CSIR-INDIAN INSTITUTE OF CHEMICAL TECHNOLOGY
(*Council of Scientific & Industrial Research*)
TARNAKA, UPPAL ROAD, HYDERABAD-500 607

ADVERTISEMENT NO. 2/2011
Apply Online on or before 14-11-2011

Online Applications are invited from Indian Nationals for filling up the following **Technical positions** at Indian Institute of Chemical Technology, Hyderabad, a premier R&D institute under the aegis of Council of Scientific & Industrial Research (CSIR):

S.No.	Designation/ Pay Band/ No. of Posts/ Total Emoluments	* Upper age limit not exceeding as on 25-11-2011	Post Code	Area
01.	Sr. Technical Officer(3) ₹ 15600-39100 + GP7600 PB-3 01 post ₹ 48,822/- **	40 Yrs	1.1	Medicinal Chemistry One post – UR
02.	Sr. Technical Officer(2) ₹ 15600-39100 + GP6600 PB-3 02 posts ₹ 46,942/-**	40 Yrs	2.1	Molecular Modeling One post – UR
			2.2	Separation Sciences One post – UR
03.	Sr. Technical Officer(1) ₹ 15600-39100 + GP5400 PB-3 03 posts ₹ 44,686/- **	35 Yrs	3.1	Biological services One post – UR
			3.2	Secretarial Services One post – SC
			3.3	BMA & ISO Cell One post - ST
04.	Technical Officer ₹ 9300-34800 + GP4600 PB-2 02 posts ₹ 28,810/- **	30 Yrs	4.1	Computers One post – UR
			4.2	Computers One post – OBC
05.	Technical Assistant ₹ 9300-34800 + GP4200 PB-2 02 posts ₹ 27,908/- **	28 Yrs	5.1	Library Services One post - UR
			5.2	Medical Services One post – UR
06.	Junior Engineer Gr.I ₹ 9300-34800 + GP4200 PB-2 03 posts ₹ 27,908/- **	28 Yrs	6.1	Civil Engineering One post – UR One post – OBC One post - SC

*   Relaxation of age as applicable for reserved posts as per Govt. of India rules will be available to SC/ST/OBC candidates.

**   Total emoluments mean approximate total emoluments on minimum of the scale inclusive of HRA.

For complete details please visit our website www.iictindia.org. Date of commencement of online application is **12-10-2011** and the last date is **14-11-2011**. **Last date of receipt of hard copy of the online application is 25-11-2011.**

ADMINISTRATIVE OFFICER

CSIR - INDIAN INSTITUTE OF CHEMICAL TECHNOLOGY
(Council of Scientific & Industrial Research)
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APPLY ONLINE ON OR BEFORE 14-11-2011
Last date of receipt of hard copy of the online application is **25-11-2011**

Indian Institute of Chemical Technology (IICT), Hyderabad is a Premier Research Laboratory under the Council of Scientific & Industrial Research (CSIR), New Delhi, which is an autonomous body under the Government of India.

IICT is a multi-disciplinary Institute with proven strengths in Organic Chemistry (drugs, agrochemicals and industrial organics), Inorganic & Physical Chemistry including Catalysis, Lipid Science & Technology, Organic Coatings & Polymers, Chemical Biology, Chemical Engineering and Design Engineering.

Applications are invited from Indian Nationals for the following posts to provide core manpower of various specializations to the Laboratory research programs supported at National and International levels:

S. No.	Area/No. of Posts/ Post Code	Designation	Essential Qualifications & Experience	Desirable Qualifications & Experience	Job Requirements
01.	Medicinal chemistry One post - UR Post Code: 1.1	Sr. Technical Officer(3)	B.E./B.Tech.(Chemical Sciences) or equivalent with minimum of 55% marks with seven years experience	Ph.D. in Organic Chemistry with experience in drug discovery and medicinal chemistry. Proven track record in drug discovery with patents, publications, experience in small molecules synthesis and sample data management, basic knowledge in biology.	Coordination of High through put synthesis of libraries of compounds, sample storage, data management of chemistry-biology interface
02	Molecular Modeling One post – UR Post Code: 2.1	Sr. Technical Officer(2)	B.E./B.Tech.(Chemical Sciences) or equivalent with minimum of 55% marks with five years experience	Ph.D. in (Physics/Chemistry) with computer knowledge. Proficiency in interpretation of the experimental data is desirable.	The selected candidate has to work with the research group in Molecular modeling and generally assist the senior scientists in R&D activities.
	Separation Science One post – UR Post Code: 2.2	Sr. Technical Officer(2)	B.E./B.Tech.(Chemical Engineering) or equivalent with minimum of 55% marks with five years experience	Ph.D. in Chemical Sciences and good computer knowledge. Proficiency in interpretation of the experimental data.	To assist the analytical scientists for developing new spectroscopic and chromatographic methods of analysis for organic chemical molecules.

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S. No.	Area/No. of Posts/ Post Code	Designation	Essential Qualifications & Experience	Desirable Qualifications & Experience	Job Requirements
03	Biology One post – UR Post Code: 3.1	Sr. Technical Officer(1)	B.E./B.Tech.(Biotechnology) or equivalent with minimum of 55% marks with two years experience	Ph.D. in Life Sciences with relevant R&D experience in field applications, trails and data management capabilities thereof.	To carry out R&D activities on vector borne diseases. Knowledge on data collection and collation of various parameters like Socio-economic details, Epidemiological, entomology of mosquito vectors and related Bio-informatics knowledge.
	Technical Secretarial Services One post - SC Post Code: 3.2	Sr. Technical Officer(1)	B.E./B.Tech. or equivalent with minimum of 55% marks with two years experience.	Experience in handling technical secretariat of a CEO of any reputed R&D establishments either in public sector, government sector or private sector. The incumbent should possess excellent communication skills both written and verbal and capable of achieving high degree of co-ordination in the technical functions. The Selected candidate should possess excellent computer skills which includes preparation of power point presentations maintenance of various scientific data publication records and should have excellent command over MS Office skills.	The selected candidate has to work in coordination with various scientific departments on matters relating to national and international projects, Publications, coordination of important meetings like Technical Committee meetings, visit of Indian and Foreign delegates, R&D seminars/conferences and lectures, drafting of letters etc. Handling technical correspondence with appropriate vocabulary. Incumbent is also required to design presentations based on technical inputs obtained.
	PME (Business Management & ISO Cell) One post – ST Post Code: 3.3	Sr. Technical Officer(1)	55% and above marks in MBA with two years relevant experience after 1st Class B.Sc.	Good Communication/ Interacting skills. Total Quality Management & Sigma Exposure to Business Management processes.	To receive and register samples for Analysis from external customers, review the customer needs, interaction with the customers and the scientists of service centers. Obtaining customer feed back, maintaining records related to the ECF and delivery of service reports to the customers. Conducting internal audits of various service centers.

S. No.	Area/No. of Posts/ Post Code	Designation	Essential Qualifications & Experience	Desirable Qualifications & Experience	Job Requirements
04.	Computers One post – UR Post Code : 4.1	Technical Officer	BE/B.Tech. (Computer Science) or equivalent with minimum of 55% marks.	Should have good communication skills, must be proficient in HTML, SQL Server, Oracle, network systems & firewalls, remote administration, client-server models, dynamic host configuration protocols, LAN and intranet. The candidate must have operated Cisco routers and switches, wireless switches etc.	The selected candidate has to work in computer department to support facility management, Systems administration in LINUX/ WINDOWS platforms and network management of devices like routers, security appliances, switches etc.
	Computers One post – OBC Post Code: 4.2	Technical Officer	BE/B.Tech. (Computer Science) or equivalent with minimum of 55% marks.	To work in coordination with IT groups to operate/manage CSIR-ERP applications in general administration departments. Adequate working knowledge in exploring web based applications, databases, facility management, client administration in WINDOWS environment and network skills.	Should have good communication skills, must be proficient in MS-Visual FoxPro, HTML, networked systems, remote administration, over the LAN and WAN.
05.	Library Services One post – UR Post Code: 5.1	Technical Assistant	1st class B.Sc. with B.Lib.Sc.	Experience of handling library operations in any R&D library and certificate/diploma in information and knowledge management training programme. Experience in usage of various library related computer packages will be of added advantage. Experience in management of both print and electronic subscriptions is essential. Good communication skills.	The candidate is expected to manage a library with a large number of scientific journals, books, chemical abstract etc. and responsible to create an environment to render the services to library users.

