



सी.एस.आई.आर.-केन्द्रीय औषधि अनुसंधान संस्थान, लखनऊ
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)
सेक्टर 10, जानकीपुरम विस्तार, सीतापुर रोड, लखनऊ – 226 031 (भारत)
CSIR - Central Drug Research Institute
(Council of Scientific & Industrial Research)
Sector 10, Janakipuram Extension, Sitapur Road, Lucknow - 226 031 (India)



Advertisement No. 03/2023

Access link for the recruitment of “Medical Officer, Hindi Officer and Jr. Hindi Translator-2023” on <https://www.cdri.res.in>

Start date of Registration, Fee Submission & Online Application : Monday, 1st May, 2023 from 05:30 PM
Last date for Submission of Online Application : Friday 2nd June, 2023, up to 5:30 PM
Last date of Receipt of physical copy of application at CDRI : Monday, 19th June, 2023, 5:30 PM

CSIR-Central Drug Research Institute, Lucknow is a constituent laboratory under Council of Scientific and Industrial Research (CSIR), New Delhi. It is a unique R&D Institution in the country with state-of-the-art infrastructure for fundamental chemical and biomedical research driven new drug discovery and development. Institute is richly contributing to the advancement of understanding of disease biology in the areas of national priorities, and set-off revolution of Indian pharma sector over the past 70 years. In the coming years, Institute would like to focus unmet as well as unaffordable medical needs of the nation, including re-emerging parasitic & infectious diseases and those diseases which Indian population is bracing due to changed life style including ageing related diseases.

The Institute invites applications from suitably qualified, dynamic, result-oriented and dedicated Indian candidates for the following vacant posts of Medical Officer/Sr. Technical Officer the posts of Hindi Officer and Jr. Hindi Translator (Isolated Category). The details of the posts and the respective emoluments as well as age limit as per norms are given below:

Post Code	Designation	No. of Posts and reservation status	Pay level	*Total emoluments (Rs.)	**Upper Age Limit not exceeding(as on 02.06.2023)
01	Medical Officer /Senior Technical Officer(1)	02 (01 SC & 01 UR)	10	97,452/- (Approx) Plus NPA as per rule	35 years
02	Hindi Officer	01 UR	10	97,452/- (Approx)	35 years
03	Junior Hindi Translator	01 UR	6	47,394/- (Approx)	30 years

*Approximate total emoluments on minimum of scale including House Rent Allowance in Lucknow City.

** Please see age relaxation under Relaxation Column

The educational qualification, job specification and mode of selection for different post codes are given here under:

Post Code Name of the post & Area of work	No. of Posts; Reserv ation & Age Limit	Essential Qualification	Desirable Qualification / Experience	Job specification
1	3	4	5	6
01 Medical Officer / Sr. Technical Officer (1)	1 UR 1 SC 35 years	MBBS with 55% marks	MD / MS / Diploma in Obstetrics and Gynecology or MD in Pediatrics or MD in General Medicine. Candidates having experience of treating employees/ pensioners of Central / State Government Departments/ Public sector undertaking / Autonomous bodies/ Recognized Private hospitals.	To be deployed in the CSIR Dispensary, shall attend patients on OPD basis at CSIR Dispensary, which includes common medical problems, follow-up of chronic medical diseases etc.
02 Hindi Officer	1 UR 35 years	(i). Master's degree of a recognized University in Hindi with English as a subject at a degree Level; OR Master's degree of a recognized University in English with Hindi as a subject at a degree Level; OR Master's degree of a recognized University in any subject with Hindi and English as a subjects at the degree level; OR Master's degree of a recognized University in any subject with Hindi Medium and English as subject at the degree level OR Master's degree of a recognized University in any subject with English Medium and Hindi as 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 and English or research in Hindi or English.	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. 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.	The Hindi Officer will be responsible for ensuring compliance of the Official Language Policy of the Central Government in CDRI, Lucknow in accordance with the Official Language Act, 1963 as amended from time to time and Rules and orders issued by the Central Government in this regard and undertake all that is necessary for that purpose as assigned from time to time.

03 Junior Hindi Translat or	1 UR 30 years	(i). 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; AND (ii). 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.	(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 course in translation from Hindi to English and vice-versa from a recognized Institute/University.	The incumbent will be required to translate official documents, correspondences; scientific literature etc. from English to Hindi and vice versa and any other work that may be assigned.

Mode of selection:

For the post code 01 (Senior Technical Officer (1)/ Medical Officer):

The candidate as recommended by the Screening Committee will be called for interview.

For post code 02 (Hindi Officer):- Interview.

However, in case of large number of candidates the competent authority may decide to hold written examination to shortlist the candidates for interview.

For post code 03 (Jr. Hindi Translator)

Written Test-Two papers (Paper-I and Paper-II)

Syllabus of written test for Junior Hindi Translator (post code 03) : -

For these posts, there will be two papers (Paper-I and 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.

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)

This paper is introduced to assess the writing and translation skills of the candidates which are necessary for this job. The paper would comprise writing of a paragraph in English and Hindi separately; précis writing in English and Hindi and translation from English to Hindi and Hindi to English. The total marks in the paper-II exam would be 300 and time allotted for this exam would be 2 hours.

BENEFITS: -

- The post carry Pay and Allowances, such as HRA and Traveling allowance etc. at Central Government rates as applicable to the employees of Council at the place of posting. In addition, other benefits such as Leave Travel Concession and Reimbursement of Medical expenses and Children's Education Allowances etc. are also available, as per CSIR rules. Accommodation will be provided as per CSIR Allotment Rules depending on availability in which case HRA will not be admissible.
- New entrants will be governed by the "New Pension Scheme" on defined Contributions as admissible to new entrants recruited in Central Government Services on or after 01.01.2004, the same has been adopted by CSIR for its employees.

AGE LIMIT AND RELAXATION:-

- 1 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. Relaxation of upper age limit for Ex-servicemen will be applicable as per GOI rules. (SC/ST/OBC candidates applying against unreserved posts will not be eligible for age relaxation.
- 2 i) Age relaxation to Persons with Disabilities (PWD): Age relaxation of 10 years is allowed (total 15 years for SCs/STs and 13 years for OBCs in respect of the posts reserved for them) to Visually, Hearing and Orthopedically handicapped persons. The persons claiming age relaxation under this sub-para 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 their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual posts to be filled by Direct Recruitment.
- 3 Upper age limit is also relaxable up to five years for the regular employees working in CSIR laboratories / institutes, Government Departments, autonomous bodies and public sector undertakings. This relaxation is admissible to such of the government servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the posts, recruitment to which has been advertised.
- 4 Person with disability is entitled to age concession by virtue of being a Central Government Employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Central Government Employee' whichever may be more beneficial to him/her.

- 5 SC/ST/OBC/PwD/EWS candidates shall require to produce the required certificate in the prescribed format duly signed by the issuing authority at the time of trade test/interview. OBC candidate shall produce the certificate valid for appointment of posts under the Central Government.
- 6 As per GOI provisions, age relaxation to Widows, Divorced Women and Women Judicially separated from Husbands, the upper age limit is relaxable up to the age of 35 years (up to 40 years for members of Scheduled Castes/Scheduled tribes in respect of the posts reserved for them) for Widows, divorced Women and Women judicially separated from their Husbands who are not remarried. 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 judgement/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 and they have not remarried since.

GENERAL CONDITIONS

1. The prescribed educational qualifications should have been obtained from recognized Board/Institutions/Universities.
2. Candidates are required to pay application fee of Rs. **100/- (Rupees One Hundred only)** as per 'Fee Payment Procedure' available on the website. **The candidates belonging to SC/ST/PWD/Women/Other Gender category/CSIR Employees/Ex-Servicemen are exempted from submission of application fee. Candidates claiming fee exemption must attach the required certificate regarding SC/ST/PWD/CSIR Employees/Ex-Servicemen etc. .**
3. The date of determining the age limit/experience/qualifications shall be closing date prescribed for filling up online application i.e. **02.06.2023**. The period of experience in a discipline/area of work, where-ever prescribed, shall be counted after the date of acquiring the minimum educational qualification prescribed for that Group/Grade.
4. Candidates working in Government Departments, Autonomous Bodies, Public Sector Undertakings and Government Funded Research Institutions should forward their Applications **through proper channel** with a certificate that the applicant, **if selected will be relieved within one month of the receipt of the appointment orders along with Vigilance clearance certificate.**
5. Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post.
6. The decision of the Director CSIR-CDRI in all matters relating to eligibility, acceptance or rejection of applications and not to fill up all or any of the posts will be final and binding

