



सी०एस०आई०आर०-केन्द्रीय औषधि अनुसंधान संस्थान  
CSIR-CENTRAL DRUG RESEARCH INSTITUTE  
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)  
(Council of Scientific & Industrial Research)  
जानकी पुरम विस्तार, सीतापुर रोड लखनऊ-226001, यू०पी०, (भारत)



## **Advertisement No. 03/2013**

### **WALK-IN-INTERVIEW**

CSIR-Central Drug Research Institute, Lucknow desires to engage **Data Entry Operators** on purely temporary basis on contract for a period up to September 2013 under project entitled " Building Electronic Knowledge Based Effective Work Places" at CDRI, Lucknow.

**Qualification, Experience, Remuneration and Age limit for engagement of Data Entry Operator are as under:-**

<b>Name/No. of Positions</b>	<b>Essential Qualification</b>	<b>Desirable</b>	<b>Consolidated Amount</b>	<b>Maximum age as on 13.04.2013</b>
Data Entry Operator  07Numbers	1. Graduate in Computer Science <b>OR</b> Graduate with two years Diploma in Computer Science with knowledge of computer Applications/Office Automation 2. English typing skills (30 words per minute.)	One year Experience in Working on Human Resource Management Automation Solution	Rs.14000/-p.m. (Fixed)	28 years (age relaxation for SC/ST/OBC/Women/PH Candidate as per Govt. of India instruction.)

The position is purely temporary on Contract basis for a period up to September 2013. Contract may be terminated at any time by giving one-month notice by either side. The applicants will have no claim implicit or explicit for consideration against any CDRI/CSIR post.

**Reservation** : As regards reservation, if all things are equal, SC/ST/OBC/Women/PH candidates may be given preference over General candidates so as to ensure their representation.

**Mode of Selection** : In case large number of candidates turn up, the candidates will be short listed for interview through a written test and/or Group discussion by a duly constituted Screening Committee. The shortlisted candidates are required to appear in typing skill test and interview. It may also be noted that selection process/interview may continue on next day, if required.

**The interview/trade test will be held on 13.04.2013 CDRI New Campus, Sector- 10, Jankipuram Extension, Lucknow. The candidates are requested to report at 09.00 AM.**

Eligible candidates may report for interview along with duly filled-in downloaded Application Form for Walk-in-Interview on 13.04.2013 between 9.00AM to 10.00AM. along with latest passport size photograph, original and attested copies of all certificates in the proper format issued by the appropriate authority as per the latest instructions issued from time to time on the subject. Candidates reporting after 10:00 AM will not be entertained.

No TA/DA will be paid to the candidates for appearing in the interview.

## APPLICATION FORMAT

1. Advertisement No:
2. Position Code Applied for:

Affix your  
recent  
passport size  
photograph

3. Name (in Block Letters):
4. Father's Name :
5. Date of Birth :
6. Age as on last date of Interview: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days
7. Gender (Male/Female) :
8. Nationality :
9. A. Postal Address :  
B. Permanent Address :  
C. Email Address/Tel./Mobile No.:
10. Category (SC/ST/OBC/GEN):

11. Details of Qualifications:

Exam passed	Board/university	Year of passing	Subjects	Marks %	Division

12. Experience, if any:

Name of the Employer	Designation	period From To	Pay drawn	Nature of duties

13. Details of blood/Close relative employed in CDRI/CSIR:

14. Any other information:

**Undertaking/Declaration** – I hereby declare that all the statements made in the application are correct and complete; and nothing has been concealed to the best of my knowledge and belief. In the event of any information being found false or incorrect at any time, action may be taken against me and I shall abide by the decision.

List of Enclosures :

Signature of the candidate with date