S. No.	Area/No. of Posts/ Post Code	Designation	Essential Qualifications & Experience	Desirable Qualifications & Experience	Job Requirements
	Medical Services (Pathology) One post – UR Post Code 5.2	Technical Assistant	1st Class B.Sc. (Science) with One year full time professional course in Medical Laboratory Technology	Two years of working experience in any recognized Medical College/institute	To work in pathology lab and perform day to day pathological duties.
06.	Civil Engineering Three posts One post – UR One post – OBC One post – SC Post code 6.1	Junior Engineer Gr.I	1st Class Diploma in Civil Engg. /Tech. of 3years full time duration or its equivalent after 10+2 in the science stream.	Knowledge of execution of works through NIT; Knowledge BIS and CPWD codes, standards and procedures; Knowledge national building code and green building norms; Working knowledge of AutoCAD & MS Office; 1-3 years of experience in a large R&D or IT infrastructure set up.	To cater to the construction and maintenance of R&D institutional buildings consisting of wet chemical labs, high tech. instrument rooms. IT service areas, Auditorium, conference halls and guest houses including the development of surroundings in a comprehensive manner from concept to commissioning; To cater to the construction and maintenance of institutional staff quarters in the form of bunglows and apartment buildings including staff club, staff colony development in a comprehensive manner from concept to commissioning; To cater to the development & maintenance of water supply and sewerage systems, water storage tanks and pump houses including water and sewerage treatment plants in a large R&D institute complete with staff quarters. All the above positions require interdisciplinary coordination among various sections and divisions of the institute and good verbal and written communication skills.

Sr. Technical Officer(3) – Pay Band- 3 ₹15,600-39,100;   Grade pay ₹7600;   Approx. Gross salary: ₹ 48,822;   Upper age limit 40 yrs

Sr. Technical Officer(2) – Pay Band- 3 ₹15,600-39,100;   Grade pay ₹6600;   Approx. Gross salary: ₹ 46,942;   Upper age limit 40 yrs

Sr. Technical Officer(1) – Pay Band- 3 ₹15,600-39,100;   Grade pay ₹5400;   Approx. Gross salary: ₹ 44,686;   Upper age limit 35 yrs

Technical Officer   – Pay Band- 2 ₹ 9,300-34800;   Grade pay ₹4600;   Approx. Gross salary: ₹ 28,810;   Upper age limit 30 yrs

Technical Assistant   – Pay band- 2 ₹ 9,300-34,800;   Grade pay ₹4200;   Approx. Gross salary: ₹ 27,908;   Upper age limit 28 yrs

Junior Engineer   -- Pay band- 2 ₹ 9,300-34,800;   Grade pay ₹4200;   Approx. Gross salary: ₹ 27,908;   Upper age limit 28 yrs

GENERAL CONDITIONS:

1. Only Indian Nationals need apply.

2. The positions carry Pay and Allowances at Central Government rates as applicable to the employees of Council stationed at Hyderabad. In addition, other benefits such as Leave Travel Concession and Reimbursement of medical expenses are also available as per rules.

3. Candidates who wish to apply for more than one post should submit separate online application form indicating the Post and Post Code along with prescribed application fee and copies of marks memos, certificates and testimonials separately for each post.

