

Advertisement No. 02/PC/JHT-2024

Date & Time of Commencement of Online Application	12.03.2024 from 10:00 AM
Last Date & Time for submission of Online Application & Payment of Fees	02.04.2024 upto 05:00 PM
Last Date for Receipt of Hard Copy of Online Application (along with supporting documents):	15.04.2024 upto 05:30 PM

CSIR-Central Road Research Institute (CRRI), a premier national laboratory established in 1952, a constituent of Council of Scientific and Industrial Research (CSIR) is engaged in carrying out research and development projects on design, construction and maintenance of roads and runways, traffic and transportation planning of mega and medium cities, management of roads in different terrains, improvement of marginal materials, utilization of industrial waste in road construction, landslide control, ground improvements environmental pollution, road traffic safety and analysis & design, wind, fatigue, corrosion studies, performance monitoring/evaluation, service life assessment and rehabilitation of highway & railway bridges. The institute provides technical and consultancy services to various user organizations in India and abroad. For capacity building of human resources in the area of highway Engineering to undertake and execute roads and runway projects, Institute has the competence to organize National & International Training Programmes continuing education courses since 1962 to disseminate the R&D finding to the masses.

Accordingly, **applications** are invited from the Indian Nationals for one post of Junior Hindi Translator in CSIR-Central Road Research Institute, New Delhi as per the details given below on Direct Recruitment basis :-

Name of the Post	No. of Posts and Reservations Status	Pay Level (as per 7th CPC)	Maximum Age Limit on the last date of Submission of Online Application
Junior Hindi Translator	One Post Unreserved	Level-6 (Rs. 35,400-1,12,400)	30 Years*

* Please see 'Relaxations' column for details regarding age relaxation.

1. Educational Qualifications, Experience etc.

Essential Qualification & Experience	Desirable Qualification	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 subjects 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 year's experience of translation work from Hindi to English and vice-versa in Central or State government offices, including Government of India undertaking.</p>	<p>(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.</p> <p>(ii) Degree or Diploma in translation from Hindi to English and vice –versa from a recognized University.</p>	<p>(i) To assist in the implementation of the Official Language policy of Government of India.</p> <p>(ii) To translate official correspondences / Scientific literatures / documents / records etc. from English to Hindi and vice-versa.</p> <p>(iii) To assist in preparation of / submit reports & returns.</p> <p>(iv) Any other work as may be assigned by Higher Authorities from time to time.</p>

2. Mode of Selection:

- (i) Selection to this position is to be made on the basis of open written competitive examination.
- (ii) There will be two papers i.e. **Paper – I** and **Paper – II**.
- (iii) **The Paper-II will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in Paper-I.**
- (iv) The Final merit list will be prepared only on the basis of the marks obtained by the candidates in Paper-II.
- (v) **Paper – I** will be OMR based or Computer based Objective Type Multiple Choice Examination, while Paper-II will be descriptive type.

Medium of Questions	The questions for Objective Type Multiple Choice Examination will be set both in English and Hindi
Standard of exam	Graduation Level

Paper – I (Time Allotted – 1 hour)

Subjects	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

Paper – II (Time Allotted – 2 hours)

This paper is 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 Paper – II exam would be 300 and time allotted for this exam would be 2 hours.

3. Age limit: Not exceeding 30 years as on last date of submission of online application.

The date of determining the upper age limit, educational qualifications and / or experience shall be the closing date prescribed for submission of Online Application Form i.e. 02.04.2024.

4. General Information:

I. Benefits under Council Service

1. These posts carry 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 stationed at Delhi or place of posting. Council employees are also eligible for accommodation as per CSIR allotment rules depending on availability, in which case HRA will not be admissible.
2. In addition to the total emoluments of the Post, other benefits such as entitlement to CGHS facilities, Reimbursement of Medical Expenses, Leave Travel Concession, Conveyance Advance and House Building Advance are also applicable as per rules of CSIR.
3. All New Entrants will be governed by the “National Pension System” based on defined Contributions for new entrants, as adopted by CSIR for its employees. However, persons selected from other Government Departments/ Autonomous Bodies/ Public Sector Undertakings/ Central Universities having Pension Scheme on Govt. of India pattern will continue to be governed by the existing Pension Scheme i.e., CCS (Pension) Rules, 2021, as per rules.
4. CSIR provides excellent opportunities to deserving candidates for career advancement under CSIR Rajbhasha Staff (Isolated category) instructions as amended from time to time.

- 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 CSIR-CRRI / CSIR Hqrs as to their applicability shall be final.

II. Relaxations

- Upper age limit is relaxable up to five years to Council/Government Departments/ Autonomous Bodies / Public Sector Undertaking employees in accordance with the instructions and orders issued by Govt. of India/CSIR from time to time in this regard.
- Relaxation of upper age limit for Ex-servicemen will be applicable as per GOI rules.
- SC/ST/OBC(NCL) candidates applying against Unreserved (UR) post will not be eligible for age relaxation.
- The post of Jr. Hindi Translator has been identified as suitable for persons with benchmark disabilities vide Notification No. 38-16/2020-DDIII dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities (Divyangjan), M/o Social Justice and Empowerment and as amended from time to time. As per said Notification dated 04.01.2021 the functional requirements and suitable categories of disabilities are given below:

Post Identified to be Reserved for Persons with Benchmark Disabilities in Group - B		
Designation	*Functional Requirements	**Suitable categories Benchmarks Disabilities
Jr. Hindi Translator	S, ST, W, MF, RW, SE, H	a) B, LV b) D, HH c) OA, BA, OL, BL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e) MD involving (a) to (d) above.

***Functional Abbreviations:** S=Sitting, ST=Standing, W=Walking, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing.

****Category Abbreviations:** B=Blind, LV=Low Vision, D=Deaf, HH=Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, MDy=Muscular Dystrophy, AAV=Acid Attack Victims, ASD=Autism Spectrum Disorder (M=Mild), SLD=Specific Learning Disability, MI=Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness)

- Age relaxation to Persons with Benchmark Disabilities [PwBD]: Age relaxation of 10 years is allowed to persons suffering from **a.** blindness and low vision; **b.** deaf and hard of hearing; **c.** locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; **d.** autism, intellectual disability, specific learning disability and mental illness; **e.** multiple disabilities from amongst persons under clauses **[a] to [d]** including deaf-blindness. The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed pro-forma 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 posts to be filled by Direct Recruitment.

6. Persons with Benchmark Disability (PwBD) fulfilling the eligibility conditions prescribed under GOI/CSIR instructions & Women Candidates are encouraged to apply.
7. Persons with Benchmark Disability is entitled to age concession by virtue of being a Central Government Employee, concession to him/her will be admissible either as a 'Persons with Benchmark Disability' or as a 'Central Government Employee' whichever may be more beneficial to him/her.
8. 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. The persons claiming age relaxation would be required to produce 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/decreed 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 and they have not remarried since.
9. Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted for determining the age and no subsequent request for change will be considered /granted.
10. All the Age relaxations indicated above are not exhaustive and will be governed by the orders of Government of India/CSIR from time to time.

III. OTHER CONDITIONS

1. The applicant must be a citizen of India.
2. The prescribed educational qualifications should have been obtained from recognized Board/Institutions/Universities.
3. The period of experience in a discipline/area of work, where prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualification for that Post/Position.
4. 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.
5. An Experience Certificate issued from the Competent Authority should have the name of the candidate, designation, pay drawn, period mentioning total tenure served (day, month & year), nature of Post, details of duty performed, under the signature and stamp of issuing authority on the letter head of the organization. **Appointment letters, office orders, resignation letters, pay**

certificates, service certificates, Identity card and the certificates attested by the candidates themselves or self-employment certificates will not be considered as proof of experience.

6. In respect of equivalent clause in Essential Qualification, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to attach the order/ letter/notification 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. The decision of the Director, CSIR-CRRI with regard to equivalence of qualification(s) and about recognition of Universities/ Institutes shall be final and binding.
7. Wherever specific subjects i.e. English or Hindi, etc., have been prescribed as the essential eligibility criteria for the post of Junior Hindi Translator, the candidates must substantiate their claims in this regard with valid proof, and the same must be attached with the hardcopy of application form. In case the required documentary proof is not attached with hard copy of application or the subject has not been mentioned in a candidate's Marks Sheet and/or Degree/Diploma Certificate awarded by the concerned University/Institute, the decision of the Screening Committee regarding acceptance or rejection of such claims would be final and binding upon the candidates. No representation against such a decision would be entertained.
8. Candidate should ensure that he/she possesses minimum/essential qualification/experience, on the last date of receipt of application, in the relevant area as required for the particular post, for which he/she is applying.
9. The decision of the Competent Authority of CSIR-CRRI in all matters relating to eligibility, acceptance or rejection of applications, conduct of written test etc. will be final and binding upon the candidates and no enquiry or correspondence shall be entertained in this regard from any individual.
10. The appointment will be in Central Road Research Institute, New Delhi 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 appointees are liable to be transferred/posted in any of the Laboratories/ Institutes of CSIR situated anywhere in India, as and when required.
11. 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 **within 15 days from the closing date prescribed for receipt of hardcopy of online application**, 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.
12. 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 for short-listing the candidates to be called for Written Test. The candidate should therefore mention in his application, all the qualifications and experiences in the relevant field over and above the prescribed minimum/ essential qualification, duly

supported with self attested 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 will be entertained in this regard.

13. The Director, CSIR-CRRI reserves the right to cancel the advertisement without assigning any reason thereof or/and reserves the right not to fill up the post, if required. The numbers of post and reservation status indicated in the advertisement are provisional and these may vary at the time of actual selection or at any stage of recruitment. This advertisement does not necessarily tantamount to the selection being actually made. The selection process is subject to the CSIR/GoI instructions prevalent at a given point of time during various stages of selection process
14. Any discrepancy found between the information given in the application form and as evident in documents attached with the hard copy and/or original documents will make the candidate ineligible for appearing in the Written Test.
15. Applications will not be considered under the following conditions;
 - (i) not accompanied with prescribed application fee wherever applicable;
 - (ii) without the requisite information & documents, as asked for in the Application Form;
 - (iii) online application not submitted properly, i.e. Draft Application;
 - (iv) hard copy of the application received after the last date;
 - (v) application not submitted as per instructions contained in the advertisement;
 - (vi) applications without relevant documents as per the checklist mentioned at Clause V;
 - (vii) Incomplete applications will be out-rightly rejected as mentioned in Clause IV.11.
16. 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 CRRI to arrive at the percentage of marks. Institute's decision in this regard will be final and binding on the applicants.
17. Only a single application will be entertained from each candidate for the post. IN CASE A CANDIDATE SUBMITS MULTIPLE ONLINE APPLICATIONS FOR THIS POST WITH DIFFERENT EMAIL IDs, ONLY THE LATEST COMPLETED APPLICATION WILL BE CONSIDERED.
18. The selected candidates will be on probation for a period of two years from the date of taking over charge of the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of probationary period, they will be considered for confirmation in accordance with the extant rules.
19. The selected candidates will not be permitted to apply for appointment elsewhere during the probationary period and if they have applied for any post in any other organization before joining, they have to intimate the details of such applications, immediately on joining CSIR.
20. No TA will be reimbursed for to and fro journey for appearing in the Written Test.

21. Application 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.
22. Incomplete applications (i.e. Draft Application, without self-attested photograph, without self-attested copies of certificates, marksheets, unsigned application print-outs and/or application print-outs not received or received after closing date of receipt of hard copy of online application i.e. 15.04.2024, application fees wherever applicable, applicable relevant testimonials in support of Date of Birth, Qualification, Experience, Caste certificate, application without forwarded through proper channel etc.) will not be entertained and will be summarily rejected.
23. Canvassing in any form and/or bringing in any influence, political or otherwise, will be treated as disqualification for the post/s applied for.
24. Interim enquires related to this recruitment will not be attended to/entertained.
25. 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.
26. Mere possession of additional qualification beyond essential qualification prescribed in the advertisement, shall not entitle for any additional benefits, whatsoever.

IV. How to Apply

1. Eligible candidates are required to apply online through our website www.crridom.gov.in.
2. Details of online application form will be available on the website www.crridom.gov.in.
3. Online application will be available on our website www.crridom.gov.in w.e.f. 12.03.2024 from **10:00 AM to 02.04.2024 upto 05:00 PM**. URL for online application is <https://www.crridom.gov.in/rec/> for which the timelines are as under:

Date & Time of Commencement of Online Application	12.03.2024 from 10:00 AM
Last Date & Time for Submission of Online Application & Payment of Fees	02.04.2024 upto 05:00 PM
Last Date for Receipt of Hard Copy of Online Application (along with supporting documents):	15.04.2024 upto 05:30 PM
Last Date for Receipt of Hard Copy of Online Application through Proper Channel (in case of Government Employee)	30.04.2024 upto 05:30 PM

4. **Candidates are required to pay application fee of Rs. 500/-.** The non-refundable application fee of Rs.500/- where applicable may be deposited through the link to pay online which will be available on our website and printed copy of **e-receipt/challan** must be enclosed with the application. The candidates belonging to SC/ST/PwBD/Women/CSIR Employees/Ex-Servicemen category are exempted from submission of application fee. Applications without the prescribed fee (wherever applicable) would not be considered and summarily rejected.

5. The candidate has to register online for submitting application form with his / her name, email-id and password.
6. 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 shall submit the application form and take print of the final submitted application form. Hard Copy of this online application form duly signed along with required self attested documents shall be sent to CSIR-CRRI.
7. Application form in Draft Mode i.e. Draft Application will not be considered and will be rejected. Therefore, candidates are advised to make sure that his/her application has been successfully submitted and not in the Draft Mode.
8. This computer generated application (print out) duly accompanied by self-attested copies of the certificates, mark sheets, testimonials in support of age, education qualifications, experience and caste certificate, if applicable, etc along with one recent passport size self-signed photograph affixed, together with E-RECEIPT/CHALLAN of the Application fees, (if applicable) **should reach in this Institute on or before the closing date for receipt of Hard Copy of online application, in an envelope superscripted "APPLICATION FOR THE POST OF JUNIOR HINDI TRANSLATOR" 'Advertisement No. 02/PC/JHT-2024' to the Controller of Administration, CSIR-Central Road Research Institute, Delhi-Mathura Road, PO CRRI, New Delhi -110 025.**
9. **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-Central Road Research Institute, Delhi-Mathura Road, PO CRRI, New Delhi -110 025 within 15 days from the closing date prescribed for receipt of hardcopy of online application.**
10. Candidates should specifically note that the 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.
11. **Incomplete applications (i.e. unsigned application, application without self-attested photograph, application without self-attested copies of certificates, mark sheets and/or application print-outs not received or received after closing date of receipt of hard copy of online application i.e. 15.04.2024, without application fee wherever applicable, without requisite & relevant testimonials in support of Date of Birth, Qualification, Experience, Caste certificate etc.) will not be entertained and will be summarily rejected.**
12. Any queries related to operational issues occurring while submitting online application form may be mailed to helpdeskpcell.crrri@nic.in. No other queries will be entertained.

V. Checklist of Documents which are compulsorily to be sent with the hard copy of online Application Form:-

1. The printed copy of e-receipt/challan for the application fee of Rs.500/- (wherever applicable).

2. Recent Colour photograph pasted on the Application Form and signed across in full. Signature should also be appended at appropriate place(s) at application form.
3. Self attested photocopy of certificate(s) (10th/Matriculation/HS/HSSC/Birth Certificate) indicating Date of Birth.
4. Self Attested photocopies of all the required documents / certificates including 10th (Marks Sheet and Passing Certificate), 12th(Marks Sheet and Passing Certificate), Bachelor's & Master's Degree (Semester wise Marks Sheets and Passing Certificate), Diploma (Semester wise Marks Sheets and Passing Certificate), etc in support of required qualification and any other higher qualification.
5. Self Attested photocopy of caste certificate (if applicable). In case of widow/divorced women/judicially separated women/Ex-Servicemen/PwBD, the relevant certificate may be attached.
6. Self Attested photocopies of proper "Experience Certificates", wherever required.

Note: In case of Govt./Autonomous Body / Public Sector employees, Application should be through Proper Channel.



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