

भारत सरकार
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
(स्वास्थ्य सेवा महानिदेशालय)
केन्द्रीय औषध मानक नियंत्रण संगठन
केन्द्रीय औषधि परीक्षण प्रयोगशाला
क्षेत्रीय अन्न व औषध प्रशासन भवन, जी.एम.एस.डी कंपाउंड,
बेलासीस रोड, मुंबई सेंट्रल, मुंबई ४००००८
दूरभाष : ०२२-२३००२३०९ / ०२२-२३०० २१३८
फैक्स : ०२२-२३०९ ९२४०
ई-मेल : cdtlmumbai@cdsco.nic.in



CDSCO

Government of India
Ministry of Health and Family Welfare
(Directorate General of Health Services)
Central Drugs Standard Control Organisation
Central Drugs Testing Laboratory
Zonal FDA Bhawan, GMSD Compound,
Bellasis Road, Mumbai Central, Mumbai - 400 008.
Tel : 022-2300 2309 / 2300 2138
Fax : 022- 2309 9240
Email : cdtlmumbai@cdsco.nic.in

Accredited By : NABL (ISO/IEC-17025:2005 in Chemical & Biological Testing)

Certified For : IMS (ISO - 9001:2008; ISO - 14001:2004; OHSAS - 18001:2007)

No. 1(262)/CDTL-MUM/16-177

Date :

RECRUITMENT OF STAFF FOR CENTRAL DRUGS TESTING LABORATORY-MUMBAI

Central Drugs Testing Laboratory, Mumbai is statutory laboratory working under administrative control of Drugs Controller General (India), CDSCO, DGHS, Min. of Health & Family Welfare, New Delhi. Application from eligible candidates are invited in the prescribed format for the Recruitment of following posts at Central Drugs Testing Laboratory, Mumbai. The appointments of the following posts are purely on contractual basis for one year w.e.f. 01.1.2017 to 31.12.2017. The contractual period may be reduced or extended at the sole discretion of the management (CDSCO-HQ). During the contract period the services can be terminated without any notice or without assigning any reasons whatsoever.

Sr. 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	5	25,000/-	<p>Age : 21-40 years</p> <p>Qualification:</p> <ul style="list-style-type: none"> B.Pharmacy or Master Degree in Chemistry/Micorbiology. The candidates shall also have sound knowledge of computer operation. candidates having experience in testing of drugs will be given preference. <p>Job description :</p> <p>To assist in analysis of Drugs and entry & 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	1	15,000/-	<p>Age : Maximum 50 years</p> <p>Qualification:</p> <ul style="list-style-type: none"> The candidates should be Graduate preferably with 1 year Diploma in computers from recognized Institute. Fluent in written and spoken English. Well conversant with computer packages 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(INIa) or equivalent from any Govt./Recognized Private Institute. Good working knowledge of Computer and Inernet/e-mails. The candidate should have typing speed of 40 w.p.m. preference will be given to candidates also having short hand knowledge Preferably Work experience of more than 2 years. <p>Job description :</p> <p>Typing of various letters, approvals, , noting, Report etc. alongwith documentation Creation & maintenance . Any other duties assigned by seniors from time to time.</p>

3.	Lab.Assistant	1	12,000/-	<p>Age : 21-40 years</p> <p>Qualification : The candidates should be 12th passed with Science. Preference will be given to such candidates having experience in Drugs testing Laboratory.</p> <p>Job description :</p> <p>To help technical staff in Drugs testing and allied procedure proper maintenance of testing record. Prepration of reagents,solutions and maintenance of the Labortory. Any other duties assigned by the head of Laboratory from tme to time</p>
----	---------------	---	----------	---

Intructions:

- 1.Application must be as per the format attached .
- 2.Application should reach in the office of Diretor,Central Drugs Testing Laboratory,Mumbai by Post or by Hand on or before 31st December 2016 by.5.30 P.M.alongwith 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 Data Entry Operator/Bench Chemist/Lab.Assistant".

12. Brief professional experience:

Office/Instt. Firm	Post held	Part time/ Contract Basis/ Ad-hoc/ regular/ Temp./pmt.	Exact dates to be given (indicate day, month & year)		Total Period (in years)			Scale of pay	Nature of duties	Encl. No.
			From	To	Years	Months	Days			
Total										

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: