



**Centre for Aromatic Plants (CAP)**  
(An Autonomous Institute of Govt. of Uttarakhand)  
Industrial Estate, Selaqui-248011, Dehradun, Uttarakhand  
Telefax:- 0135-2698305, Email: cap.dun@gmail.com

Advertisement no. 09 /CAP/2021-22

Date 07-01-2022

## Advertisement

Centre for Aromatic Plants (CAP), Selaqui, Dehradun invites application for the **one post of Scientist 'B' (Perfumery and Cosmetics)** in the Pay level in pay matrix -10 ₹ 56100-177500 from Indian Citizens in the prescribed application form by registered/speed post on or before **31<sup>st</sup> January 2022 upto 5.00pm**. For detailed information institute's website: <https://www.capuk.in> may kindly be visited.

**Director**

1- The details of Post with essential qualification and experience:

S N	Post	Pay Level in Pay Matrix (₹)	
1	Scientist-B 01(Un Reserved) Perfumery and Cosmetics	level-10 56100-177500	<b>Essential qualification:</b> First class M.Sc. in Chemistry/ Bio technology with Ph.D. from any University established by law in India along with certificate course from any Government/ Autonomous / Recognized/ Esteemed Organization in perfumery, cosmetics manufacture and certified experience of research work with publications in aromatic field. <b>Desirable:</b> Experience of aromatic oil/ fragrance/ aromatherapy/ product development and operation of sophisticated analytical instruments such as GC, GC-MS, UV-spectrophotometer, polarimeter etc.

2- New Pension Scheme (NPS) 2005 will be applicable.

3- Age limit: The candidates must have attained the age of 21 years and should not be more than 42 years as on the last date of submission of the application form. The candidates belonging to Uttarakhand Schedule Caste /Uttarakhand Schedule Tribe/ Uttarakhand Other Backward Class/Uttarakhand Freedom Fighter and Uttarakhand Differently Aabled Person Category will get five years age relaxation in upper age limit.

4-All applicants must fulfill the essential qualification and experience of the post and other conditions stipulated in the advertisement as on the last date of receipt of the application form. They are advised to satisfy themselves before applying that they possess at least the essential qualifications and experience laid down for the post as on the last date of receipt of the application form. The prescribed essential qualification and experience are the minimum and the mere possession of the same does not entitle candidate to be called for an interview. The candidate should therefore, mention in the application form all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with relevant documents.

5-The application should be accompanied by self attested copies of the relevant educational qualification, work experience and other compulsory documents.

6- If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same either in Hindi or in English duly attested by a Gazetted Officer or notary is to be submitted.

7- The period of experience in a discipline / area of work, wherever prescribed shall be counted after the date of acquiring the minimum prescribed educational qualifications.

8- Candidate called for an interview shall not be entitled for any travelling expenses .

9- Candidate must bring all relevant certificate/ testimonials at the time of interview (Original and one set of self attested copy)

10- Any discrepancy found between the information given in application form and as evident in original documents will make the candidate ineligible for interview.

11- The decision of the Director, CAP in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination/interview will be final and binding on the candidates. Director, CAP has a right to amend, delete and add terms and conditions to this advertisement.

12-Canvassing in any form and / or bringing any influence political or otherwise will be treated as a disqualification for the post.

13- No interim enquiry or correspondence will be entertained

14- **The application has to be submitted only on prescribed form.** This advertisement along with the application form is available on CAP website: <https://www.capuk.in> The application form may be downloaded from the website and used for applying for the above post.

15- The envelope containing the application should be super subscribed **Application for the post of Scientist- "B" (Perfumery and Cosmetics)**. Candidates are advised to send their application by Registered/speed post on or before last date upto 5.00pm . No application shall be received by any other means. The application received after last date shall be rejected.

16- Application fee in the form of Demand draft of Rs. 250/- in favour of Director, Centre for Aromatic Plants, Selaqui, Dehradun must be submitted along with the Application form.

17- Fees once paid will neither be refunded nor it will be held or reserve for any other recruitment or selection process in the future.

18- The employees of Govt. department/Autonomous bodies may send their application form in advance however they have to submit No Objection Certificate of their employer at the time of interview. The NOC should also mention the clearance from any departmental and vigilance enquiry.

19- Incomplete applications in any respect (i.e. unsigned, without furnishing requisite particulars, without the required documents/certificates, without photograph, without fees will not be entertained and is liable to be summarily rejected.

20- In direct recruitment, relaxation in the age limit to the employees already working in the Centre for Aromatic Plant (CAP), Selaqui, Dehradun shall be equal to the period of services rendered in the Centre for Aromatic Plant(CAP), Selaqui, Dehradun and shall be applicable as per rules to the employees working in State and Government of India or institutions governed by these government.

21. No request for correction in application form will be allowed.

22- Nationality- A Candidate for direct recruitment to a post in the Service must be-

(a) A Citizen of India:

(b) A Tibetan refugee who came over to India before 1<sup>st</sup> January, 1962 with the intention of permanently settling in India, or otherwise declared eligible for employment in the State areas of Union of India or in the State of Uttarakhand respectively by the Government of India or the State Government.

(c) A person of Indian origin who has migrated from Pakistan, Burma (Myanmar), Sri Lanka or any of the East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to category (b) and (c) above must be a person in whose favour a certificate of eligibility has been issued by the Government.

Provided further that a candidate belonging to category (b) shall also be required to obtain a certificate of eligibility granted by the Inspector General of Police, Intelligence Branch, Uttarakhand.

Provided also that the certificate of eligibility issued to a candidate belonging to the category (c) above shall not be for a period of more than one year and the retention of such a candidate in Service beyond a period of one year, shall be subject to his acquiring Indian citizenship.

(d) A candidate in whose case a certificate of eligibility is necessary but the same has neither been issued nor refused, may be admitted to an examination or interview and may also be provisionally appointed subject to the condition that necessary certificate is obtained by him or issued in his favour.

Note: The contracted time mentioned in clause (d) shall normally be one year from the date of joining the post. The appointing authority may extend this period for one year for appropriate reasons, which shall be recorded in writing. Thereafter this period shall not be extendable

23- Character- Character of candidate for direct recruitment to a post in the service must be such as to render him suitable in all respects for employment in the service of Centre for Aromatic Plant(CAP) Selaqui, Dehradun, the appointing in authority shall satisfy himself in this regard.

Note: The person dismissed by the Union Government or a State Government or by a local authority or a corporation or Body, owned or controlled by the Union Government or a State Government shall be ineligible for appointment to any post in the service. person convicted of an offence involving moral turpitude shall also be ineligible.

24- Marital status- A male candidate who has more than one wife living or an female candidate who has more than one husband living shall not be eligible for appointment to a post in the service under the Centre:

Provided that the Appointing Authority may, with the prior approval of the State Government, if satisfied that there exists special ground for doing so, exempt any candidate from the operation of this rule and shall refer the matter to the Executive Committee, whose decision shall be final.

25-Physical fitness- A candidate shall be appointed to a post in the Service only when his/her mental and bodily health is good and is free from any physical defect likely to interfere with the efficient performance of his duties. Before a candidate is finally approved for appointment to a post, he/she will expected to produce medical certificate from the medical authority specified by the appointing authority.

Provided that medical certificate of fitness shall not be required from a candidate recruited by promotion/deputation/adjustment/absorption.

The Appointing Authority, may relax re-medical examination of such candidates who are already serving in the Centre for Aromatic Plant (CAP), Selaqui, Dehradun or in any department of the State Government and who have been previously medically examined.

26- The date of Birth will be accepted as mentioned in High School Certificate. No other Certificate will be accepted for date of Birth.

27- If there is any change in postal address it has to be informed to the Centre for Aromatic Plants, Selaqui, Dehradun immediately by registered post.

28- Even after final selection the Candidate has no right for appointment until and unless, the appointing authority after making enquiry ascertained that the candidates is fit for appointment. The candidate may be declared unfit and prosecuted on submission of bogus certificate or such as certificate, which has been changed or wrong or false statement and any important fact has been concealed.

29- Following documents must be attached along with application form.

- a) Demand Draft of application fee.
- b) Coloured passport size photograph from front side of the candidate pasted on the form and signed across in full.
- c) Self attested photocopy of Date of Birth Certificate.
- d) Self attested photocopies of educational qualifications/certificates from high School onwards.
- e) Self attested photocopies of experience certificates, (if any).

**Director**



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**Application Form for appointment for the post of Scientist- "B"  
(Perfumery and Cosmetics)**

**To be filled in by the candidate.**  
**All the columns should be properly filled in.**  
**Incomplete application form will be rejected.**

Affix signed  
recent passport  
size coloured  
photograph

Post applied for .....
Particulars of application fee : Amount: ₹.....(in words) ₹..... D.D. No & date..... Name of the issuing Bank & Branch.....

1. Name in full (In Capital Letters).....  
(In case of female candidates, the appropriate prefix 'Miss' or 'Mrs' should used)
2. Father's / Husband's Name.....
3. Mother's Name.....
4. Date of Birth (According to high school/ metric certificate).....
5. Age as on last date of receipt of application.  
Years        Month        Day
6. Place of birth .....
7. Gender.....
8. Marital Status.....
9. Caste.....
10. Religion.....
11. Correspondence Address.....  
.....  
.....Pincode.....  
Mobile/Telephone No.....  
Email.....
- Permanent Address.....  
.....  
.....Pincode.....

12 State.....

13 Nationality.....

14 Whether any close relative/blood relative is working in CAP ? if so, give complete details with telephone/ Mobile no.....

15 Educational/ Professional/ technical Qualification (Commencing with Highest qualifications upto matriculation/ 10<sup>th</sup> Board)

Exam Passed	Division / CGPA /Grade and % of Marks	Year of passing	Duration of the Degree/ Diploma	Board/ University	Subject (S)

• Note:- Please clearly indicate date/ month/ year of Ph.D. Submission/ award (as the case may be).

a. Title of Ph.D.

Thesis.....

16 Have you visited other countries? If so, give following particulars:-

Country visited	Date of visit	Duration of visit	Purpose of visit

17 Details of employment (beginning with the latest):-

Organization	Post held	Pay level in Pay matrix & last pay drawn	Exact dates to be given		Total period (in years)	Nature of duties
			Date of joining	Date of leaving		

- 18 Are you a Government servant at present? (Answer 'Yes' or 'No', if so, State whether your appointment is temporary or permanent).....
- 19 Any additional qualification such as membership of professional societies; awards and honours etc.
- 20 No. of Publications published in scientific journals.....
- a.No. of patents filed..... No. of patents granted.....
- b.Please annexe a detailed list of Scientific publications supported with copy of the first page as attachment.
- 21 list of enclosures:
- 1.
  - 2.
  - 3.
  - 4.
  - 5.
  - 6.
  - 7.
  - 8.
  - 9.
  - 10.

### DECLARATION

I hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge and belief and in the event of any of the information being found false or incorrect or any ineligibility being detected before or after the selection, my candidature is liable to be cancelled at any stage of Selection/appointment and action may be initiated against me.

Place.....

Date.....

Signature of Candidate

Full Name

Candidate already employed should get the following endorsement signed by his/her employer.

**Endorsement by the Head of the Department / Office.** \_\_\_\_\_

Date.....

Full Signature.....

Designation.....

Stamp.....