

**CSIR-CENTRE FOR CELLULAR AND MOLECULAR BIOLOGY**

Habsiguda, Hyderabad – 500 007 (India)

**Advertisement No. 7/2013**

Applications are invited from Indian nationals for the following Technician positions in CSIR-CCMB, Hyderabad:

Name of the post/ Pay Band/ Grade Pay	Post Code	No. of Posts	No. of Post (s) with Reservation status	Area	Upper age limit not exceeding as on 30.11.2013
Technician (1) PB-1 ₹ 5200-20200 GP ₹ 1900	2101	1	reserved for ST	Electrical	28 years
	2102	1	reserved for SC	AC/Refrigeration	
	2103	1	reserved for OBC	Laboratory	
	2104	1	Unreserved	Animal House	

Please visit our website <http://ccmb.res.in> for detailed advertisement and application form.

Date of commencement of online applications: **11.11.2013 from 10:00 AM**

The last date for submitting online applications: **06.12.2013 at 06:00 PM**

Last date for submission of printout of online applications: **16.12.2013 at 06:00 PM**

Sd/-

(Controller of Administration)



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The Council of Scientific and Industrial Research (CSIR) is an autonomous body under the Ministry of Science & Technology, Government of India. CSIR covers the entire spectrum of scientific and industrial research of national and international importance.

The Centre for Cellular and Molecular Biology (CCMB) is one of the constituent national laboratories of the Council of Scientific & Industrial Research (CSIR) and a premier scientific institute that conducts high quality research in frontier and multi-disciplinary areas of modern biology. CCMB invites applications in the prescribed application form for the following posts from Indian citizens as per the qualifications and other details mentioned against the posts.

Post wise information regarding essential & desirable qualifications & experience and job specification is as under.

**“Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply”**

S.No.	Name of the post/Post Code No./No. of posts	Details
1	<b>Gr.II(1)/Technician (1)</b> <b>Post Code No.2101</b> <b>1 post – Reserved for ST</b>  <b>Age limit:</b> 33 years (inclusive of the relaxation meant for ST candidates)  <b>Pay Band:</b> Rs. 5200-20200 <b>Grade Pay:</b> Rs. 1900	<b><u>Essential qualifications:</u></b> SSC/10 <sup>th</sup> Standard with science subjects with 55% marks plus 2 years full time ITI Certificate or National/State Trade Certificate in <b>Electrical</b> from Government recognized institute.  <b><u>Desirable:</u></b> Working experience in operation & maintenance of 33 KV Sub-Station, DG sets and associated LT & HT Electrical Installation. Fault diagnosis and rectification, Internal & External Electrification Wiring and servicing of electrical gadgets in a Scientific Research Institute/Hospital/Clean Room/Process Industry. Preference will be given to the candidates possessing the working permit on electrical installations from the State/Central/Statutory Licensing Authority.  <b><u>Job requirements:</u></b> The selected candidate is expected to operate and maintain the electrical installations at different campuses of CCMB. He may be required to work in shifts and will have to attend the emergencies at odd hours and other day-to-day assigned activities. He shall have basic knowledge in Electrical Safety Procedures, IE Rules and National Building Codes.

S.No.	Name of the post/Post Code No./No. of posts	Details
2	<p><b>Gr.II(1)/Technician (1)</b>  <b>Post Code No.2102</b>  <b>1 post – Reserved for SC</b></p> <p><b>Age limit:</b> 33 years  (inclusive of the relaxation meant for SC candidates)</p> <p><b>Pay Band:</b> Rs. 5200-20200  <b>Grade Pay:</b> Rs. 1900</p>	<p><b><u>Essential qualifications:</u></b></p> <p>SSC/10<sup>th</sup> Standard with science subjects with 55% marks plus 2 years full time ITI Certificate or National/State Trade Certificate in <b>A/C &amp; Refrigeration</b> from Government recognized institute.</p> <p><b><u>Desirable:</u></b></p> <p>Working experience in operation &amp; maintenance, installation of Central A/C Plant, Split, Window A/Cs, walk-in cold rooms, refrigerators, deep freezers and LN2 plant. Well conversed in procedure of works in any Research organization/Hospital/Clean Rooms/Process Industry.</p> <p><b><u>Job requirements:</u></b></p> <p>The selected candidate is expected to install, operate and maintain A/C &amp; Refrigeration system at different campuses. He may be required to work in shifts and will have to attend to emergency breakdown at odd hours.</p>
3	<p><b>Gr.II(1)/Technician (1)</b>  <b>Post Code No. 2103</b>  <b>1 post – Reserved for OBC</b></p> <p><b>Age limit:</b> 31 years  (inclusive of the relaxation meant for OBC candidates)</p> <p><b>Pay Band:</b> Rs. 5200-20200  <b>Grade Pay:</b> Rs. 1900</p>	<p><b><u>Essential qualifications:</u></b></p> <p>SSC/10<sup>th</sup> Standard with science subjects with 55% marks plus 2 years full time experience in a recognized biological/chemical/technological research institution.</p> <p><b><u>Desirable:</u></b></p> <p>2-3 years relevant experience in a Biological research laboratory.</p> <p><b><u>Job requirements:</u></b></p> <p>To provide assistance to the research staff and other staff in the laboratory in their day-to-day work.</p>

S.No.	Name of the post/Post Code No./No. of posts	Details
4	<p><b>Gr.II(1)/Technician (1)</b>  <b>Post Code No. 2104</b>  <b>1 post - Unreserved</b></p> <p><b>Age limit:</b> 28 years (5 years relaxation for SC/ST and 3 years for OBC candidates)</p> <p><b>Pay Band:</b> Rs. 5200-20200  <b>Grade Pay:</b> Rs. 1900</p>	<p><b><u>Essential qualifications:</u></b></p> <p>SSC/10<sup>th</sup> Standard with science subjects with 55% marks plus 2 years full time experience in a recognized research institution in the Animal House.</p> <p><b><u>Desirable:</u></b></p> <p>2-3 years experience in breeding, care and maintenance of laboratory animals.</p> <p><b><u>Job requirements:</u></b></p> <p>The incumbent will be required to work in the Animal House and will be expected to undertake jobs like cleaning, feeding and rearing of laboratory animals and all other jobs as may be assigned from time to time.</p>

**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 also eligible for accommodation of their entitled type as per CSIR allotment rules depending on availability in which case HRA will not be admissible.
- b. In addition to the emoluments indicated against each category of posts, benefits such as New Pension Scheme, reimbursement of Medical Expenses, Leave Travel Concession, Conveyance advance and House Building Advance are available as per rules of CSIR.

2. **General Conditions / Information:**

- 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. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. **No enquiry asking for advice as to eligibility will be entertained. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.**

- c. The application should be accompanied by self attested copies of the relevant educational qualification, experience. The prescribed qualifications should have been obtained through recognized Universities / Institutions. etc. Incomplete applications/ applications received not accompanied with the required certificates / documents are liable to be rejected.
- d. In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent 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.
- e. 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.
- f. If any document/ certificate furnished is in language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be submitted.
- g. The date for determining the upper age limit, qualifications and /or experience shall be the closing date prescribed for receipt of printout of online applications **(16.12.2013)**.
- h. The period of experience in a discipline / area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualifications prescribed for that post.
- i. Candidate must ensure that he/she possesses educational qualification/experience in the relevant area as required in the post, for which he/she is applying, on the last date of receipt of application.
- j. Persons with disabilities (PWD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply.
- k. The posts carry usual allowances as admissible to Central Government employees as have been made applicable to CSIR employees.
- l. The post will be governed by the New Pension Scheme applicable w.e.f.01.01.2004 as notified by the Government of India and adopted by CSIR vide their letter No.17/68/2001-E.II dated 23.12.2003 and other instructions issued on the subject.
- m. Only outstation and unemployed SC/ST candidates called and found eligible for interview will be paid to and fro single second class rail fare from the actual place of undertaking the journey or from the normal place of their residence whichever is nearer to Secunderabad Railway Station on production of Rail Tickets/Rail Ticket Numbers or any other proof of journey.
- n. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in interview. Such candidate will not be paid any fare.
- o. The number of vacancies indicated against each category is provisional and may vary at the time of selection.

- p. The decision of the CSIR-CCMB 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.
- q. Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.
- r. NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.

3. **Relaxations:**

- a. The date of determining the age limit/experience/qualification shall be the closing date prescribed for receipt of printout of online applications i.e. **16.12.2013**.
- b. **The upper age limit is however, relaxable upto 5 years for SC/ST and 03 years for OBC as per Government orders in force only in those cases where the posts are reserved for respective categories**, on production of relevant certificate in the prescribed format signed by the specified authority at the time of interview.
- c. Age relaxation of Physically Handicapped (**PH**) persons: **Age relaxation of 5 years is allowed (total 10 years for SCs/STs and 8 years for OBCs in respect of the posts reserved for them) to blind, deaf-mute and orthopedically handicapped persons for appointment to Group 'A' and Group 'B' posts/services**. 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 Group 'A' and Group 'B' posts to be filled by Direct Recruitment by Selection.
- d. SC/ST/OBC/PH candidates are required to produce a copy of the certificate in the prescribed format signed by the specified authority at the time of interview. The OBC candidate should produce the prescribed certificate valid for appointment of posts under the Central Government.

4. **Mode of selection:**

- a. Mere fulfillment of educational qualifications and experience does not entitle a candidate 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 the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with documents.

