

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 सेन्ट्रल, मुंबई ४००००८

दूरभाष : ०२२-२३००२३०९ / ०२२-२३०० २१३८

फैक्स : ०२२-२३०९ ९२४०

ई-मेल : cdtlmumbai@cdsco.nic.in



सत्यमेव जयते

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.

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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)

F.No.1(262)/CDTL-MUM/2018-19

VACANCY CIRCULAR

RECRUITMENT OF BENCH CHEMIST FOR CENTRAL DRUGS TESTING LABORATORY

Central Drugs Testing Laboratory , Mumbai is working under administrative control of Drugs Controlle General(I),CDSCO,DGHS,Ministry of Helth & Family Welfare, New Delhi. CDTL-Mumbai will be conducting walk-in interview to fill 01 post of Datan Entry Operator on contractual basis through outsourcing agency with fixed emoluments of Rs. 18,462 /- per moth for the period 30.4.2019 .

And subject to th further extension up to one year. The interview will be held on 10.4.2019 at 10.00AM. The contractual peiod may be rduced or extended at the sole discretion of the management (CDSCO-HQ).During the contract period the service can be terminatd without any notice or without assigning any reasons whatsoever.

Sr. No.	Name of the pos	No. of Posts	Monthly remuneration Rs.	Qualification experience , Age limit Job description etc.
1	2	3	4	5
1.	Data Entry Oprator	1	18,462/-	Age: 21-40 Qualification: The candidate should be Graduate with 1year Diploma in computers from recognized/registred institute. Fulent in written and spoken English.Well conversant with computer packages, name,y Window, i.e. World,Excel , Powerpoint and access. should have Ö Basic foundation level certificate course of DOECC(Development of Electronic Accreditiaion for computerCourse(India)or equivalent from any Govt./Recognized/Registred Private Institute. Good Working Knowledge of Compuer and internet/e-mails. Th candidates should have typing speed of 40w.p.m. preference will be given to candidats also having short had knowledge.Preferable work experience of more than 2 years. Pesons having at leat 03 years experience on Administration side in Govt.Organisation will be given preference. Job description: Typng of various letters, approvals , noting etc.alonwith documentation,Any other duties assigned by Director , from time to time. For DEOs to be posted in Admn Division,relevant experience as indicated above under 'Qualifiatiion(S)'heading will be necessary.

Instruments :

- 1.Walk in interview on 10.4.2019 at 10.00 AM
- 2.Applicants should reach in office of Director,Central Drugs Testing Laboratory,Mumbai alongwith the testimonials , the application in prescribed format duly filled.

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	E N
			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: