



National Institute of Animal Biotechnology

राष्ट्रीय पशु जैव प्रौद्योगिकी संस्थान

National Institute of Animal Biotechnology

(An autonomous Institute of the Department of Biotechnology,
Ministry of Science & Technology, Government of India)
Survey No 37, Opp Journalist Colony, Extended Q City Road, Near Gowlidoddy,
Gachibowli, Hyderabad, Telangana, India - 500 032

Advertisement No. 7/2019



Recruitment of Junior Hindi Translator & Hindi Typist



NIAB, an autonomous institute under the aegis of Department of Biotechnology, Government of India, is aimed to harness novel and emerging biotechnologies and create knowledge in the cutting edge areas for improving animal health and productivity. The Institute's research focus is on animal genetics and genomics, transgenic technology, reproductive biotechnology, animal diseases, nutritional enrichment, and bioinformatics.

NIAB invites applications from Indian Citizens for filling up the following posts on Direct Recruitment basis, as detailed below :

(i) JUNIOR HINDI TRANSLATOR (01 post – Unreserved)

Basic Pay 35,400/- in the revised pay scale of Pay Matrix Level – 6
(Pre-revised Pay Scale of 9300-34800 Plus GP 4200/-)

Age Limit : 30 years

Essential Qualifications & Experience:

Master's Degree of a recognised University in Hindi with English as a compulsory subject at the degree level.

Or

Master's degree of a recognized University in English with Hindi as a compulsory subject at the degree level.

Or

Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a subject at the degree level.

Or

Master's degree of a recognised University in any subject other than Hindi or English, with English medium and Hindi as a subject at the degree level.

And

Recognised Diploma or Certificate course in translation from Hindi to English and vice-versa

Or

Two years experience in translation from Hindi to English and vice-versa in Central or State Government offices including Government organizations.

Desirable: Knowledge of operating Hindi application software packages on computer.

Job Requirements: The incumbent will be required to translate official correspondence / scientific literature etc from English to Hindi and vice versa and any other work that may be assigned by the competent authority

Mode of Selection : Written/skill test

(ii) HINDI TYPIST (01 post – Unreserved)

Basic Pay 19,900/- in the revised pay scale of Pay Matrix Level – 2
(Pre-revised Pay Scale of 5200-20200 Plus GP 1900/-)

Age Limit : 18-25 years

Essential Qualifications & Experience:

a) 12th Class or equivalent qualification from a recognised Board or University

b) Typing speed of 30 w.p.m. on Computer (30 w.p.m. correspond to 9000 KDPH on an average of 5 keys depressions for each word.

Job Requirements: The incumbent will be required to type the official correspondence / documents and any other work that may be assigned by the competent authority

Mode of Selection : Skill test in typing and / or written test

General Information and Conditions:

1. Both the positions carry usual allowances as admissible to Central Government Employees of the same pay and status posted at Hyderabad. Other benefits including NPS, Medical Reimbursement, Leave Travel Concession, Leave Encashment, Gratuity etc. are admissible as per rules of the Institute.

2. All applicants must fulfill the requirements of the post and other conditions stipulated in the advertisement as on the last date of the receipt of application. They are advised to satisfy themselves before applying that they possess the qualifications laid down for various posts as on the last date of receipt of the application. No enquiry asking for advice as to eligibility will be entertained. The prescribed qualifications are the minimum and mere possession of the same does not entitle candidates to be shortlisted. The Screening Committee may adopt its own criteria for shortlisting the candidates, based on number of applications received and functional requirements of the Institute. Decision of the committee in this regard will be final and no correspondence or personal enquiries will be entertained by NIAB in this behalf. The candidates should therefore, mention in the application all the qualifications and experience in the relevant area over and above the prescribed qualifications.

3. The prescribed qualifications should have been obtained through recognized Boards/Universities /Institutions etc.

4. The period of experience in a discipline/area of work, wherever prescribed, shall be counted after the date of acquiring the minimum educational qualifications prescribed for that post.

5. These positions will be filled initially for 5 years contract and will be renewed depending upon performance and requirement. Also, the appointment will be made with two years

probation which can be extended or curtailed depending upon the candidate's performance during the initial period of probation. Appointment shall be terminable on either side during the contract period, after giving to the other party not less than three calendar months notice in writing except during the period of probation, where no such notice will be required.

6. Designations of the posts may change.

7. Applications from employees working in Government Departments, Public Sector Undertakings 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 appointment order.

8. Incomplete applications (i.e. without photographs, unsigned, without requisite documents etc.) will not be entertained and will be summarily rejected.

9. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the post.

10. Age limits shall be reckoned as on the closing date for receipt of application. Other things being equal, persons having experience of work in Teaching/Research Institutions will be given preference. Age relaxation of five years in upper age limit shall be given to the Government employees.

11. Reservation for SC/ST/OBC/PH & other reserved categories will be as per Government of India norms. Relaxation for reserved categories shall be as per Government of India norms. Candidates belonging to reserved category must submit the relevant certificate along with their application.

12. Experience for the positions mentioned in the advertisement will be reckoned from the date of acquiring the qualification prescribed for the position.

13. Outstation unemployed SC/ST candidates who are called for written/ skill/trade test will only be paid second class train fare from the actual place of undertaking the journey or from the normal place of residence whichever is nearer to Secunderabad Railway Station on production of relevant document of travel. However, reservation and sleeper charges and surcharge on superfast trains will be admitted if requisite ticket / receipt etc. is submitted as proof of having actually incurred the expenses. In the absence of valid details in the TA claim, the surcharges, etc., will not be allowed.

14. Incomplete applications and/or the applications received after the last date shall not be considered.

15. NIAB takes no responsibility for any delay in receipt or loss in postal transit of any application or communication. Interim enquiries will not be entertained.

16. Separate application with the DD has to be made for each position applied.

17. Corrigendum, if any, will be updated on NIAB website only.

18. How to apply

a) Eligible candidates are required to apply ONLINE through our website www.niab.org.in

b) The candidate needs to register on the website with username and password along with valid email id. Already registered candidates, may login with the existing username and password.

c) Online Application will be available on website www.niab.org.in from 25th May 2019.

d) Application processing fee, as per the following details, is payable through a crossed Demand Draft drawn on any nationalised bank and valid for at least 3 months in favour of "National Institute of Animal Biotechnology, Hyderabad" payable at Hyderabad, preferably Punjab National Bank, Gachibowli (Code No.PUNB0498700), Hyderabad.

Category	Fee
Unreserved candidates	Rs 200/-
OBC candidates	Rs 100/-
SC/ST/Women /PWD candidates	EXEMPTED

e) After online submission, candidates should take a print out of the computer generated application form, paste a recent passport sized photograph and sign on each page of the form & on the photograph.

f) This computer generated application form (print-out) duly 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 Demand Draft, if applicable, should be sent in an envelope super-scribing "APPLICATION FOR THE POST OF _____" (SPECIFY) by post to **The Senior Manager, National Institute of Animal Biotechnology, Survey No 37, Opp Journalist Colony, Extended Q City Road, Near Gowlidoddy, Gachibowli, Hyderabad, Telangana, India – 500 032** so as to reach on or before the prescribed date.

g) Mere submission of online application without hard copy (vice versa) will not be considered.

Date of commencement of online applications : 25th May 2019
Last date for receipt of on-line applications : 25th June 2019 by 5 PM
Last date for receipt of printout of online applications : 5th July 2019