



icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH

NIIH
NATIONAL INSTITUTE OF
IMMUNOHAEMATOLOGY

ICMR-National Institute of Immunohaematology
(Indian Council of Medical Research)
13th Floor, New Multistoreyed Building,
KEM Hospital Campus, Parel, Mumbai-400012

Advertisement No.: **NIIH/01/A/11/2023**

The ICMR- National Institute of Immunohaematology, Indian Council of Medical Research, an autonomous organization under Department of Health and Research, Ministry of Health & Family Welfare, Government of India invites online applications from citizen of India at “**MKCL RecruitLive Portal**”: <https://niih.recruitlive.in/>. Only those applications which are successfully filled through the website and found in order shall be accepted. Candidates should go through the Recruitment notice carefully before applying for the post and ensure that they fulfill all the eligibility conditions like Age-Limit/Essential Qualifications (EQs)/Category etc. as indicated in this notice. Candidature of the applicants not meeting the eligibility conditions will be cancelled at any stage of the recruitment process without any notice. Candidature of the applicants shall be purely PROVISIONAL at all stages of the recruitment process. Details as follows:

1. Important timelines for the examination/test process will be as under:-

Item(s) / Activities	Timeline
Opening date for online registration for filling up of online application MKCL RecruitLive Portal/ICMR-NIIH/ICMR websites https://niih.recruitlive.in/ , www.niih.org.in and www.icmr.nic.in .	06.11.2023 at 04.00 PM
Closing date for online registration & submission of online applications	27.11.2023 up to 05.00 PM
Tentative Schedule for CBT Examination	10.12.2023
Tentative Schedule for Skill Test	17.12.2023

- All the above dates are tentative and in case of any situation beyond control, these dates may be changed at any time. Information about such changes, if any, will be given on the websites of ICMR-NIIH and ICMR. Candidates are advised to remain in touch with these websites for information regarding this recruitment process and changes in the schedule, if any.
- Information about vacancies, qualifications and other eligibility criteria, pay level, application process and methodology & other terms and conditions of the recruitment is given in the succeeding sections of these guidelines.

2. Details of vacancies/ Pay Level & Reservations:

Post Code	Name of the post	Level as per VII CPC pay Matrix plus allowances as admissible under the Govt. rules	Total number of tentative vacancies & Reservation
PA-01	Personal Assistant	Level-6 Rs.35400-112400	01- UR
LDC-01	Lower Division Clerk	Level-2 Rs.19900-63200	01-UR

Abbreviations:- UR=Unreserved,

Note:

- The posts are meant for ICMR-NIIH, Mumbai, however the candidates selected for the above vacancies can be posted anywhere by the Competent Authority of ICMR, New Delhi as it carries All India service liability.
- No request for specific posting/transfer on or after selection would be entertained.
- The above vacancies are provisional and subject to variation. The competent authority reserves the right to vary the vacancies at any stage. The competent authority also reserves the right to withdraw the advertisement at any stage without assigning any reason.

3. Eligibility Criteria: Essential, Desirable Qualification and Age Limit For The Post as on 27.11.2023:

SI. No.	Post Code	Essential Qualifications	Upper Age Limit as on 27.11.2023
1	PA-01	i) Minimum three years Bachelor's degree in any discipline from a recognized University / Institute with computer literacy. ii) 120 w.p.m speed in short hand (English or Hindi).	Not exceeding 30 years
2	LDC-01	i) 12 th class pass or equivalent qualification from a recognized Board or University. ii) Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).	Not exceeding 27 years

Selection Procedure:

- Eligible candidates will be required to appear for an Online Computer based Test, information for which will be provided in the Admit card.
- Qualified candidates will be called for Skill Test which will be qualifying in nature.
- The candidate who has applied for more than one post is required to indicate his Posts-wise preference very carefully at the time of document verification.
- He/she would not be considered for any post, if he/she has not indicated his/her preference for such posts. Option exercised at the time of document verification will be final.
- After the Computer based Test, Skill Test and Document verification wherever applicable, the ICMR-NIIH will draw up the Merit List for each category of the post.
- Once the candidate has been given his/her first available preference, as per his/her merit, he/she will not be considered for any other options.
- The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the CBT/Skill test, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the ICMR-NIIH.

Note:

Selection of the above posts would be on the merit achieved by the candidates in the CBT and by qualifying the skill test. The qualifying marks for CBT and Skill test shall be 50% of the total marks prescribed. Only qualified candidates shall be called for the skill test which would be of qualifying nature. As the Government of India has dispensed with the holding of interview for Group 'B' and 'C' (non-gazetted) posts, there will be no interview for these posts.

4. Age Limit:

- Upper age limit shall be determined as on the closing date for submission of online application.
 - Date of Birth as recorded in the Matriculation/Secondary Examination Certificate only will be accepted for determining the age and no subsequent request for change will be considered or granted.
 - Permissible relaxation of upper age limit for claiming age relaxation to Departmental candidates as admissible will be given in accordance with instructions issued by DoPT from time to time in this regard.
 - The age relaxation for reserved category applicants is admissible only in the case of vacancies being reserved for such categories. The reserved category applicants, who apply against unreserved vacancies, will get age relaxation to the extent it is available to UR category candidates i.e. no age relaxation would be available to SC/ST/OBC candidates applying for unreserved vacancies.
- **Conditions for seeking age relaxations to Government Civilian Employees Applicants:-**

Departmental candidates and central government employees should have rendered not less than 03 (three) years continuous service on regular basis (and not on ad-hoc /project contract basis) in the same line or allied cadre as on the closing date of receipt of applications of the Notice and should remain in Government Service holding civil post in any of the above offices till the candidate receives Offer of Appointment from ICMR-NIIH against the current advertisement. For claiming the benefit of age relaxation, they shall invariably submit, the requisite Certificate as per the prescribed format from the Competent Authority and also submit a Declaration as and when called for by ICMR-NIIH, otherwise their claims for age-relaxation shall not be considered. Further, they would require furnishing "NO OBJECTION CERTIFICATE" (Annexure I) from their EMPLOYER at the time of VERIFICATION OF DOCUMENTS, failing which their candidature is liable to be cancelled at that very stage or at any stage of recruitment process.

NOTE: Candidates should note that in case a communication is received from their employer by ICMR-NIIH withholding permission to the candidate applying for or appearing in the Test at any stage of recruitment process, their applications shall be rejected and candidature shall be cancelled.

6. Application Fee:

- Persons with Benchmark Disabilities (PwBD)/SC/ST/Ex-Servicemen/Women: Exempted from payment of fee.
- For all others: Rs. 300/-

Note:

Applications without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

7. Mode Of Payment:

The candidates can deposit the above application fee through online payment gateway available at the APPLICATION PORTAL using Debit/ Credit Card/ Net Banking.

8. Important Note:

- All information relating to this recruitment right from the status of application up to the nomination of the selected candidates to the initial place of posting including call letters for the Tests, to the provisionally eligible candidates will be available on the websites of ICMR-NIIH and ICMR. ICMR-NIIH will not be responsible for information available from other sources.
- Any Addendum/Corrigendum/updates, information regarding shortlisting of candidates based on CBT, list of qualified candidates called for skill test, declaration of results etc will be displayed on the ICMR-NIIH's and ICMR's website. Candidates will

not be informed individually in this regard. Therefore, candidates are advised to regularly visit these websites for any updates.

- All the applicants are advised to read these Guidelines carefully before starting online registration and ensure that no column is left blank and all the columns in the REGISTRATION FORM and APPLICATION FORM are filled in correctly as once registered/submitted, candidates will not be able to change the entries and their candidature will be decided accordingly. In the event of rejection of the application form due to INCORRECT entries filled by the candidate, no correspondence/request for reconsideration will be entertained.

9. How to apply (Procedure of Application):

- Eligible and interested candidates would be required to apply online through “MKCL RecruitLive website”: <https://niih.recruitlive.in/>
- No other means/ mode of application will be accepted. Candidate registration will be provisional as their eligibility will be verified only in case they are shortlisted on the basis of CBT and skill test and are called for Document verification. Mere issue of Admit card shall not imply acceptance of candidature.
- Before registering on the portal, the candidates should possess the following:
 - a) Valid e-mail ID and Mobile No., *which should remain valid for at least one year.*
 - b) It will be Truly Online registration process hence it is advisable to have stable internet connection.
 - c) The computer used for registration should have Camera and Mic.
 - d) During the registration process, a candidate photograph & video will be taken. Hence it is advised to have well-dressed/combed hair before moving ahead with the registration process.
 - e) Candidates are advised to have Aadhaar Card ready during registration process to avoid the incorrect data entry activity. During the registration process, the candidate is not required to upload any kind of document. Candidates must be cautious while filling up registration details.
 - f) Candidates are advised to use Chrome Browser for filling the application form. Unblock the pop-ups before starting the registration process.

The registration process involves following Steps:

Step 1: Filling up of Registration Form for URN Generation

- Go to “MKCL RecruitLive website”: <https://niih.recruitlive.in/>
- Read the General Instructions carefully.
- Click on the Radio Button showing your agreement about you have successfully read the General Instructions.
- Fill up all the required fields till Unique Registration Number is generated.
- Ensure the information provided is correct and then submit.

Step 2: Profile Building

- Login with Unique Registration Number as Username
- Start Building the Profile by entering valid information in all fields

Step 3: Application for Post

- Login with Unique Registration Number as Username.
- Apply for the Post from Advertisement Management Menu under Advertisement Dashboard link for the post/s you wish to apply for.

Step 4: Payment

- Login with Unique Registration Number as Username
- Click on “Make Payment” which will take you to Payment Gateway, which has been authorized to collect the application fees/processing charges on behalf of ICMR-NIIH. After payment, please click on Confirm button for final confirmation.
- Once the payment is made, Candidates should retain a photocopy of their e-receipt and Registration Slip as they can be asked to produce the same for reference, at any stage of selection process.
- Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application/processing fees and to fill in the payment details carefully.
- **Failed Transaction amount will be automatically refunded to same A/c from which payment was originally made, within 15 working days.**
- Candidates will have to make payment separately for each post.

Step 5: Admit Card Generation and Downloading

- Login with Unique Registration Number as Username
- Kindly click on Download Admit Card from Exam Management Menu
- Responsibility of receiving, downloading and printing of admit card/any other information shall be of the candidate.

Important Instructions:

- ICMR-NIIH will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or for delay/non receipt of information if a candidate fails to access his/her mail/website in time.
- All correspondence with candidates regarding the CBT and Skill test will be done only on the registered e-mail ID provided by candidate.
- Other information regarding examination schedule/admit card etc. of CBT and Skill test shall be provided through email and/or by uploading on ICMR/ICMR-NIIH/MKCL RecruitLive websites. The intimation other than the above i.e. result of written examination, list of qualified candidates to be called for skill test, document verification, final selection result etc. will be given through notice on website only. Such information will not be given through e-mail.
- Candidates are not required to send any document to ICMR-NIIH.
- Candidates will be allowed to appear in the Online Computer based Test only if they possess the valid Photo Admit Card which will be available for downloading from the MKCL RecruitLive website and prescribed original photo identity card.
- Only qualified candidates shall be called for Skill Test which would be qualifying in nature.
- The expenses for appearing to the all the above tests should be borne by the candidates, ICMR-NIIH will not be entitled to reimburse any of such expenses.

10. Online Computer based Test:

The online Computer based test will be in **English language** for **Section I** and for **Section II to IV would be bilingual i.e. in English & Hindi language both**. The questions will be of a level commensurate with the essential qualification viz Graduation for Post code No. PA-01 and Higher Secondary Examination for Post code No. LDC-01. Syllabus of the examination as follows:

Sr. No.	Name of the Post	Syllabus	Questions	Marks	Remarks
1.	Personal Assistant	Section I: English Language	25	25	Duration of test will be 90 minutes. One mark shall be awarded for each correct answer and negative mark of 0.25 for each wrong answer
		Section II: General Knowledge/Awareness (including Current affairs)	25	25	
		Section III: Quantitative Aptitude	25	25	
		Section IV: Reasoning and Computer aptitude	25	25	
		Total	100	100	
2.	Lower Divisional Clerk	Section I: English Language	25	25	Duration of test will be 90 minutes. One mark shall be awarded for each correct answer and negative mark of 0.25 for each wrong answer
		Section II: General Knowledge/Awareness (including Current affairs)	25	25	
		Section III: Quantitative Aptitude	25	25	
		Section IV: Reasoning and Computer aptitude	25	25	
		Total	100	100	

Note:

- The exam will be held in Mumbai Metropolitan Region (MMR) Only.
- Candidate must bring printout of the Admit Card to the Examination Hall.
- Original valid Photo-ID proof like Aadhar card/PAN card/Driving Licensee etc. having the Date of Birth as printed on the Admit Card, failing which the candidate will not be allowed entry.
- Any other document mentioned in the Admit Card may also be carried by the candidates while appearing in the Test.

11. The skill test examination will be as follows:

For LDC:

Type of Test	Marks
Computer Knowledge	10
Typing (English or Hindi)	10
Total	20

For Personal Assistant:

Type of Test	Marks
Computer Knowledge	10
Shorthand Test and Typing in English or Hindi	20
Total	30

Note:

1. The qualifying marks for Skill test shall be 50% in each test.
2. The shorthand and Typing test would be in English and Hindi language both. Candidate would have an option to choose a language of their preference for appearing to the said test while applying for the post.

12. Verification of Documents:

The shortlisted candidates on the basis of the merit in the CBT and qualifying the Skill test would be called for verification of the documents, the list of the eligible candidates would be displayed on the websites. The information thus furnished by the candidates in their applications will be verified by ICMR-NIIH with reference to the original documents during the Document Verification or even thereafter. In such verification of documents, if it is found that any information furnished by the candidate in the application is wrong or misleading, his / her candidature will be rejected forthwith, at any stage during recruitment process or thereafter the selection. The candidates should ensure that they have furnished correct information in the application form. Applications which have blurred / no photographs, blurred / no signature / fee not received / incomplete application/ etc. will be rejected. The candidates would be required to furnish the following documents at the time of verification:

- (i) Print out of the online application form.
- (ii) Matriculation/Secondary Examination Certificate or an equivalent Certificate for Age proof;
- (iii) Final Mark sheet/ Degree/Trade certificate/Experience certificate as a proof of meeting educational qualification
- (iv) The departmental candidate, who requires age relaxation, should submit a certificate from his/her Employer in the prescribed format (Annexure II).

- (v) Candidates who are already in Central/State Govt. Departments/ Public Sector Undertakings should submit 'No Objection Certificate' from the respective Office/Department.
- (vi) Candidate should also submit one set of self attested photocopies of all the relevant documents produced for Document Verification.

13. General Instructions:

- It will be Truly Online registration process hence it is advisable to have stable internet connection.
- It is advisable to have Camera and Mic equipped Laptop /Desktop.
- Candidates are advised to have Aadhaar Card ready during registration process to avoid the incorrect data entry activity. During the registration process, the candidate is not required to upload any kind of document. Candidates must be cautious while filling up registration details.
- Candidates are advised to have a mobile device with them during the registration process as OTP will be shared on his/her mobile number.
- Candidate is advised to have own personal email Id with them during registration process as OTP will be shared on his/her email Id.
- During the registration process, a candidate photograph & video will be taken. Hence it is advised to have well-dressed/combed hair before moving ahead with the registration process.
- Candidates possessing the required essential qualification from recognized Universities or Institutes will only be eligible to apply.
- The term departmental candidate means those candidates who are currently working as permanent employees with Central Government including ICMR.
- The exam will be held in Mumbai Metropolitan Region (MMR) Only. The name of the exam center & date/time shall be informed later through email.
- Only the post qualification experience shall be taken into consideration.
- While applying, the candidates should enter their full name as it appears on the matriculation/secondary school certificate.
- The outstation candidates will have to make their own arrangement to stay as per the schedule of the online written examination/Skill Test. No TA/DA or accommodation facilities would be given to any candidates for appearing the online written examination/Skill Test.
- If the candidate wishes to apply for more than one post, the candidate should apply for the visible post in his/her login.
- Court of jurisdiction for any dispute will be at Mumbai.
- Candidates are advised to regularly visit ICMR/ICMR-NIIH Websites for updated information on the selection process. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available on websites. vi) No further press advertisement will be notified.
- Canvassing in any form or bringing political or other outside influence with regards to selection/recruitment shall be considered as disqualification for employment in the ICMR-NIIH.
- No enquiries/correspondence shall be entertained.
- All candidates, who apply in response to this advertisement by the CLOSING DATE by paying application fees, will be assigned PRN which will be helpful for login purpose, profile building activity, post application and during examination. A candidate must write his/her PRN along with his/her name, Post Code, date of birth and name of the

examination while addressing any communication to the ICMR-NIIH. Communication from the candidate not furnishing these particulars shall not be entertained.

- The decision of the Competent Authority of ICMR-NIIH in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centers, deciding cutoff of the candidates to be called for skill test, selection etc will be final and binding on the candidates no enquiry/correspondence will be entertained in this regard.
- The recruitment process can be cancelled/terminated/suspended without assigning any reasons. The Decision of Director, ICMR-NIIH in all matters will be final and no appeal will be entertained.
- Candidature of the candidate will be cancelled for the following reasons:
 - Incorrect information or misrepresentation or suppression of material facts.
 - For carrying prohibitive items to the Examination premises / Hall.
 - Non-production of original certificates at the time of Document Verification.
 - Candidates who are found in an inebriated condition in the Examination Hall.
 - Any other irregularity such as unruly behavior or creating nuisance to disturb the other candidates or disrupt the examination.
- Mere fulfilling the essential qualification or/and success in the examination confers no right of appointment unless it is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.
- Merely appearing for the CBT/skill test does not make a candidate eligible for the post for which the candidate has applied.
- Success in the tests confers no right of appointment unless ICMR-NIIH is satisfied that the candidate is suitable in all respects for appointment to the service / post.
- ICMR-NIIH will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of Computer Based Test/skill test and, therefore, candidature will be accepted only provisionally.
- When scrutiny of documents is undertaken at any stage of the recruitment process, if any claim made in the application is not found substantiated, the candidature will be cancelled automatically and the ICMR-NIIH's decision shall be final.
- Candidates scoring less than cut-off marks as decided by ICMR-NIIH will not be considered for the next stage of recruitment.
- All posts are with all India transfer liability under the Council. The selected candidates may be posted at any of the Institute/Centre under the control of ICMR. The selected candidates will be given offer of appointment with directions to report at ICMR-NIIH, Mumbai. No TA/DA shall be provided for joining the post.

Call Center Number 7066951951. Call between 10.00 AM to 06.00 PM on Monday to Saturday except Holidays.

Director, ICMR-NIIH

NO OBJECTION CERTIFICATE

(To be produced on the Letter Head of the Department and to be filled by the Head of the Department in which the candidate is working)

1. It is certified that Mr./Mrs./Miss/Dr. _____ (designation) _____ is working in the permanent capacity with effect from _____. The particulars furnished by him/her in the application form are correct and he/she possesses educational qualification and experience mentioned in the Vacancy Circular no. _____ dated _____. **This organization has no objection in his/her applying to the post of _____ as mentioned in the above stated circular.**
2. It is certified that his/her Pay Level is _____. He/She is drawing a Basic Pay of Rs. _____. He/her next increment is due on _____.
3. It is certified that in the event of selection of Mr./Mrs./Miss/Dr. _____ to the post of _____ at ICMR-NIIH, Mumbai, he/she shall be relieved within a period of 01 month of issue of Appointment letter to Mr/Mrs./Miss/Dr. _____ by ICMR-NIIH.

Place:

Date:

Signature _____

Name _____

Designation _____

Seal of the office _____

(Format of certificate to be submitted by Central Government Employees seeking age relaxation)

(To be produced on the Letter Head of the Department and to be filled by the Head of the Department in which the candidate is working)

It is certified that Shri/Smt/Kum. _____ is a Central Government employee holding the post of _____ in the Pay Scale/Pay Level of Rs. _____ with 03 years regular/continuous service in the grade as _____ w.e.f. _____.

2. There is no objection to his/her appearing for the post of _____ and document verification for the said recruitment.

Signature _____

Name _____

Designation _____

Tel No _____

Office Seal _____