7. on the candidates and no enquiry or correspondence will be entertained in this regard from any individual.
8. The number of vacancies indicated against each category is provisional and may vary at the time of selection.
9. Candidate should ensure that he/she possesses essential educational qualification/experience in the relevant area as required in the category/post, for which he/she is applying, on the last date of filling of online application.
10. The period of experience in the requisite discipline/area of work wherever prescribed shall be counted w.e.f. the date of acquiring the prescribed minimum educational qualifications required for that post.
11. Experience certificate must be issued from competent administrative authority of the concerned organization.
12. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in interview/written test. Such candidate will not be paid any fare, in case of interview.
13. Job specification is indicative; candidates may be assigned any other job depending on requirement of the Institute.
14. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview/written examination. If it is found later at any point of time that applicant does not fulfil any of the conditions of eligibility for the posts advertised vide CDRI advertisement No. 02/2023 or candidates misinformed/concealed any material information, candidature of the applicant will be summarily rejected without any notice.

HOW TO APPLY:

- a. Eligible candidates are required to apply ONLINE by accessing the website <https://recruit.cdri.res.in> or accessing the link **“Medical Officer, Hindi Officer and Jr. Hindi Translator-2023”** available on CDRI Website <https://cdri.res.in>.
- b. For online application process please refer “How-to-apply Online” instructions, “Fee Payment Procedure’ and ‘Application Replica’ available on the above-mentioned website.
- c. The application is to be submitted in four distinct steps, as below: -
 - i) Registration (online)
 - ii) Fee Submission (online)
 - iii) Application submission (online)

- iv) Dispatch of physical copy of online application with original signature (manual)
- d. The datelines for the above-mentioned stages of application is as follows: -
1. Start Date for Registration/fee submission for Online Application: 1st May, 2023
 2. Last date for Fee Submission Online: 2nd June, 2023
 3. Last Date for Submission of Online application: 2nd June, 2023
 4. Last date of Receipt of physical copy of application at CDRI: Monday, 19th June, 2023, 5:30 PM
- e. Candidates are required to pay application fee of **Rs. 100/-** as per 'fee payment Procedure' available on the website. The candidates belonging to SC/ST/PWD/Women/Other Gender category/CSIR Employees/Ex-Servicemen are exempted from submission of application fee. **Candidates claiming fee exemption must attach the required certificate regarding SC/ST/PWD/CSIR Employees/Ex-Servicemen etc.**
- f. In case of Universities/Institute awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their university/institute.
- g. 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 requirement or selection process.
- h. In case an applicant wants to apply for more than one post code, he/she shall require to fill the forms separately along with the supporting documents and application fee, if applicable.
- i. 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. Applications routed through proper channel should reach CSIR-CDRI on or before one month from the last date of online submission of the application form i.e. 02.06.2023.
- j. Incomplete applications (i.e. without photograph, applicable testimonials and scanned signature etc.) will not be entertained and will be summarily rejected.
- k. Candidates must ensure that the hardcopy of the application must reach at CSIR-CDRI before the last date. CSIR-CDRI shall not be responsible for any delay in respect of application including postal delay etc.

Printout of Online Application Form duly signed by the candidate along with following documents must be sent by Speed Post/Registered post only:

- (i) Proof for remittance of application fee paid through Online/Offline method (E-Receipt/Transaction reference/Screenshot), wherever applicable.

- (ii) One recent Passport Size Colored Photograph (same as uploaded with the online application form) to be pasted on the application form and signed across in full.
- (iii) Self-Attested photocopy of 10th/12th certificate /Mark sheet indicating Date of Birth Certificate.

- (iv) Self-Attested photocopy of 12th certificate / Mark sheet
- (v) Self-Attested photocopies of higher educational qualifications certificates as well as Mark sheets.
- (vi) Professional Qualification certificate and Mark sheet
- (vii) Self-Attested photocopy of caste certificate (OBC/EWS/SC/ST Wherever applicable) in the format prescribed by GOI.
- (viii) Certificate related to physically handicap (wherever applicable) in the prescribed format.
- (ix) Self-Attested photocopies of experience certificates, as required.
- (x) All other supportive documents in support of the eligibility for application, if any.
- (xi) CGPA to percentage conversion certificate of the Board / university/Institute if any.
- (xii) No objection certificate wherever applicable.

No interim Enquiry or Correspondence will be entertained

(Bhaskar J. Deuri)
Controller of Administration