4. Application Form without application fee will be rejected. However, candidates belonging to SC/ST/PWD category and regular employees of CSIR are exempted from payment of application fee. Candidates are required to arrange for crossed Demand Draft for `100/- valid for atleast 06 months in favour of Director, IICT payable at Hyderabad. **The last date for submitting online application alongwith DD details is 14-11-2011.** The following details must be filled up on back side of DD (i) Candidate's Name, (ii) Category and (iii) Post Code applied for. SC/ST/PWD/CSIR Employees/Abroad Candidates are exempted from submission of application fee.

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

6. Candidates selected for the Council Service would be governed by the revised CCS (Pension) Scheme of Govt. of India, as made applicable w.e.f. 01.01.2004.

7. Advertisement of a post and/or mere fulfilment of minimum prescribed qualifications, etc. will not vest any right in any candidate for being considered for the post and/or called for interview. The Director reserves the right to fill up or even stall the whole process.

8. Age limit, qualifications and experience will be reckoned as on the last date for receipt of Online Application (i.e. **25-11-2011**). Upper age limit is relaxable as per Government orders in force from time to time in respect of SC/ST/OBC as per rules *in only those cases where the posts are reserved for the respective communities.* Relaxation of upper age limit for Persons with Disabilities (PWD) and Ex-servicemen will be applicable as per GoI rules.

9. Relaxation in age limit, qualification and/or experience in case of exceptionally meritorious candidate (both departmental and outsiders) would be allowed with the prior approval of DG, CSIR.

10. The period of experience in the requisite discipline/area of work wherever prescribed shall be counted w.e.f. the date of acquiring the prescribed minimum educational qualifications required for that grade (as given in the advertisement).

11. Applications from employees of CSIR, Government Departments and Public Sector Undertakings will be considered only if forwarded through proper channel within 15 days from the closing date prescribed for receipt of online applications and with a clear certificate that the applicant will be relieved within one month of the receipt of the appointment orders, if selected. However, Advance Copy (Xerox copy) of the Online Electronics Application Form together with application fee, all certificates & testimonials etc., may be submitted before the closing date.

12. Hard copy of the computer generated application duly accompanied by attested copies of the certificates, marks sheets, testimonials in support of age, education qualifications, experience, reprints of publications and caste certificate, if applicable along with one recent passport size self-signed photograph affixed together with Demand Draft (if applicable) should be sent in an envelope superscribing "APPLICATION FOR THE POST OF _____(Post Code_____) ADVT.NO._____" **on or before 25-11-2011** by post to the address :-

    The Section Officer (Recruitment)
    Indian Institute of Chemical Laboratory,
    Tarnaka, Uppal Road,
    Hyderabad – 500 607 (A.P.).

13. Printout of Online Electronics Application Form not accompanied with – (i) prescribed application fee; (ii) requisite information asked for in the Online Electronics Application Form; (iii) photo copies of marks memo/Certificates for all the semesters/years from degree level onwards; (iv) Proof regarding date of birth & age; (v) SC/ST/OBC/PWD certificates in the case of reserved posts; and applications received after the closing date will not be considered. Incomplete applications will be outrightly rejected.

14. As the Screening of applications will be done on the basis of information furnished in the Online Application Form by the applicants, it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/false information will be a disqualification and IICT will **NOT** be responsible for any of the consequences of furnishing such wrong/false information. **CANDIDATES MAY REGISTER ONLINE IMMEDIATELY ON SEEING THE ADVERTISEMENT TO AVOID LAST DAY RUSH/DISAPPOINTMENT.**

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15. Applicants are advised to go through the text of the advertisement available on IICT Website www.iictindia.org and also refer to 'Frequently Asked Questions (FAQs)' on our website, for any queries regarding filling up of the Online Application Form.

16. Canvassing in any form or bringing of any influence, political or otherwise, will be treated as a disqualification for the post.

17. The decision of the Director, IICT(CSIR) in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/her agency.

18. **INTERIM ENQUIRIES WILL NOT BE ATTENDED TO**

ADMINISTRATIVE OFFICER