



भारतसरकार /Government of India



## केन्द्रीय औषध परीक्षण प्रयोगशाला /CENTRAL DRUGS TESTING LABORATORY

एनएबीएल मान्यता प्राप्त प्रयोगशाला / NABL Accredited Laboratory

सी.डी.एस.सी.ओभवन, हैदराबाद/ CDSO Bhavan, Hyderabad,

स्वास्थ्यएवंपरिवारकल्याणमंत्रालय, स्वास्थ्यसेवामहानिदेशालय

Ministry of Health &amp; Family Welfare, Directorate General of Health Services,

ए.पी.टी.बी.प्रदर्शनएवंप्रशिक्षणकेन्द्रकेबगलमें, एस.आर. नगर, हैदराबाद- ५०००३८, टी.एस.

Beside AP T.B Demonstration and Training Centre, S.R. Nagar, Hyderabad- 500 038, T.S.

संदर्भ संख्या/Ref.No: CDTLH/Recruit/2016-17/352

दिनांक/Date:

**RECRUITMENT OF STAFF FOR CENTRAL DRUGS TESTING LABORATORY-HYDERABAD**

Central Drugs Testing Laboratory, Hyderabad is statutory laboratory working under administrative control of Drugs Controller General (India), CDSO, DGHS, Min. of Health & Family Welfare, New Delhi, Application form eligible candidates are invited in the prescribed format for the Recruitment of following posts at Central Drugs Testing Laboratory, Hyderabad. The appointments of the following posts are purely on contractual basis for one year w.e.f 01-01-2017 to 31-12-2017. The contractual period may be reduced or extended at the sole discretion of the management (CDSO, HQ). During the contract period the services can be terminated without any notice or without assigning any reasons whatsoever.

Sl. No.	Name of the posts	No. of posts	Monthly remuneration Rs.	Qualification experience, Age limit job description etc.
(1)	(2)	(3)	(4)	(5)
1.	Bench Chemist	10	25,000/-	<p><b>Age:</b> 21-40 years</p> <p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>B.Pharmacy or Master Degree in Chemistry/Microbiology. The candidates shall also have sound knowledge of computer operation, candidates having experience in testing of drugs will be given preference.</li> </ul> <p><b>Job description:</b></p> <p>To assist in analysis of Drugs and entry &amp; management of data correspondence related to it. Any other duties assigned by the head of Laboratory from time to time.</p>

2	Data Entry Operator	02	15,000/-	<p><b>Age:</b> Maximum 50 years</p> <p><b>Qualification:</b></p> <ul style="list-style-type: none"> <li>The candidates should be Graduate preferably with 1 year Diploma in computers from recognized Institute.</li> <li>Fluent in written and spoken English.</li> <li>Well conversant with computer package namely Windows i.e., Word, Excel, Powerpoint and Access. Should have Basic Foundation level certificate course of DOECC(Development of Electronic Accreditation for computer course) or equivalent from any Govt./Recognized Private Institute Good working knowledge of Computer and internet/e-mails.</li> <li>The candidate should have typing/speed of 40 w.p.m, preference will be given to candidates also having short hand knowledge</li> <li>Preferably work experience of more than 2 years.</li> </ul> <p><b>Job description:</b></p> <p>Typing of various letters, approvals, noting, report etc, along with documentation creation &amp; maintenance. Any other duties assigned by seniors from time to time.</p>
3	Lab Assistant	02	12,000/-	<p><b>Age:</b> 21-40 years</p> <p><b>Qualification:</b> The candidates should be 12<sup>th</sup> passed with science. Preference will be given to such candidates having experience in Drugs testing laboratory.</p> <p><b>Job description:</b></p> <p>To help technical staff in drugs testing and allied procedure proper maintenance of testing record. Preparation of reagents, solutions and maintenance of the Laboratory. Any other duties assigned by the head of Laboratory from time to time.</p>
04	Office Assistant	02	12,000/-	<p><b>Age:</b> 21-40 years</p> <p><b>Qualification:</b> The candidates should be 10/12<sup>th</sup> passed. Preference will be given to such candidates having experience in Drugs testing laboratory.</p> <p><b>Job description:</b></p> <p>To upkeep and maintenance the laboratory cleanness and providing hospitality services.</p>

**Instructions:**

1. Application must be as per the format attached.
2. Application should reach in the office of The Director, Central Drugs Testing Laboratory, Hyderabad by post or by hand on or before 31<sup>st</sup> December 2016 by 5.30pm along with the testimonials.
3. Application received after due date will not be entertained.
4. The candidates should mention on the TOP of envelop "Application for the Post of Bench Chemist/Data Entry Operator/Lab Assistant/Office Assistant".



12. **Brief professional experience:**

Office/Instt. Firm	Post held	Part time/ contract basis/ Ad- hoc/ regular/ Temp./ Pmt.	Exact dated to be given (indicate day, month & year)		Total Period (in- years)			Scale of pay	Nature of duties	Encl. No.
			From	To	Year	Months	Days			
<b>Total</b>										

13. Any other relevant information: .....

14. Details of enclosures: 1) .....

2) .....

3) .....

I hereby declare that all the statements made in the application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by the Commission, if I am declared by them to be guilty of any type of misconduct mentioned herein. I have informed my Head Office/Deptt, in writing that I am applying for this selection.

Date:

**Signature of candidate:**

Place:

Address: