



आईसीएमआर - राष्ट्रीय प्रजनन एवं बाल स्वास्थ्य अनुसंधान संस्थान
ICMR-National Institute for Research in Reproductive and Child Health
(भारतीय आयुर्विज्ञान अनुसन्धान परिषद)
Indian Council of Medical Research
जहांगीर मेरवानजी स्ट्रीट, परेल, मुंबई 400012
Jehangir Merwanji Street, Parel, Mumbai 400012

Advertisement No. ICMR-NIRRCH/PROJ./ST/319/2023

Walk-in interview will be conducted on **19th December 2023** for the following vacancy under Non-Institutional ad-hoc project to be held at ICMR-National Institute for Research in Reproductive & Child Health, J.M. Street, Parel, Mumbai 400012; Reporting Time: 2.15 PM.

Title of Project: "National Networked Project of ICMR-National Institute for Research in Reproductive and Child Health, Mumbai [Project Tenure: Up to 2028].

Sr. No.	Name of the Post	No. of vacancy	Consolidated Salary	Essential Qualification	Desirable	Age Limit	Duration
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Scientific Administrative Assistant	One	Rs.18,000/- plus HRA @ 24%	Graduate degree in any discipline	Experience in data curation from online databases.	50 Years	One Year

General Instructions:

1. Candidates who wish to appear for the above mentioned post may download the application form from the website of ICMR-NIRRCH, Mumbai. Candidates are requested to fill the application form and bring all the original certificates of educational qualification (Degree Certificate/Statement of marksheets), experience certificates, etc., along with one set of Xerox of the same duly self-attested and a recent passport size photograph for attending walk in interview.
2. Qualification/degree should be from a reputed Institution/University.
3. Mere fulfilling the essential qualification/experience does not guarantee for selection.
4. Canvassing in any form will be a disqualification.
5. No TA/DA will be paid either for attending the interview or joining the post.

6. Persons already in regular time scale service under any Government Department / Organizations are not eligible.
7. If required, written test in the subject area will be held to shortlist candidates for the interview depending upon the number of candidates.
8. It may be mentioned here that incomplete applications, application not submitted in prescribed format and application without supportive documents asked for shall be summarily rejected
9. The Director & appointing authority has the right to accept/reject any application without assigning any reason and no correspondence in this matter will be entertained.
10. Please give the details of two responsible persons of your locality or two references to whom you are known.
11. **The offer of engagement will be subject to verification of original certificates as per the advertisement.** If the candidate is not eligible, his / her candidature will be cancelled at any stage of the recruitment process. If the candidate qualifies in the selection process and subsequently, it is found that he / she does not fulfil the eligibility criteria, his / her candidature will be cancelled and if appointed, services so obtained will be terminated without any notice or compensation.
12. The above post/s are filled-up purely on contractual basis & the candidate will have no right to claim for any type of Permanent Employment under ICMR-NIRRCH or continuation of his/her services in any other project.
13. Candidates are required to be present at the venue in time and Walk-in-Written Test/Interview will commence after verification of all the original certificates.
14. Please note that the Institute does not have residential facilities for contractual staff.
15. Candidates are advised to keep looking at the website of this Institute for any change or any other information.
16. No calculators, log tables, communication devices like mobile phone, Tablet/iPad etc., are allowed inside the Examination/Interview Hall.
17. The candidates attending the above Written test /Interview must follow COVID appropriate behaviors.

** This advertisement has been published on the Instruction of competent authority and due to exigency of project work.*

**ICMR-National Institute for Research in Reproductive and Child Health,
Indian Council of Medical Research,
Jehangir Merwanji Street, Parel, Mumbai 400012**

Latest Photograph
of the Candidate

BIO DATA

1. Name of the Post, applied for : _____
2. Name of the Project : _____

3. Name in full (IN BLOCK LETTERS): _____
(Name) (Surname)
4. Father's /Husband Name : _____
5. Tel./Mobile No. : _____
6. Email ID : _____
7. Address for Correspondence : _____

8. Permanent Address : _____

9. Date of Birth : _____ Age : _____
10. Whether SC/ST/OBC/General : _____ Caste : _____
11. Marital Status : Married / Unmarried
12. Educational Qualifications : _____

Sr.No.	Exam. Passed	Grade	Year of Passing	Board / University	Special Subjects

13. Work experience :

Sr.No.	Period		Post held & Scale of Pay	Name of the Employer	Reasons for leaving
	From	To			

14. Employment Exchange Registration details, if available : No. _____ Exchange _____
15. If selected what period would you require to join the post : _____
16. Have you ever been declared unfit by a Medical Board/Court Yes / No.
for appointment in any Govt. Service? (If yes, details) _____
17. I came to know of this job opportunity from NIRRH Website/Other _____
(tick one and specify details for other).

19	Name of two responsible person of your locality or two references to whom you are known:-	1) Name : _____ Address: _____ _____ _____ E-mail : _____ Contact No./ Mobile No. _____ 2) Name : _____ Address: _____ _____ _____ E-mail : _____ Contact No./ Mobile No. _____
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Declaration

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature/ appointment shall be liable to cancellation / termination without notice or any compensation in lieu thereof.

Date : _____

Place : _____

Signature of the Candidate