



सी.एस.आइ.आर - खनिज एवं पदार्थ प्रौद्योगिकी संस्थान
CSIR - INSTITUTE OF MINERALS & MATERIALS TECHNOLOGY

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
Council of Scientific & Industrial Research

भुवनेश्वर-751013, ओडिशा, भारत, Bhubaneswar-751013, Odisha, INDIA

Advertisement No.05/2021

Date of commencement of online application	25.11.2021
Last date for Closing of online application	24.12.2021, 5:00 P.M.
Last date for receipt of hard copy application	10.01.2022, 5:00 P.M.

CSIR-IMMT, Bhubaneswar, a premier national Institute of the Council of Scientific and Industrial Research (CSIR), is involved in multidisciplinary R&D for eco-friendly utilization and value addition of mineral and material resources, invites online applications from the Indian nationals for filling up of the position as per details mentioned below:-

Post Code	Name of the Post	No. of Posts and Reservation Status	Pay Level (as per 7 th CPC)	Total Emoluments (approximately)	Maximum Age Limit as on the last date of online application
JHT-01	Junior Hindi Translator	Total No. of Posts = 01 (UR)	Level-6 (Rs. 35,400-1,12,400)	Rs.55,104/-pm	Not exceeding 30 years.

Educational Qualifications

(A) Minimum/ Essential Educational Qualifications:

- 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

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 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.

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.

Job Requirement: To implement the Official Language policy of Government of India, ensure issue of official communications/ other documents/ records in Hindi/ bilingual/ translation from English to Hindi and vice versa as per requirement, related reports & returns and any other duties as assigned by the authorities from time to time.

(B) Benefits under Council Service

- a. The post carries usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to Central Government employees and as made applicable to CSIR employees. Council employees are also eligible for accommodation as per CSIR allotment rules depending on availability, in which case HRA will not be admissible.
- b. In addition to the total emoluments of the post, other benefits such as entitlement to medical facilities, Reimbursement of Medical Expenses, Leave Travel Concession, Conveyance Advance and House Building Advance are also applicable as per rules of CSIR.

- c. The service is pensionable based on defined contributions under “New Pension Scheme” and as made applicable to CSIR employees joining on or after 1-1-2004. 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, as applicable.

(C) Age limit: Not exceeding 30 years as on the last date of online application. The date of determining the upper age limit, educational qualifications and / or experiences shall be the closing date prescribed for receipt of Online Application.

General Information:

(D) Relaxations:

1. The upper age limit is relaxable up to 05 years for SC/ST and 03 years for OBC as per Government of India 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 verification/test.
2. 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 Undertaking employees.
3. As per GOI provisions, age relaxation for Widows, Divorced Women and women judicially separated from husbands who are not remarried, the upper age limit is relaxable up to the age of 35 years (up to 38 years for members belonging to the Other Backward Classes in respect of the posts reserved for them). The persons claiming age relaxation would be required to produce the following documentary evidence: -
 - i) In case of Widow, Death Certificate of her husband together with an 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 of Law 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.
4. Age relaxation to Persons with Benchmark Disabilities (PWD): Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates as per rules) in upper age limit shall be allowed to persons suffering from the following benchmark disabilities as per GOI 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

Persons claiming age relaxation under this sub-para would be required to produce a certificate in the 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.

5. SC/ST/OBC/EWS/PWD candidates are required to produce a copy of the certificate in the prescribed format issued recently by the specified authority at the time of written test. The OBC candidate should produce the certificate valid for appointment to posts under the Central Government.
6. Persons claiming reservation under Economically Weaker Sections (EWS) are required to produce latest certificate on Income and Asset Certificate in the prescribed format issued by a Competent Authority. The crucial date for submitting income & asset certificate by the candidate shall be the closing date for receipt of online application(s).
7. Relaxation in the upper age limit for Ex-servicemen and other entitled categories is admissible as per rules. Ex-Servicemen should enclose an attested copy of Discharge Certificate along with the hard copy of the application while submission.

(E) OTHER CONDITIONS

- a. The applicant must be a citizen of India.
- b. The period of experience in a discipline/area of work, where prescribed, shall be counted with effect from the date of acquiring the minimum prescribed educational qualification for that Post.
- c. Candidate should ensure that he/she possesses minimum/essential qualification/experience, on the last date of receipt of online application, in the relevant subject as required for the particular post, for which he/she is applying.
- d. The decision of the Director, CSIR-IMMT in all matters relating to eligibility, acceptance or rejection of applications and conduct of Test will be final and binding on the candidates and no enquiry or correspondence through e-mail/telephone or any other mode will be entertained in this connection from any individual or his/her agency.
- e. The appointment will be in the Institute of Minerals & Materials Technology, Bhubaneswar under the Council of Scientific & Industrial Research (CSIR) which is an Autonomous Body under the administrative control of DSIR, Ministry of Science & Technology, Govt. of India. The appointee is liable to be transferred/posted in any of the Laboratories/ Institutes of CSIR situated anywhere in India, as and when required.
- f. Applications from employees working in CSIR, Government Departments, Public Sector Organizations, Autonomous Institutions and Government-funded research agencies will be considered only if their applications are forwarded through proper channel, and with a clear certificate that the applicant will be relieved within one month of the receipt of appointment order, if selected. However, candidates can send an advance copy along with necessary application fee (wherever applicable) before the last date of receipt of completed application form.
- g. Mere fulfilling of minimum/ essential qualification and experience will not vest any right on a candidate for being called for Written Test. A duly constituted Screening/Selection Committee shall screen the applications received for the post for short-listing the candidates to be called for Written Test. Candidate should therefore mention in his application, all the qualifications and experience in the relevant field over and above the prescribed minimum/ essential qualification, duly supported with certificates/ documents. The Institute reserves the right to call only those candidates for written test, who in its opinion are likely to be suitable and no correspondence through e-mail/ telephone or any other mode will be entertained in this regard.
- h. CSIR-IMMT reserves the right not to fill up the post, if it so desires. The number of post and reservation status indicated in the advertisement is provisional and it may vary at the time of actual selection or at any stage of recruitment.
- i. Any discrepancy found between the information given in the application form and as evident in original documents will make the candidate ineligible for appearing in the Written Test.
- j. In case of Universities/ Institutes/ Boards awarding Grades etc., candidates are required to convert the same into percentage based on the formula given by their University/ Institute/ Board, which is to be supported also by relevant documents. In the absence of any formula being available, it may be considered either as linear scale (Example: Grade of 8.65 = 86.5% and vice versa) or any other formula may be considered by IMMT to arrive at the percentage of marks. Institute's decision in this regard will be final and binding on the applicants.
- k. No TA will be reimbursed for attending Written Test.
- l. Applications once made will not be allowed to be withdrawn. Application fee once paid will neither be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
- m. Incomplete applications without self-attested photograph, self-attested copies of certificates, mark-sheets, unsigned application print-outs and/or application print-outs not received or received after closing date of receipt of hard copy of online application, application fees wherever applicable, applicable relevant testimonials in support of Date of Birth, Qualification, Experience, Caste certificate etc. will not be entertained and will be summarily rejected.
- n. Interim enquires related to this recruitment through e-mail, telephone or any other mode will not be entertained.
- o. 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 in Hindi or English is to be submitted.
- p. Canvassing in any form and/or bringing in any influence, political or otherwise, will be treated as disqualification for the post/s applied for.

(F) **Mode of Selection:** For Jr. Hindi Translator Posts: Written Test (Paper-I & Paper-II).

Syllabus of Written Examination for Jr. Hindi Translator 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. The Final merit list will be prepared only on the basis of the marks obtained by the candidate in Paper - II.

Paper-I: 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 Examination	Graduation Level

(a) 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

(b) Paper - II (Time Allotted -2 hours)

This paper is introduced to assess the writing and translation skills of the candidates which are necessary in 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. The total marks in the Tier-II exam would be 300 and time allotted for this exam would be 2 hours.

The Final merit list will be prepared only on the basis of the marks obtained by the candidate in Paper - II.

