

GOVERNMENT OF INDIA
OFFICE OF THE REGIONAL DRUGS TESTING LABORATORY
DIRECTORATE GENERAL OF HEALTH SERVICES
SIX MILE, GUWAHATI-781022
Ph.0361-2338555, Fax: 0361-2330555

Recruitment of Bench Chemist, Data Entry Operator, Lab Assistant and Office Assistant at Regional Drugs Testing Laboratory, Guwahati of CDSCO on contractual basis through Walk-in Interview – Application Invited:

The Central Drugs Standard Control Organization (HQ), FDA Bhawan, New Delhi-110002 required Bench Chemist; Data Entry Operator and Lab Assistant for Regional Drugs Testing Laboratory, Guwahati-781022. The intending candidates can apply in the format given in Annexure -1. The details of post, remuneration, qualification etc for various posts are as under:-

1. **Bench Chemist-**

Age- 21 to 40 Years

Qualification: B. Pharmacy or Master Degree in Chemistry/ Micro Biology. The Candidate should also have sound knowledge of computer operation. Candidates having experience in testing of Drugs will be given preference.

Job Description: To assist in analysis of Drugs & entry & management of data and correspondence related to it. Documentation creation and maintenance of National Data Bank or any other duties assigned by the head of laboratory from time to time.

Remuneration: Rs. 26,250/- PM (Fixed)

2. **Data Entry Operator**

Age: 21- 35 Years

Qualification: The Candidate shall be Graduate with 1 year Diploma in Computer from recognized institute and fluent in written & spoken English and also well conversant with computer packages namely Windows i.e. Word, Excel, PowerPoint and Access. Should have completed '0' basic foundation level certificate course of DOECC (Development of Electronic Accreditation for Computer Course (India) or equivalent from any Govt./Recognized private Institute. Good working knowledge of computer & internet/E-mail is necessary. The candidate should have typing speed of 40 W.P.M. Preference will be given to candidates having knowledge of short hand.

Working Esperance required: More than 2 years.

Job Description: Typing of different letters related to Accounts, Administration and laboratory, approvals, licenses, noting etc. along with documentation creation & maintenance of National Data Bank. Any other duties assigned by the Director of the Laboratory.

Remuneration: Rs. 19,572/- PM (Fixed)

3. Laboratory Assistant:

Age: 21-40 Years

Qualification: The Candidate should be class XII Passed in Science stream. Preference will be given to candidates who possess experience in testing of Drugs. Desirable – Proficiency in use of Computer & Internet.

Job Description: To assist technical staff in Drug Testing & allied procedures, proper maintenance of testing records. Reporting of daily testing schedules to technical staff.

Remuneration: Rs. 17,991/- PM (Fixed)

4. Office Assistant:

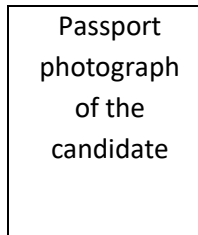
Age: 21-40 Years

Qualification: The Candidate should be class XII Passed in any stream.

Job Description: Shifting of office equipment, furniture and furnishing, electrical and stationery items as well as delivering of bulk papers/reports in parliament/PIB and assistance in meeting held in committee room, etc.

Remuneration: Rs. 17,991/- PM (Fixed)

PROFORMA FOR APPLICATION



Post Applied for:

1. Name:
2. Father's Name:
3. Mother's Name:
4. Date of birth:.....
5. Marital status:
6. Proficiency in language:
7. Address for Correspondence :

Present:

Permanent:

Telephone No: (O)..... (R)..... (M)

Email:

Educational Qualification:-

Degree/Examination	Year	Board/University	Subject/Specialisation	% of Marks

Proficiency in computer (Mention details of course/training undertaken)

Experience:

Declaration:

I hereby declare that the information given above is true to the best of my knowledge & belief. I have not suppressed any material facts in the information/data furnished above.