



**CSIR-CENTRAL FOOD TECHNOLOGICAL RESEARCH INSTITUTE
MYSORE-570 020, INDIA**

**(An ISO 9001-2000 Organisation)
(Council of Scientific & Industrial Research)**



ADVERTISEMENT NO .REC 6/2015

Date of Commencement of online applications	09-09-2015
Last date of receipt of online applications	30-09-2015
Last date for receipt of hard copy applications	12-10-2015

About CFTRI

Central Food Technological Research Institute (CFTRI) is a premier Research Institute under the **Council of Scientific & Industrial Research (CSIR), New Delhi** which is an autonomous Body under Ministry of Science & Technology, Government of India. CSIR-CFTRI is looking for bright and motivated persons for filling up the following positions:

The eligible candidates who meet the requirement are required to apply online for the position and submit the hard copy of the Application along with the supporting documents.

Post Code	Post	No. of post & Reservation#	Essential Qualification	Scale of Pay	Age Limit
ADMN01	Assistant (G) Gr.III	5 posts (1 OBC & 4 UR)	10+2/ XII Standard / PUC or its equivalent with computer typing speed of 35 w.p.m in English OR 30 w.p.m in Hindi.*	Rs. 5200-20200/- GRADE PAY- Rs. 1900/-	Age not exceeding 28 years as on the last date of receipt of application.
ADMN02	Assistant (S&P) Gr.III	2 posts (1 SC & 1 UR)			
ADMN03	Assistant (F&A) Gr.III	1 post(UR)	10+2/ XII Standard / PUC or its equivalent with commerce as one of subjects and computer typing speed of 35 w.p.m in English OR 30 w.p.m in Hindi.*		
ADMN04	Junior Stenographer	5 posts (1 ST, 1 OBC & 3 UR)	10+2/ XII Standard / PUC or its equivalent with a speed of 80 w.p.m in English/ Hindi shorthand and 40 w.p.m in computer typing speed in English OR 35 w.p.m in Hindi.	Rs. 5200-20200/- GRADE PAY- Rs. 2400/-	Age not exceeding 28 years as on the last date of receipt of application.
ADMN05	Junior Hindi Translator	1 post(UR)	(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** OR	Rs. 9300-34800/- GRADE PAY- Rs.4200/-	Age not exceeding 30 years as on the last date of receipt of application.

** 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**

(2) Recognized Diploma or certificate courses in translation from Hindi to English and vice Versa or two years of experience of translation work from Hindi to English and vice-versa in Central or State government offices, including Government of India undertaking.

Note: * 35 w.p.m./30 w.p.m. correspond to 10500 KDPH/ 9000KDPH on a average of 5 key depression for each word. (Time allowed 10mts)

#The number of vacancies indicated against each post/ category is provisional and may vary at the time of selection.

One of the posts out of FIVE posts of Junior Stenographers and one of the posts out of EIGHT posts of Assistant Gr.III(G/S&P/F&A) notified above is reserved for Persons with disabilities with 40% or more locomotor disability or cerebral palsy.

Job requirement:

Post Code: AD 01, 02 & 03 – Candidates are required to provide assistance in General Administration/ Stores & Purchase/ Finance & Accounts.

***Desirable:** A Degree in Arts/ Science/ Commerce with proven working knowledge of computers preferably MS Office.

Post Code: AD 04 – To Provide Secretarial/ Stenographic assistance/ Typing or other official work.

Post Code: AD 05 Desirable:

- (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 in translation from Hindi to English and vice- versa from a recognized University.

SELECTION PROCEDURE:

For post code AD-01, 02 & 03: The selection will be made based on the written test, typing test on Computer and interview. The written test will be consisting of General awareness, General Knowledge and General English.

For post code AD-04: The selection will be made based on the performance in the Shorthand test (Shorthand & Transcription) and qualifying typing test on computer.

For post code AD-05: The selection will be made based on the written test and interview. The written test will be conducted for those who are shortlisted by the duly constituted Screening Committee of the Laboratory based on the criteria of marks secured in XII/PUC and number of post to be filled. The written test will be consisting of Translation, General English and General Hindi.

I. AGE RELAXATION:

1. Relaxation in age limit for SC/ST/OBC/PWD candidates will be as per Govt. of India rules
2. There is no age limit for departmental candidates (CSIR employees) provided they possess the prescribed qualifications.
3. Relaxation of five years will also be permissible to those who had ordinarily been domiciled in the Kashmir division of the state of Jammu and Kashmir during the period from 1.1.1980 to 31.12.1989 subject to production of relevant certificate from concerned authority.
4. Relaxations of upper age limit for Persons with Disabilities (PWD) and Ex-Servicemen, etc. will be applicable as per GOI rules.
5. Relaxation in age for widows, divorced women and women judicially separated from their husbands and who are not re-married will be up to the age of 35 years and 40 years for members of SC/ST. The persons claiming age relaxation under this category would be required to produce the following documentary evidence:
 - (a) In case of widow, death certificate of her husband together with the affidavit that she has not remarried since.
 - (b) In case of divorced women and women judicially separated from their husbands, a certified copy of the judgment / decree of the 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.

II. BENEFITS:

1. The positions carry Pay and Allowances at Central Government rates as applicable to the employee of Council stationed at Mysore. In addition, other benefits such as Leave Travel Concession (LTC) and Reimbursement of medical expenses are also available as per CSIR rules.
2. 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 Undertaking / Central Universities having Pension Scheme i.e. CCS (Pension) Rules, 1972. Provided they were in Govt. Service prior to 01.01.2004 and are covered by CCS (Pension) Rules, 1972.

III. GENERAL CONDITIONS:

1. Eligible candidates are required to apply ONLINE by visiting our website www.cftri.com.
2. Separate application should be sent to each post.
3. The candidates are requested to submit signed hard copy of the application, which can be downloaded upto **30th September 2015**, after submission of your resume on line on or before **30th September 2015**. It may please be noted that applications submitted on line will not be considered if the signed hard copy in the prescribed format has not been received along with relevant documents in support of your claim in the soft copy as well as hard copy of applications. The completed application should reach the **ADMINISTRATIVE OFFICER, CSIR-CENTRAL FOOD TECHNOLOGICAL RESEARCH INSTITUTE, MYSURU – 570 020** not later than **12th October 2015**.
 - a. A Non-refundable application fee of **Rs.100/-^{##} (Rupees Hundred only)** is payable separately for each post
 - b. The above fee is required to be paid by way of Demand Draft drawn in favour of the DIRECTOR, CENTRAL FOOD TECHNOLOGICAL RESEARCH INSTITUTE, MYSURU, **payable at Mysore.**
 - c. Attested copy of Matriculation or equivalent certificate for age proof.
 - d. Attested copy of Mark lists of 10+2/ XII or its equivalent, Degree certificates/ Diploma certificate.
 - e. Attested copy of caste certificate issued by competent authority in respect of SC/ST/OBC candidates
 - f. Attested copy of certificate in respect of PH candidates.
 - g. Attested copy of experience certificates if any.
4. Experience in the area of specialization specified for the post applied for is only reckoned.
5. The period of experience, where prescribed, shall be counted from the date of acquiring the minimum prescribed educational qualifications for the grade/position applied for.
6. The posts carry usual allowances as admissible to Central Government Employees, which are also applicable to CSIR
7. The selected candidates may be posted either at the Headquarters of the Institute at Mysore or at any of its Resource Centers at Mumbai, Hyderabad and Lucknow. Services of incumbents are transferable anywhere in India.
8. Applications from employees working in Government Departments, Public Sector Organizations, Autonomous Institutions 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 within one month of the receipt of the appointment orders. However candidates can send an advance copy along with necessary application fee (wherever applicable) before the last date for receipt of completed application forms.
9. Mere fulfilling of minimum prescribed qualifications and experience will not vest any right on a candidate for being called for interview. The Institute reserves the right to call for interview, only those candidates who in its opinion are likely to be suitable and no correspondence will be entertained in this regard.

10. Relaxation of age is admissible in respect of candidates belonging to SC/ST/OBC respectively for the post reserved for them. No upper age limit for CSIR departmental candidates.
11. Relaxation of age is admissible as per Government of India Rules in respect of categories belonging to PH.
12. Outstation candidates called for interview for posts will be paid to and fro single second class rail fare/ordinary bus fare from the normal place of their residence or from the actual place of undertaking the journey, whichever is nearer to the place of interview, as per rules, provided the original/ Xerox copies of the tickets are produced.
13. Canvassing in any form and / or bringing in any influence, political or otherwise will be treated as a disqualification for post applied for.
14. Applications received after the due date and applications that are incomplete are liable to be rejected.
15. Applications without any of the relevant documents mentioned at Sl. No 12 are liable to be rejected.
16. **##The candidates belonging to Scheduled Caste, Scheduled Tribe, Persons with Disabilities, CSIR employees and Female candidates are exempted from submission of application fee of Rs.100/-.**
17. The maximum age limit will be reckoned as on **12th October 2015**.
18. Eligible candidates may visit the CFTRI Website www.cftri.com and may download the application format.

INTERIM ENQUIRIES WILL NOT BE ENTERTAINED

MYSORE

**Sd/-
ADMINISTRATIVE OFFICER**