

सीएसआईआर - केन्द्रीयचर्मअनुसंधानसंस्थान
CSIR- CENTRAL LEATHER RESEARCH INSTITUTE
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् Council of Scientific & Industrial Research
अडयार, चेन्नै, 600 020 / Adyar, Chennai-600 020

CLRI Advertisement No.01/2022

Recruitment to the post of Junior Hindi Translator

“CSIR strives to have a workforce which reflects gender balance in administration and women candidates are encouraged to apply”

“Persons with Disabilities (PwD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply”

Commencement of online application	21.05.2022 (09:00 hrs IST)
Last date for submission of online applications	20.06.2022 (23.30 hrs IST)
Last date for receipt of hard copies of applications	30.06.2022

The CSIR-Central Leather Research Institute [CLRI], Chennai is a premier constituent establishment of Council of Scientific & Industrial Research (CSIR), which is an Autonomous Body under the Department of Scientific & Industrial Research (DSIR), Ministry of Science & Technology, Government of India. The CSIR-Central Leather Research Institute [CLRI], Chennai was established in the year 1948 with headquarters at Chennai. It has Regional Centres at Ahmedabad, Jalandhar, Kanpur and Kolkata. CLRI is the central hub in Indian Leather Sector with direct roles in Education, Research, Training, Testing, Designing, Forecasting, Planning, Social empowerment and leading in Science and Technology relating to Leather.

2. CLRI invites application from Indian nationals to fill up One post of Junior Hindi Translator, as detailed below:

Name of the Post Post Code	Number of Posts	Pay Scale	Total Emoluments *	Upper Age Limit ** (as on last date of submission of online Application)
Junior Hindi Translator JHT2201	01 (Unreserved)	Pay Level-6 (Rs.35,400 – 1,12,300)	Rs. 61,818/-/-	Not exceeding 30 years

* Approximate emoluments on minimum of scale including HRA applicable to Chennai city.

** Details given in Para 6

3. **Essential Qualification , desirable qualification & Job requirement**

Essential Qualification	Desirable Qualifications	Job Requirements
<p>1. 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;</p> <p style="text-align: center;">(OR)</p> <p>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;</p> <p style="text-align: center;">(OR)</p> <p>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 subject of either or the two as the medium of examination and the other as a compulsory or elective subject at degree level;</p> <p style="text-align: center;">(AND)</p> <p>2. 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.</p>	<p>1. 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.</p> <p>2. Degree or Diploma in translation from Hindi to English and vice-versa from a recognized University</p>	<p>1. To assist in the implementation the Official Language policy of Government of India,</p> <p>2. To translate official correspondences / Scientific literatures / documents / records etc. from English to Hindi and vice-versa</p> <p>3. To assist in preparation of / submit reports & returns</p> <p>4. Any other work as may be assigned by Higher Authorities from time to time</p>

4. **General benefits and conditions under Council Service:**

- a) This post carries usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA) and Transport Allowance (TA) as admissible and made applicable to CSIR employees posted at CSIR-CLRI, Chennai.
- b) 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.
- c) In addition, provision for reimbursement of Medical expenditure, Leave Travel Concession, Conveyance Advance, House Building Advance are applicable, as per Govt. of India/CSIR Rules.
- d) The service is covered by defined contributions under "New Pension Scheme" and as made applicable to employees joining CSIR on or after 01.01.2004. However, cases of persons selected from other Government Departments / Autonomous Bodies / Public Sector Undertakings / Central Universities, those who have joined prior to 01.01.2004 and having Pension Scheme on Gol pattern and who are presently being governed by Old Pension Scheme will be regulated as per CCS (Pension) Rules, 1972, as applicable
- e) The appointee is liable to be posted in any of the Regional Centers of CLRI located at Jalandhar, Kanpur, Kolkata or Ahmedabad, as and when required.
- f) The appointment to the post shall be governed by the provisions of the Central Civil Services [Conduct] Rules, 1964, Central Civil Services [Classification, Control and Appeal] Rules, 1965 as amended from time to time and other service Rules to the extent made applicable to the Council Servant and decision of the Council as to their applicability shall be final

