



सीएसआईआर-संरचनात्मक अभियांत्रिकी अनुसंधान केन्द्र  
CSIR-STRUCTURAL ENGINEERING RESEARCH CENTRE  
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् Council of Scientific and Industrial Research)  
सीएसआईआर रोड CSIR Road, तरमणी Taramani, चेन्नै Chennai 600 113

No. A1(582)85-Rct.-Vol.II

Dated: 26<sup>th</sup> July 2024

## अधिसूचना NOTIFICATION

Sub: Recruitment to the One (01 No.) post of Hindi Officer at CSIR-SERC –  
Date and Place of Written Test and Interview – reg.

Ref: 1. CSIR-SERC Advertisement No. SE-2/2021  
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In continuation to this Office Notification of even number dated 16.07.2024, this is for the information of all shortlisted candidates for recruitment to the post of Hindi Officer against CSIR-SERC Advertisement No. SE-2/2021 as detailed below:

1. Only Shortlisted Candidates are required to appear for the Written test.
2. Date and Place of Written Test : The Written Test will be held on **Tuesday, the 20<sup>th</sup> August 2024** at CSIR-Structural Engineering Research Centre, CSIR Road, Taramani, Chennai- 600113 . Details regarding reporting time for document verification & time / venue of written test will be sent by e-mail.
3. Only those candidates who secure minimum cut-off marks in the Written Test will be called for interview. The cut-off mark will be decided by the Competent Authority.
4. Date and Place of Interview : Interview is scheduled to be held on **Wednesday, the 21<sup>st</sup> August 2024** at CSIR-Structural Engineering Research Centre, Chennai. Time / Venue of interview will be intimated after declaration of written test result.
5. The name of Candidates to be called for Interview will be intimated through CSIR-SERC website [www.serc.res.in](http://www.serc.res.in) on **20<sup>th</sup> August 2024(Tuesday)**. Travel and stay arrangements have to be taken care of by the candidates. CSIR-SERC will not bear any expenditure in this regard. Candidates whose secures the minimum cut-off mark in the written test will have to stay till the interview is over. Candidates may plan their lodging / boarding accordingly.
6. Call letter to the shortlisted candidates will be sent shortly to their e-mail id & address mentioned by them in the application form.

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7. Syllabus and Structure of Written Test : The Syllabus and Structure of Written Test are as detailed below :

a) **Syllabus :** Official language Act, Provisions, Policy, Incentives, Chronology of Hindi as an Official language in India. Hindi language & literature, Terminology from Hindi to English & vice versa, Translation of a paragraph from English to Hindi & vice versa. Knowledge of Hindi softwares etc.

b) **Structure of Written Test :**

Sl. No.	Name of the Test	No. of Questions	Max. Marks	Version	Duration
1.	Reasoning	20	20	English	2 Hours
2.	Hindi as an Official Language	20	30	Hindi	
3.	Hindi Language & Literature	02	10	Hindi	
4.	Translation: Hindi to English	01	20	English	
5.	Translation: English to Hindi	01	20	Hindi	
	<b>Total</b>	<b>44</b>	<b>100</b>		

8. Admission to the Written Test / Interview is provisional. If it is found at any point of time, even after selection, that the candidate does not fulfil any of the conditions of eligibility, his/ her candidature will be summarily cancelled / rejected without any notice and no appeal against such cancellation / rejection will be entertained. The candidates are therefore, advised to check carefully and satisfy themselves that they fulfil all the conditions of eligibility for the post they have applied for. Mere appearing for written test / interview does not confer any right on them for substantive appointment in CSIR-SERC, Chennai.

9. **Verification of Documents:**

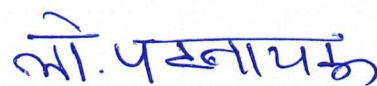
- a) All the candidates shall have to bring with them their Original Certificates of all educational qualifications, all Mark Sheets thereof (semester-wise, year-wise), Date of Birth, all experience certificates, Caste / Community / EWS etc., (as per the Govt. of India prescribed format), Application Fee payment receipts (if applicable), two recent Colour Photographs, NOC (in case the candidate is working in Government / Autonomous Body / Public Sector etc.) for verification by CSIR-SERC. In addition, the candidates should also bring the SELF-ATTESTED photocopies of all the aforementioned certificates / documents.
- b) Document/ Certificate furnished in a language other than Hindi or English, must be accompanied with an English transcript of the same duly attested by a Gazetted Officer or Notary.
- c) Candidates who fail to produce satisfactory proof of qualification / experience and other requisite documents, shall not be allowed to attend the written test / interview.

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### 10. General Instructions:

- a) All the candidates are required to bring with them Original Call Letter, Photo Identity Card, like Aadhaar Card, Voter ID, PAN Card or any other Photo ID card issued by any Government Agency for verification.
- b) Candidates employed in Government / Semi-Government organizations / Institution / Departments Autonomous Bodies etc. shall have to bring 'No objection Certificate' (NOC) from their present employer to the effect that in the event of being selected for appointment, they will be relieved without delay.
- c) Every candidate will be required to sign a photo-bearing attendance sheet before the commencement of their written test / interview.
- d) Any request for change in Date / Time / Place / Venue of Written Test / Interview will not be entertained under any circumstances.
- e) The candidates should bring with them the stationery required for written test like pencil, pen, eraser, pencil sharpener etc.
- f) In case of change in contact details as given in the application form by the candidate including the e-mail Id / mobile number, the same may be intimated to [admoff@serc.res.in](mailto:admoff@serc.res.in) immediately.
- g) The candidates should make their own arrangement for stay at Chennai. CSIR-SERC, shall not take any responsibility for making such arrangements.
- h) All candidates shall follow the extant COVID protocol, as may be applicable, at the venue. The candidates will have to remove their face mask for verification, whenever required by the CSIR-SERC Officials.
- i) Candidates found using or attempting to use any unfair means or canvassing in any form and / or bringing any political influence will be treated as a disqualification for the post applied for and shall forfeit his/her Candidature.
- j) The Director, CSIR-SERC reserves the right to cancel the Notification without assigning any reason thereof or reserves the right not to fill up the post.
- k) The decision of the Director, CSIR-SERC in all matters relating to eligibility, acceptance or rejection of applications will be final and binding on candidates.

  
(लोकनाथ पटनायक Lokanath Patnayak)  
प्रशासनिक अधिकारी Administrative Officer  
26.07.24