



**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
Anusandhan Bhavan, 2, Rafi Marg, New Delhi-1**

Advertisement No.1/2011

Applications are invited for the posts of Jr. Hindi Translator in CSIR H'qrs., New Delhi as per details given below:

Sl. No.	Name of the post	No. of Post and Reservation Status	Scale of Pay (Pay Band + Grade Pay)	Age Limit
1.	Jr. Hindi Translator	02 (Two) Posts :- 01- Unreserved 01 - Reserved for Other Backward Classes (OBC)	# Rs.9300-34800 + Rs.4200 (PB-2)	28 yrs.

Plus allowances as admissible to Central Govt. employees.

In addition to pay, other benefits such as LTC, Leave, Leave Encashment and Medical Facilities are also admissible as per Rules.

Essential Qualifications and Experience: Master's Degree of a recognized University in Hindi/English, with English/Hindi as a main subject at degree level; OR Master's Degree of a recognized University in any subject with Hindi as the medium of instruction and examination with English as a compulsory subject at degree level; OR Bachelor's Degree with Hindi and English as main subjects or either of the two as medium of examination and the other as a main subject plus recognized Diploma/Certificate course in translation from Hindi to English and Vice-versa or two years experience of translation work from Hindi to English and Vice-versa in Central/State Government offices, including Govt. of India Undertakings.

HOW TO APPLY:

Application forms can be downloaded from <http://csir.res.in> OR can be obtained from CSIR, 2, Anusandhan Bhawan, Rafi Marg, New Delhi - 110 001 in person or by sending a request alongwith a self-addressed envelope of the size of 23x11cms affixed with postage stamps of Rs.10/-. Requests for issue of application forms by post received after 01.03.2011 will not be entertained.

Applications completed in all respects, in the prescribed form along with application fee in the form of DD (issued by State Bank of India only) for Rs.100/- (Non-refundable) for general and OBC category candidates valid for at least 6 months, drawn in favour of the "Joint Secretary (Admn.), CSIR" payable at State Bank of India, Main Branch, New Delhi, should be sent to the Joint Secretary (Admn.), Council of Scientific and Industrial Research, Anusandhan Bhawan, 2, Rafi Marg, New Delhi - 110001 so as to reach on or before 10.03.2011 No other mode of payment of fee will be accepted. DD issued by any other bank will not be accepted. Applications received after the closing date shall not be entertained. CSIR will not be responsible for any postal delay.

General Conditions

1. These posts are under CSIR, which is an Autonomous Body.
2. Presently, these posts are for CSIR H'qrs, New Delhi. However, the selected candidates can be posted in any of the CSIR Laboratories/Institute in India.
3. All New Entrants will be governed by the "New Pension Scheme" based on defined Contributions for New entrants recruited in Central Government Services on or after 01.01.2004, as adopted by CSIR for its employees. However, persons selected from other Government Departments/Autonomous Bodies/Public Sector Undertakings/Central Universities, etc. working prior to 01.01.2004 & having Pensions Scheme on GOI pattern, will continue to be governed by the existing Pension Scheme i.e. CCS (Pension) Rules, 1972.
4. The period of experience for the post, wherever prescribed, shall be counted from the date of acquiring the minimum educational qualification prescribed for the post.
5. The date of determining the upper age limit/qualification/experience shall be the closing date prescribed for receipt of applications.
6. Relaxation in upper age limit will be as per GOI orders.
7. Relaxation of 5 years in age 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 01.01.1980 to 31.12.1989 subject to production of relevant certificate from concerned authority.
8. Applications from employees of Government Departments/PSUs/Autonomous Bodies/Central Universities, etc. should be forwarded through proper channel with a certificate from the employer that the applicant will be relieved within one month of the receipt of the appointment orders, if selected.
9. Candidates called for test/interview will be paid single second class to and fro rail fare by the shortest route from the place of their residence/actual departing station, whichever is nearer to Delhi.
10. Merely fulfilling of essential educational qualifications and/or experience does not entitle a candidate to be called for interview. A duly constituted Screening Committee shall lay down the criteria to shortlist the candidates for test/interview. The decision of the Council shall be final.
11. The candidates should write his name, address and name of post in capital letters on the back of Demand Draft.
12. Canvassing in any form or bringing in any influence, political or otherwise, will be treated as disqualification.
13. Photocopies of certificates in support of Date of Birth, Educational Qualifications, Experience and Other Backward Class (OBC) etc. must be sent along with the application. OBC certificate should be in the format prescribed by Govt. of India for employment under Central Govt.
14. Incomplete applications in any respect or applications not in the prescribed form will be summarily rejected.



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
अनुसंधान भवन, रफी मार्ग, नई दिल्ली-110001

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, RAFI MARG, NEW DELHI-110001**

चयन द्वारा नियुक्ति के लिए आवेदन प्रपत्र

FORM OF APPLICATION FOR APPOINTMENT BY SELECTION

अभ्यर्थी इस प्रपत्र को स्वयं भरे।

सभी कॉलम उचित रूप से भरे जाएं।

अपूर्ण आवेदन प्रपत्र अस्वीकृत कर दिया जाएगा।

To be filled in by the candidate in his own
handwriting. All the columns should be properly
filled in. Incomplete application form will be
rejected summarily

विज्ञापन संख्या..... Advt.No.	आवेदन शुल्क का विवरण Particulars of application fee:
आवेदित पदनाम Post applied for	डी.डी.सं. एवं तारीख..... D.D. No.& Date
पद कोड (यदि कोई हो)..... Post Code (if any)	बैंक एवं शाखा का नाम..... Name of the Bank & Branch

1. पूरा नाम (स्पष्ट अक्षरों में).....
(महिला अभ्यर्थी अपने नाम से पहले
'कुमारी' अथवा 'श्रीमती' अवश्य लिखें)
Name in full (in BLOCK LETTERS)
(In the case of female candidates, the appropriate
Prefix 'Miss' or 'Mrs' should be used)

2. पिता/पति का नाम.....
Father's/Husband's name

3. जन्मतिथि एवं स्थान Date and Place of birth	(क) तिथि:..... (a) Date: (ख) स्थान:..... (b) Place:
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4. पता: (क) पत्राचार हेतु
Address: (a) Correspondence: _____

दूरभाष सं: _____ ई-मेल: _____

Telephone No. E-mail:

फैक्स संख्या: _____
Fax No.

(ख) स्थायी _____
(b) Permanent _____

5. क्या आप जन्म अथवा अधिवास से भारत के नागरिक हैं ?
Are you a citizen of India by birth or by
domicile ?

6. उस राज्य का नाम जिसके आप निवासी हैं
Name of State to which you belong

7. क्या आप अनुसूचित जाति/अनुसूचित जनजाति/अन्य
पिछड़ा वर्ग/शा.वि. हैं ? यदि हाँ, तो अपने दावे के समर्थन
में प्रमाण-पत्र की अनुप्रमाणित प्रति संलग्न करें ;
State whether you are a member of Scheduled
Caste/Scheduled Tribe/Other Backward
Class/PH. If so, attach an attested copy of
the certificate in support of your claim
(उचित वर्ग में सही का निशान लगाएं)
(Tick the appropriate Category)

8. क्या आप सीएसआईआर के किसी कर्मचारी के संबंधी हैं ?
यदि हाँ, तो कृपया इसका ब्यौरा दें ;
.....
Are you related to any employees of the
CSIR ? If so, give details.

9. क्या आप आशुलिपि और टंकण जानते हैं ? यदि हां, तो
Do you know Typing and Shorthand ? If so

टंकण गति शब्द प्रति मिनट (हिंदी/अंग्रेजी)
Typing Speed.....w.p.m.(Hindi/English)

आशुलिपि गति शब्द प्रति मिनट (हिंदी/अंग्रेजी)
Shorthand speed..... w.p.m.(Hindi/English)

- 10 शैक्षिक/व्यावसायिक अर्हताओं का संपूर्ण ब्यौरा :
Complete details of Education and Professional Qualifications:

उत्तीर्ण परीक्षा Exam passed	श्रेणी/ग्रेड तथा अंकों की प्रतिशतता Division/Grade and %age of marks	वर्ष जिसमें उत्तीर्ण हुए हैं Year of passing	डिग्री/डिप्लोमा की अवधि Duration of the Degree/ Diploma	बोर्ड/विश्वविद्यालय Board/Univ.	विषय Subjects(s)

11. कम्प्यूटर ज्ञान है या नहीं ? यदि है तो स्तर यानि डिप्लोमा/डिग्री आदि इंगित करें ।
Do you have knowledge of Computer Operation ? If yes, the level i.e.
Dip/Degree etc. is to be indicated.

12. रोजगार का ब्यौरा (कालक्रम में):

संगठन Organization	धारित पद Post held	वेतनमान एवं अंतिम आहरित वेतन Scale of pay & last pay drawn	निश्चित तारीख दी जाए से तक From To	कुल अवधि (वर्षों, महीनों और दिनों में) Total period (in years, months & days)	कार्यों की प्रकृति Nature of duties

13. संलग्नकों की सूची:

List of enclosures:

- 1.
- 2.
- 3.

4.

घोषणा
DECLARATION

मैं एतद्द्वारा घोषणा करता हूँ/करती हूँ कि आवेदन पत्र में दिया गया विवरण मेरी जानकारी तथा विश्वास के अनुसार सही, पूर्ण एवं उचित है और यदि मेरे द्वारा दी गई कोई सूचना गलत अथवा अनुचित पाई जाती है अथवा चयन से पूर्व अथवा बाद में किसी अपात्रता का पता चलता है तो मेरी अभ्यर्थिता रद्द की जा सकती है और मेरे विरुद्ध कार्रवाई की जा सकती है।

I _____ hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge and belief and in the event of any of the information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be cancelled and action initiated against me.

स्थान:

Place:

पता:

Address

अभ्यर्थी के हस्ताक्षर

Candidate's signature

पूरा नाम

Full Name

तारीख:

Date:

सेवारत अभ्यर्थी अपने वर्तमान नियोक्ता से निम्नांकित पृष्ठांकन पर हस्ताक्षर करवाएं।

Candidate already employed should get the following endorsement signed by his/her present employer.

विभाग/कार्यालय प्रधान द्वारा पृष्ठांकन

Endorsement by the Head of the Department or Office.

सं.

No.

दिनांक: _____

Date:

पूर्ण हस्ताक्षर _____

Full Signature

पदनाम _____

Designation

मोहर

Stamp