5 **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 the last date of receipt of the applications. They are advised to satisfy themselves before applying that they possess the essential qualifications laid down for various posts as on the last date of receipt of the applications. No enquiry asking for advice as to eligibility will 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 written test. A duly constituted Screening Committee will adopt its own criteria for screening application received for the post and short-list the candidates accordingly to be called for Written Test. The candidate should not leave any column unfilled and should mention in the application all the qualifications and experiences possessed by them in the relevant area over and above the minimum prescribed qualification duly supported with documents / certificates.
- d) Date of Birth filled by the candidate in the online application form (matching with the date recorded in the Matriculation / Secondary Examination Certificate) will be accepted by CLRI for determining the age and no subsequent request for change will be considered or granted.
- e) Any discrepancy found between the information given in application and as evidenced from the supporting documents provided will make the candidate ineligible for appearing in the written test.
- f) The hard copy of the application should be accompanied by self-attested documents in support of educational qualification, age and experience. The prescribed qualifications should have been obtained through recognized Universities / Institutions etc.
- g) Incomplete applications/applications received or not accompanied with the required certificates / documents are liable to be rejected
- h) The date for determining the upper age limit and educational qualifications shall be as on the last date of submission of online applications
- i) The period of experience, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualifications prescribed for the position.
- j) In respect of equivalent clause in Essential Qualifications, if a candidate claims a particular qualification as equivalent to the advertised qualification, 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.
- k) 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
- l) 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
- m) Candidates shall not be reimbursed / paid any Travelling Allowance / Daily Allowance for appearing for written test.
- n) The decision of Director CSIR-CLRI in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of examination will be final and binding on the candidates

- o) Persons with disabilities (PwD) fulfilling the eligibility conditions prescribed under GOI instructions are encouraged to apply
- p) The Director, CSIR-CLRI reserves the right to cancel the advertisement or reserves the right not to fill up the posts without assigning any reason thereof.
- q) The number of vacancies indicated above is provisional and may increase or decrease at the time of selection.
- r) This advertisement does not necessarily tantamount to the selections being actually made. The selection process is subject to the CSIR/Gol instructions prevalent at a given point of time during various stages of selection process.
- s) Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.
- t) Notification regarding details of candidates screened in /short listed to be called for Competitive Written Examination and selection will be updated through CLRI website: <https://clri.org> from time to time. Candidates are advised to see the CLRI website regularly in this regard for Updates.
- u) The Competent Authority reserves the right to amend, delete and add terms & conditions to this advertisement
- v) NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED

6. Relaxation in upper age limit :

- a) Upper age limit is relaxable upto 05 years for the regular employees working in CSIR Laboratories / Institutes, Government Departments, autonomous bodies and Public Sector Undertakings.
- b) Upper age limit is relaxable upto the age of 35 years (40 years for SC/ST) 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 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.
- c) Upper age limit is relaxable to Persons with Disabilities (PWD) upto 10 years who are suffering from the following benchmark disabilities as per Gol 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
 - ii. 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.

- iii. In any case of selection, the appointment will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government.

7. Mode, Scheme, Syllabus, Centre for Written Examination and basis of Selection :

- a) There will be two Papers viz. Paper –I and Paper –II.
- b) Paper –I will be OMR Based or Computer Based Objective Type Multiple Choice Examination, while Paper –II will be descriptive.
- c) Paper II will be evaluated only in respect of those candidates who secure the minimum threshold marks (as determined by the Selection Committee) in the Paper I.
- d) Medium of Questions: The questions for Objective Type Multiple Choice Examination will be set both in English and Hindi
- e) Standard of Exam will be of Graduation Level
- f) **Paper I (Time Allotted – 1 hour)**

Subject	No. of Questions	Maximum Marks	Negative Marks
General Intelligence	50 Questions	150 (three marks for every correct answer)	One negative mark for every wrong answer.
Quantitative Aptitude	25 Questions	75 (three marks for every correct answer)	One negative mark for every wrong answer
General Awareness	25 Questions	75 (three marks for every correct answer)	One negative mark for every wrong answer

g) Paper-II (Total marks 300 & Time Allotted - 2 hours)

This paper is 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; Precis writing in English and Hindi and translation from English to Hindi and Hindi to English.

- h) **Centre of Written Examination:** The written examination will be held in Chennai. The date, time and venue of the written examination will be intimated well in time to the candidates through CLRI website as well as through candidates email id & mobile phone as provided by them in their application form.
- i) Candidate themselves shall have to bear the cost of their travel, boarding and lodging incurred for appearing for written test.
- j) **The Final merit list** will be prepared on the basis of the marks obtained by the candidate in Paper – II alone.

8. Application Fee :

- a) Candidates belonging to General / OBC category are required to pay application fee of Rs 100/- through SBI Collect by ONLINE / SBI Branch.
- b) However, candidates belonging to SC/ST/PWD/Women/CSIR Employees are exempt from application fee.
- c) Application fee paid through any other modes will not be accepted and the application will be treated as without application fee and rejected.

9. **How to apply**

- a) Eligible candidates are required to apply only through ONLINE. The link for ONLINE APPLICATION is available on CSIR-CLRI's website <https://clri.org>. Instruction to fill up online application is also given in CSIR-CLRI website <https://clri.org>
- b) If the candidate does not have a valid email id, he/she should create a new email id before applying online.
- c) The candidate has to register with his / her name, email-id and password.
- d) After successful registration, the candidate has to login using the credentials and fill up the Online application form.
- e) The candidate is required to upload a recent (i.e. not more than three month old) scanned colour passport size photograph in JPEG format (max 100 KB) with image dimension of about 300px (width) x 400px (height). The photograph should be without cap and both ears should be visible. The date on which the photograph has been taken should be printed on the photograph. The application without photograph is liable to be rejected as invalid.
- f) The candidate is required to upload his/her signature in JPEG format (max 100 KB) with image dimension of about 130px (width) x 150px (height). The application without signature is liable to be rejected as invalid
- g) After filling-up the Online application form, the candidate can verify / edit the application to ensure that the application is complete and correct in all aspects. After finalizing, candidate can finally submit the application online and take a print out of the application.
- h) In case of Universities / Institutes awarding CGPA/SGPA/OGPA grades etc., candidates are requested to convert the same into percentage based on the formula as per their University / Institute alongwith the copy of approved notification of conversion formula issued by the said University / Institution.
- i) Candidates are advised not to apply more than once. In spite of this, if a candidate applies for the post more than once, he will have to pay application fee on each count (if applicable). In such a situation the candidate's latest application will be considered and all other previous application(s) will be rejected as invalid.
- j) After submission of ONLINE APPLICATION(s), applicants have to take a print out of the computer generated application form. Application must be duly signed and accompanied by self-attested copies of all certificates (including mark sheets) of 10th, 12th, Undergraduate, Postgraduate, Diploma/Certificate Courses, experience (if applicable) along with SB collect Payment Receipt (if applicable) and sent in an envelope super-scribed "Application for the post of Junior Hindi Translator" by Speed Post to the following address, so as to reach **on or before 30.06.2022**:

**“Section Officer (Recruitment), CSIR- Central Leather Research
Institute, Sardar Patel Road, Adyar, Chennai-600 020 Tamil Nadu”**
- k) **UNLESS DULY SIGNED HARD COPY OF THE APPLICATION IS RECEIVED BY THE DUE DATE OF RECEIPT OF APPLICATION i.e. 30.06.2022, THE APPLICATION SUBMITTED ONLINE WILL NOT BE CONSIDERED AS VALID APPLICATION AND WILL BE REJECTED.**
- l) Candidates should note that the applications received after the closing date for whatsoever reason (such as wrong address, delivered elsewhere, postal delay etc.) will not be entertained by CLRI.

- m) 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 recruitment or selection process.
- n) Applications from employees of Government Departments will be considered only if the original application is 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. They should also get their Vigilance Certificate forwarded. However, advance copy of the application may be submitted before the closing date. Applications routed through proper channel should reach CLRI at the earliest.
- o) Incomplete applications (i.e. without photograph, unsigned, without application fee, without applicable testimonials etc.) will not be entertained and will be summarily rejected.

10. Documents to be attached along with the hard copy of application form to be sent by post:

- a) Printout of Online Application form duly SIGNED BY THE CANDIDATE.
- b) Printed copy of e-receipt/challan for the application fee of Rs.100/- (wherever applicable).
- c) Colour photograph pasted on the Application Form and signed in full across the . (Please retain two copies of the same photograph to be produced later)
- d) Self Attested photocopy of Date of Birth Certificate.
- e) Self Attested photocopies of all educational qualification(s) certificate(s) and all marksheets thereof (Semester wise/Year wise)
- f) Self Attested photocopies of experience certificate(s), if any.
- g) Self Attested photocopy of caste/community/disability certificate, if applicable .
- h) In case of widow/divorced women/judicially separated women or Ex-servicemen, the relevant certificate may be attached.
- i) No objection certificate (NOC) (from Govt. /Autonomous Body/Public Sector employees) if employed / proper channel application, wherever applicable.

Controller of Administration, CLRI