

Master's degree of a recognized University or equivalent in any subject with English Medium and Hindi as a subject at the degree level, with 5 years experience of terminological work in Hindi and/or translation work from English or vice-versa, preferably of technical or scientific literature OR 5 years experience of teaching, research, writing or journalism in Hindi.

Desirable: Candidates should have knowledge of Sanskrit and /or a modern Indian Language, administrative experience and should have experience of organizing Hindi classes or Workshops for noting and drafting.

Job Requirements: The Hindi Officer will be responsible for ensuring compliance of the Official Language Policy of the Central Government in NCL, Pune in accordance with the Official Language Act 1963 as amended up-to-date and rules & orders issued by the Central Govt. in this regard.

Technical Assistants, Pay Band – 2 (Rs. 9300-34800) with Grade Pay of Rs. 4200/- (02 POSTS)

(1) CODE NO. 02: NCL MEDICAL CENTRE: (01 POST)

Name of the Post:- Physiotherapist

Qualification: First Class B.P.T. (Bachelor of Physiotherapy) from recognized university.

Desirable: Preference will be given to the candidates having five years experience in various departments (wards) of a multi speciality hospital.

Contd./-

(2) CODE NO. 03: PUBLICATION & SCIENCE COMMUNICATION UNIT: (01 POST)

Qualifications: First Class B. Sc. from recognized university.

Desirable: Preference will be given to candidates having:-

- Excellent academic record and
- Excellent communication skills in English and Hindi and
- Willingness to travel and work in tribal area for implementation of CSIR 800 program and
- Proven interest / Willingness in social work and
- Knowledge of MS Office software and relevant IT tools for report preparation and documentation

Job Requirement: The candidates will have to prepare and edit/ proof-read scientific reports and assist in implementing CSIR 800 project and other activities of Publication and Science Communication Unit.

Technician (1) - Pay Band –1, (Rs. 5200-20200) with Grade Pay of Rs.1900/-.

(3) CODE NO. 04: PUBLICATION & SCIENCE COMMUNICATION UNIT: (01 POST)

Qualifications: SSC/10th Standard with Science subject with 55% marks in the aggregate and ITI Certificate of Two years full time duration and experience as an apprentice in the DTP trade.

Desirable: Preference will be given to candidate having Proficiency in Adobe Photoshop and Corel Draw and having good communication skills in English and Hindi and knowledge of MS-Office software.

General conditions / Information:

1. The qualifications prescribed should have been obtained through recognized Universities/Institutions.
2. The number of vacancies under each code is provisional and may vary.
3. The date for determining the upper age limit, qualifications and/or experience shall be the closing date prescribed for receipt of Application i.e. 17-12-2012.
4. The period of experience in a discipline/area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualification prescribed for that Group/Grade.
5. Applications from candidates working in Government Departments, autonomous bodies, Public Sector Undertakings and Government Funded Research Agencies will be considered only if forwarded through proper channel and with a clear certificate that the applicant will be relieved of his/her duties within one month of receipt of appointment order, if selected for the post applied for.
6. Candidates applying for more than one post should submit separate application form for each post indicating the Code No. of the post. The application(s) should be accompanied by separate Demand Draft(s).
7. The prescribed Essential Qualifications are a bare minimum and mere possession of same will not entitle the candidates to be called for interview. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the Laboratory to interview all the candidates. The Laboratory may restrict the number of candidates to be called for interview to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed.

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Relaxations:

8. No upper age limit for CSIR department candidates.
9. Upper age limit is relaxable upto 5 years for the regular employees working in Government Departments, autonomous Bodies and Public Sector Undertakings.
10. Upper age limit is relaxable by 5 years in the case of SC/ST and by 3 years in the case of OBC candidates for the posts, which are reserved, for the respective categories. (Current year's certificate in the central government prescribed format is to be enclosed) Relaxation in upper age limit for Persons with Disabilities (PWD) and Ex-servicemen will be applicable as per Govt. of India rules. The SC/ST/OBC candidates who apply against unreserved vacancies will not be eligible for age relaxation.
- 11 Relaxation of 5 years will also be permissible to those who had ordinarily been domiciled in the Kashmir division of the State of Jammu & Kashmir during the period from 1.1.1980 to 31.12.1989 subject to production of relevant certificate from concerned authority.
12. An application fee (Non-Refundable) of Rs.100/- (Rupees One Hundred only) (no application fee for Scheduled Caste/Scheduled Tribe candidates/PH candidates/regular employees of CSIR) is payable separately for each post which should be ONLY in the form of crossed DD payable at Pune (valid for a period of at least 6 months from the closing date for receipt of applications) drawn in favour of Director, National Chemical Laboratory and payable at Pune, duly enclosed alongwith the application should reach the Administrative Officer, National Chemical Laboratory, Dr. Homi Bhabha Road, Pune 411 008 on or before 17-12-2012.
13. Outstation candidates called for interview will be paid to and fro single second class rail fare/ ordinary bus fare from the normal place of their residence or that declared in the application or from the actual place of undertaking the journey, whichever is nearer to the place of the interview as per rules.
14. Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post.

15. NO INTERIM INQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.

- 16. HOW TO APPLY:** Hard copy of the online application Form, application fee, recent passport size photograph and copies of Matriculation/ SSLC/ Diploma/ Degree/Provisional Degree Certificate(s) and Mark sheets for all the Semesters/ Years, SC/ ST/ OBC Certificate(s) and other testimonials in support of experience etc. should be sent in a sealed cover superscribed " Application for the post of Post Code: ----- " to the **Controller of Administration, National Chemical Laboratory, Dr Homi Bhabha Road, Pune- 411 008.**

Date of commencement of online application is 17-11-2012. Last date of receipt of online applications is 17-12-2012. The hard copy of online application should reach us on or before 31-12-2012.

**Sd/-
Controller of Administration**