5. **How to apply:**

- a. Eligible candidates are required to apply ONLINE through our website <http://www.ccmb.res.in>. **Applications sent through any other mode would not be accepted and summarily rejected.**
- b. If the candidate does not have a valid email id, he/she should create a new valid email id before applying online.
- c. Online Application will be available on our <http://www.ccmb.res.in> website from **10:00 AM on 11.11.2013 to 06:00 PM on 06.12.2013**.

- d. An **application fee** of ₹ 100/- through a crossed Demand Draft drawn on any nationalized bank and valid at least for 3 months in favour of “**Director, CCMB, Hyderabad**” payable at Hyderabad, preferably State Bank of Hyderabad, Habsiguda Branch (IFS Code No.20087), Habsiguda, Hyderabad. The last date for submitting online application and making of Demand Draft is **06.12.2013**. This date will be the same for the candidates belonging to far-flung areas. The following details must be filled up on back side of Demand Draft (i) Candidate’s Name, (ii) Candidate’s Category, (iii) Post Code applied for. **SC/ST/PH/Women/CSIR Employees are exempted from submission of application fee.**
- e. 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.
- f. The above details are to be mentioned by the candidates at the appropriate place in the on-line application format while submitting the same.
- g. Candidates should keep a copy of the application print out and Demand Draft for their record. Printout of Application form will not be available after **06:00 PM on 16.12.2013**.
- h. Successful online application is indicated by the page displayed after clicking **SUBMIT BUTTON** indicating the generated “**APPLICATION/REGISTRATION NUMBER**”. Please note down the same carefully and preserve it. If you do not preserve it, you will not be able to Re-print the Application.
- i. In case candidates want to modify/withdraw the application there is a ‘**CANCEL**’ option to cancel the online application. Please note that application once cancelled will not be retrieved at any stage. In case the application is cancelled by the candidate, by mistake, please reapply before the closure of Application Date as per advertisement. Please remember to take fresh print out after modifying any details.
- j. After submission, candidates should take a printout of the computer generated application form. After signing each page of the form a recent passport size photograph should be pasted in the space provided. Candidates are required to sign in full across the photograph.
- k. This computer generated application (Print-out) duly accompanied by attested copies of the certificates, mark sheets, testimonials in support of age, education qualifications, experience, re-prints of publications and caste certificate, if applicable along with one recent passport size self-signed photograph affixed together with Demand Draft (if applicable) should be sent in an envelope super-scribed “**APPLICATION FOR THE POST OF TECHNICIAN (1) (POST CODE NO. \_\_\_\_\_)**” by post to the address: **DIRECTOR, CENTRE FOR CELLULAR AND MOLECULAR BIOLOGY, HABSIGUDA, UPPAL ROAD, HYDERABAD – 500 007 (INDIA)**. **Mere submission of online application without hard copy (vice versa) will not be considered**
- l. The Computer generated printout of the Online Application Form should reach the above address by **06:00 PM on 16.12.2013** along with Demand Draft (including far flung areas). Candidates applying for more than one post must submit separate application form for each post indicating the Code No. of the post. The hard copy(s)

of each application must be accompanied by separate Demand Draft(s) and also necessary enclosures.

- m. 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, even in the case of cancellation of advertisement.
  - n. 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 also be recorded. However, advance copy of the application may be submitted before the closing date.
  - o. Candidates should specifically note that the applications received after the closing date for any reason whatsoever (such as envelopes wrongly address, delivered elsewhere, postal delay etc.) will not be entertained by CCMB. Any enclosure received separately subsequent to the receipt of the application cannot be connected therewith. No correspondence in this regard will be entertained.
  - p. Incomplete applications (i.e. without photograph, unsigned and application fee, if applicable testimonials etc.) will not be entertained and is liable to be summarily rejected.
6. **Following documents must be attached along with application form sent by post:**
- a. Demand Draft of ₹ 100/- as application fee where applicable.
  - b. Coloured photograph pasted on the form and signed across in full
  - c. Self Attested photocopy of Date of Birth Certificate.
  - d. Self Attested photocopies of education qualifications certificates.
  - e. Self Attested photocopy of caste certificate, if applicable.

The recruitment process can be cancelled/postponed/suspended/terminated without any prior notice/assigning any reasons at any stage at the discretion of the competent authority.

Any resultant dispute arising out of this recruitment shall be subject to the sole jurisdiction of the courts situated at Hyderabad only.

As the screening of applications will be done on the basis of information furnished in the 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-CCMB will **NOT** be responsible for any of the consequences of furnishing such wrong/ false information.

The shortlisted candidates will be called for interview through email.

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The last date for submitting online applications: **06.12.2013 at 06:00 PM**

Last date for submission of printout of online applications: **16.12.2013 at 06:00 PM**

**[J Shankar Rao]**  
**Controller of Administration**