(G) **How to Apply:**

1. Eligible candidates are required to apply online through our website www.immt.res.in .
2. Details of online application form will be available on the website www.immt.res.in .
3. Online application will be available on our website as per schedule mentioned above. URL for online application is www.immt.res.in .
4. The candidate has to register with his / her name, email-id and password.
5. After successful registration, the candidate has to login using the credentials and apply through the electronic application form. After filling-up the electronic 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 immediately as it will not be available after the last date.
6. Application Fee: Candidates are required to remit the application fee of Rs.100/- in favour of "Director, CSIR-IMMT" through online payment system viz., SB Collect by using the following link:

<https://www.onlinesbi.com/sbcollect/icollecthome.htm?corpID=195007>

or through SB Collect portal through the (Odisha→Govt. Department → I M M T → Payment Details→Application Fee→Administration. Also the candidates are required to mention the following details while making payment through SB Collect:

Purpose of Payment = Application fee
Related Department = Administration
Budget head = R06713
Remarks = Mention Post Code

7. Other mode of submission of Application Fee deposit through net banking in to the below mentioned account No. After successful payment a copy of printed e-receipt indicating payment details, must be enclosed with the hard copy application.

ACCOUNT TYPE : SAVINGS
ACCOUNT NO: 30267734773
IFSC CODE: SBIN0007499

After deposit of fee the applicants must mention the net bank transaction ID/ e-receipt No., Date and amount deposited in the online application also attach a copy of the e-receipt/acknowledgement mentioning name, category, application no, advt. no. and postcode applied for on its backside.

8. Application fee paid through any other modes will not be accepted and the application will be treated as without application fee and the application will be rejected. Candidates belonging to SC/ST/PwD/Women/CSIR Employees are exempted from submission of application fee.
9. The computer generated application (print out) duly signed and accompanied by self-attested copies of the certificates, mark sheets, testimonials in support of age, educational qualifications, experience and caste certificate, if applicable, along with one recent passport size self-signed photograph affixed, together with E-RECEIPT/CHALLAN of the Application fees, (if applicable) should be sent by post in an envelope superscripted "APPLICATION FOR THE POST OF JR. HINDI TRANSLATOR" 'ADVERTISEMENT NO.____ to The Controller of Administration, CSIR-Institute of Minerals & Materials Technology, Near Acharya Vihar, Bhubaneswar-751013, (Odisha), India before the closing date for receipt of Hard Copy of online application including remote areas.
10. Applications from employees of Government Department 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. Vigilance Clearance should also be recorded. However, advance copy of the application may be submitted before the closing date. Applications routed through proper channel should reach The Controller of Administration, CSIR-Institute of Minerals & Materials Technology, Bhubaneswar at the earliest.
11. Candidates should specifically note that applications received after the closing date for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained by the Institute.
12. Incomplete applications (i.e. without self-attested photograph, without self-attested copies of certificates, mark sheets, unsigned application print-outs and/or application print-outs not received or received after closing date of receipt of hard copy of online application, without application fees wherever applicable, without applicable relevant testimonials in support of Date of Birth, Qualification, Experience, Caste certificate, Ex-servicemen Certificate etc.) will not be entertained and will be summarily rejected.

(H) The following documents must be attached along with the hard copy application form sent by post:

- a) The printout of the duly signed online submitted application.
- b) The printed copy of e-receipt/challan for the application fee of Rs.100/- (wherever applicable).
- c) Recent color photograph pasted on the form and signed across in full. (Retain two copies of the same photograph to produce later)
- d) Self attested photocopy of certificate (HS/HSSC/Birth Certificate) proving Date of Birth.
- e) Self Attested photocopies of Certificates & Marks Sheets (Semester wise/Year wise) in support of minimum qualification and any other higher qualification.
- f) Self Attested photocopy of caste certificate (if applicable). In case of widow/divorced women/judicially separated women or Ex-servicemen, the relevant certificate may be attached.
- g) Self Attested photocopies of "Experience Certificates", wherever required.
- h) NOC (from Govt./Autonomous Body/Public Sector employees) if employed.

Sd/-

प्रशासन नियंत्रक / Controller of Administration