



icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH

NITM
NATIONAL INSTITUTE OF
TRADITIONAL MEDICINE

ICMR-NATIONAL INSTITUTE OF TRADITIONAL MEDICINE

Department of Health Research, Ministry of Health
& Family Welfare, Govt. of India,
Nehru Nagar, Belagavi-590010

VACANCY NOTIFICATION

Advertisement No. NITM/Admn./01/2023

Date: 04-10-2023

Applications are invited for the Administrative posts at ICMR-NITM, Belagavi upto:
06-11-2023

Sl. No.	Name of the post	Pay Band & Grade Pay	No. of vacancies & reservation category	Age limit	Essential Qualification
1.	Upper Division Clerk (UDC)	Pay Band-1 Rs. 5200-20200 GP Rs. 2400	One (OBC) *	18-27 years	Degree of a recognized University or equivalent. The 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.)
2.	Stenographer	Pay Band -1 Rs. 5200-20200 GP Rs. 2400	One (Unreserved) *	18-27 years	12 th Class pass or equivalent from a recognized Board or University with computer literacy. 80 w.p.m. speed in short hand in English or Hindi.

* Vacancy shown is tentative and may increase at any stage of recruitment.

How to Apply:-

1. Application form along with necessary essential documents should be sent in a sealed envelope with superscript as “**Application for the post of _____**” to **The Director, National Institute of Traditional Medicine, Nehru Nagar, Belagavi - 590010**, through Speed post / Registered post. The application must reach us latest by **06-11-2023 upto 5.30 PM**. Applications received by hand will not be considered.

2. Application fees of Rs.300/- (Non-Refundable) in the form of Demand Draft in favour of “Director, ICMR-NITM, Belagavi” payable at Belagavi should be sent along with application. The SC/ST/Persons with Disabilities (PwD), Women candidates and Ex-Servicemen are exempted from payment of the application fee. ICMR employees are not exempted from the payment of application fee.

3. Persons working in ICMR projects continuously shall also be eligible for age relaxation upto 5 years, provided he/she has entered into project service within prescribed age limit for the post.

4. Age concession as per norms is allowed to Departmental Candidates and Central Government employees for appointment to Group 'C' post by direct recruitment subject to the usual condition that the Group 'C' posts to which direct recruitment is being made are in the same line or allied cadres and that a relationship could be established that service rendered in the post will be useful for efficient discharge of the duties in other categories of posts.

5. The candidates need to attach the self-attested copies of the following documents along with duly completed application form.

- a. Proof of Date of Birth.
- b. SSC / SSLC / Xth Certificate.
- c. HSC / PUC / XIIth Certificate.
- d. Bachelor's Degree Certificate (Semester wise as well as Convocation / Passing Certificate).
- e. Master's Degree Certificate (Semester wise as well as Convocation / Passing Certificate) - if applicable.
- f. Proof of Work Experience. (If applicable)
- g. Proof of Experience for age relaxation for the candidates working in the Govt. Sector in the prescribed format – Annexure I.
- h. Proof of Category i.e. SC / ST / OBC/ PwD / Ex-Servicemen.
- i. No Objection Certificate (If applicable) Annexure II.
- j. Details of Experience for candidates working in ICMR Projects – Annexure-III

6. CBT (Computer Based Test) will be conducted for 100 marks.

7. Merely fulfilling the essential qualification and requisite experience by the candidate does not confer any right to be called for CBT (Computer Based Test).

8. The candidates working in the Central / State / Govt. Departments /Public Sector undertakings etc., should submit No Objection Certificate and Vigilance Clearance Certificate from the current employer, failing which the application will be summarily rejected.

9. The candidates applying in response to the advertisement, in their own interest, are advised to satisfy themselves regarding eligibility for the post applied for. They must ensure that they fulfill the eligibility criteria i.e. age, essential qualification, experience, reservation, etc. as on the last date of application i.e. 06-11-2023.

10. In case, at any stage of recruitment or even after appointment, it has come to the notice that any of the candidates does not fulfill the required qualifications in respect of the above mentioned eligibility criteria or has furnished any wrong or false or misleading information in the application form or has suppresses any information, his / her candidature will automatically stand cancelled without assigning any reason or notice thereof and no enquiry/request / correspondence will be entertained in this regard.

11. No age relaxation will be given to SC / ST / OBC (non-creamy layer) candidates applying for the Unreserved post as per Govt. of India order No.36011/1/98/Estt(Res.) dated 1-7-1998 and as amended from time to time. The upper age-limit prescribed for direct recruitment shall be relaxed by 03 (three) years in respect of candidates belonging to OBC (non-creamy layer) for UDC (OBC) post.

12. Relaxation of age limit would be permissible to such persons who have minimum of 40% disability. The candidate needs to attach the relevant disability certificate, issued by the Competent Medical Authority of Govt. of India; for claiming age relaxation, failing which no age relaxation shall be considered.

13. The crucial date to determine the age is the last date of application i.e. 06-11-2023. Persons working in ICMR projects continuously shall also be eligible for age relaxation upto five years, provided he /she has entered into project service within prescribed age limit for the post.

14. Date, time and venue of CBT (Computer Based Test) will be communicated to the shortlisted candidates through call letters / admit cards and no enquiry / request in this regard will be entertained. Candidates are advised to visit ICMR and ICMR-NITM websites regularly for the updated status of the recruitment.

15. No TA/DA will be paid to the shortlisted candidates to attend the CBT (Computer Based Test, and the candidates will have to make their own arrangements.

16. Selection for the posts will be through CBT (Computer Based Test).

17. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to the selection / recruitment shall be treated as disqualification.

18. The period of probation will be for Two years from the date of joining. Other terms and conditions regarding probation will be as per the rules of ICMR / GoI issued from time to time.

19. Pay and other allowances are admissible as per ICMR rules. Benefits of new restricted defined Contributory Pension is admissible for new entrants as per provision contained in the Ministry of Finance, Department of Economic Affairs (ECB /& PR Division) Notification No/ 5/7/2003 – ECB & PR dated 22-12-2003 effective from 1-1-2004.

20. The Director, ICMR-NITM reserves the rights for following:

- a. To fix criteria for screening the applications so as to limit the number of candidates to be called for CBT (Computer Based Test).
- b. Increase / Decrease number of vacancies at any stage of selection process.
- c. Fill up or not to fill up the advertised post without assigning any reason thereof.
- d. Rectify any inadvertent error or omission in the advertisement, at any stage of the recruitment process, by notifying it on the ICMR and ICMR-NITM websites.

Administrative Officer

For Director

Paste your
recent color
photo

ICMR – National Institute of Traditional Medicine
Nehru Nagar, Belagavi – 590010

Application for the post of: - _____.

1.	Name of the applicant (In BLOCK Letters)								
2.	Father's Name								
3.	Date of Birth	D	D	M	M	Y	Y	Y	Y
4.	Present age (as on last date / date of submission of application i.e. 06-11-2023)	_____ Years _____ Months _____ Days							
5.	Gender	Male / Female / Transgender							
6.	Marital Status	Married		Unmarried		Divorced / Widow			
7.	SC/ST/OBC category	SC/ ST / OBC (Tick the appropriate)							
8.	Are you Physically Handicapped	Yes / No							
9.	Address for correspondence								
10.	Permanent Address								
11.	Mobile / Phone No.								
12.	Email ID								
13.	Nationality								

14. Educational Qualification:- (Enclose attested photocopies of degree / diploma certificates & marks sheets)

Sr. No.	Examination Passed	Subjects	Board / University	% Division	Month year of passing
1	10 th / HSC				
2	12 th / HSSC				
3	Diploma				
4	Degree				
5	Post Graduation				
6	Other qualification, if any				

15. Experience:- (Enclose copies of Work Experience Certificates)

Sl. No.	Name of the Organization / Institution where worked and Place	Status of Organization (Central / State / Autonomous/ PSU)	Name of the Post held	Whether Permanent / Contractual	Period		Scale of Pay & Gross Pay Drawn	Nature of Work
					From	To		

(Use separate sheets if space is inadequate)

14. Knowledge of computer applications, if any, please attach certificate / diploma / degree:

15. Name and Address of two referees well known with applicant's work:

Name	Occupation or Position	Address with Telephone No. and Email.

16. Any other information you wish to add:

17. Check list: (Please tick in the box given below as proof of enclosures.)

All Certificates must be attested and be attached in the following order:

(i) Certificate in support of age (High School Certificate)	
(ii) Diploma / Degree / Post Graduation	
(iii) Experience Certificate	
(iv) Caste Certificate (if any)	
(v) Documents relating to retrenched Govt. Employees / Departmental	

18. DECLARATION

I, _____ hereby declare that I have read the advertisement carefully and the information furnished above is true and correct to the best of my acknowledgement and belief and no related information has been concealed. I am aware that if any of the above statements are found to be incorrect or false or any material information or particulars of relevance have been misstated, suppressed or omitted, I am liable to be disqualified for appointment and if appointed, my appointment will be liable to be terminated.

Place:

(Signature of the applicant)

Date:

Full Name:

The upper age-limit prescribed for direct recruitment shall be relaxed by 3 (three) years in respect of candidates belonging to Other Backward Classes

(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 Mr. / Mrs. / Dr. _____ 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. _____.

There is no objection to his appearing for the post of _____ and document verification for the said recruitment at ICMR-NITM, Belagavi.

Signature _____

Name _____

Designation _____

Tel No. _____

Office Seal _____

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./ Dr. _____
(designation) _____ is working in the permanent /
regular 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. _____. His / Her next increment
is due on _____.

3. It is certified that in the event of selection of Mr. / Mrs. / Miss / Dr.
_____ at ICMR-NITM, Nehru Nagar, Belagavi -
590 010, he/ she shall be relieved within a period on 01 month of issue of
Appointment letter to Mr. / Mrs. / Miss / Dr. _____ by
ICMR – NITM.

Place:

Date:

Signature _____

Name _____

Designation _____

Seal of the Office _____

EXPERIENCE CERTIFICATE FOR CANDIDATES WORKING THE ICMR PROJECTS

(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 Mr. / Mrs. / Dr. _____ is
working at _____ as per the details
given below:

Sl. No.	Period (Initial to latest)		Designation	Name of the ICMR funded Project	Emoluments Drawn (Rs.)	Remarks
	From	To				

Please state whether the candidate has entered into the project service within the prescribed
age limit for the post for which the candidate is applying: _____ (YES/NO)

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

Note: Please attach copies of the appointment letter and joining orders in r/o of each of the
above mentioned work experience.

Signature _____

Name _____

Designation _____

Tel No. _____

Office Seal _____