



GOVERNMENT OF INDIA
OFFICE OF THE DIRECTOR
MINISTRY OF HEALTH AND FAMILY WELFARE
CENTRAL DRUGS LABORATORY
3, KYD STREET, KOLKATA – 700 016

Telefax: (033)2229-9380

No : 8-38/2016-AD/

Dated : 05/01/2017

Subject: Recruitment of contractual Manpower in Central Drugs Laboratory, Kolkata

Sir,

As per sanction received from CDSCO, HQ, New Delhi vide letter no. F No. D 21013/87/2016-DC dt. 02/12/2016 this laboratory is going to recruit following manpower on contractual basis.

Sl No.	Post	Sanctioned Position	Salary per month
1.	Bench Chemist	10	Rs. 25000/-
2.	Lab Assistant	02	Rs. 12000/-
3.	Data Entry Operator	02	Rs. 15000/-
4.	Office Assistant	01	Rs. 12000/-

These contractual position will be for the period of 01 (one) year from 01-01-2017 to 31-12-2017 or till the regular posts is filled up whichever is earlier. Payment of salary will be made by the Outsourcing Agency.

Central Drugs Laboratory is the Appellate laboratory working under administrative control of Drugs Controller General (I), CDSCO, DGHS, MOH & F.W, Govt. of India, New Delhi. Applications received from the candidates are in prescribed format in respect of above post purely on contractual basis and the contractual period may be reduced or extended at the sole direction of CDSCO, HQ, New Delhi. During the contract period services can be terminated without any notice or without any reason whatsoever.

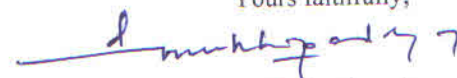
Sr. No.	Name of the posts	Qualification experience–Age limit, Job Description
1.	Bench Chemist	<p>Age : 21-40 years</p> <p>Qualification :</p> <ul style="list-style-type: none">• B. Pharmacy or Master Degree in Chemistry/ Microbiology.• The candidates shall also have sound knowledge of computer operation. <p>Candidates having experience in testing of drugs will be given preference.</p> <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	<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 Basis 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 · The candidates 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. along with documentation creation & maintenance. Any other duties assigned by seniors from time to time.</p>
3.	Lab. Assistant	<p>Age : 21-40 years</p> <p>Qualification :</p> <ul style="list-style-type: none"> · The candidates should be 12th passed with Science. Preference will be given to such candidates having experience in Drugs testing Laboratory. <p>Job description :</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>
4.	Office Assistant	<p>Age : 21-40 years</p> <p>Qualification :</p> <ul style="list-style-type: none"> · The candidates should be 10th/12th passed. Preference will be given to such candidates having experience in Drugs testing Laboratory. <p>Job description :</p> <p>Computer typing , maintenance of records, files, office maintenance and any other job assigned by head of office .</p>

Instructions:

1. Application must be as per the format attached.
2. Application should reach in the office of Director. Central Drugs Laboratory, 3 Kyd Street, Kolkata – 16 by post or by Hand on or before 31st January 2017 by 5.30 P.M. 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 Data Entry Operator/ Bench Chemist/Lab. Assistant”.

Yours faithfully,



(Soumen Mukhopadhyay)
Director-incharge (Admn.)

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.

Date:

Signature of candidate

Place:

Address: