

ICMR-NATIONAL AIDS RESEARCH INSTITUTE
Indian Council of Medical Research, Department of Health Research (DHR)
Ministry of Health and Family Welfare
PlotNo.73, G – Block, Bhosari, Pune – 411026
Phone No. 27331200, Fax.020-27121071
Website- <https://www.nari-icmr.res.in/>

Ref: NARI/Estt/STI/2022-23/

Date: 15/03/2023

Online applications are invited through the online system on the ICMR-NARI website up to **26-03-2023** for the following post under the project entitled, “**Prevalence of select sexually transmitted infections/reproductive tract infections among subpopulations at high risk of HIV in India**”. The post is purely temporary basis. In case of OBC, Non-creamy layer certificate from the competent authority empowered to issue such certificate. The Date for Personal discussion via video call/ walk-in will be confirmed to the shortlisted candidates through phone or email.

Sr No	Name of the post	No. of post	Age	Duration	Essential Qualifications	Desirable Qualifications	Job Requirement	Consolidated Salary
1	Upper Division Clerk (UDC)	1 post	28 Years	4 months	<ul style="list-style-type: none">• 12th Pass or equivalent from recognized board with 5 years’ experience of administrative work.OR• Graduate in any discipline with 2 years’ experience of administration work and• A typing speed test of 35 wpm in English or 30 wpm in Hindi	<ul style="list-style-type: none">• Graduate in any discipline with 2 years of experience in any Govt. organization• Knowledge of computers (Tally/ Accounting/ Salary related software)	<ul style="list-style-type: none">• Preparing Salary bills of Staff, Travel bill settlement, Purchase proposal processing, all administrative and account work• Managing accounts of all projects• Helping in making contracts	Rs. 17,000/-

It is mandatory:

Age Concession: Age concession to the extent of service rendered in other research projects will also be admissible for experienced and skilled persons. The candidate should mention and upload all the valid documents meeting the essential qualification in application form. Government servants should apply through proper channel or enclose ‘No Objection Certificate’ from the present office/employer along with their application. Any canvassing by on behalf of the candidates or bringing political or other influence with regards to the selection shall be considered as a disqualification. The selected candidate should be willing to join immediately. Local candidates will be given preference. Director, ICMR-NARI reserves the right to shortlist the candidates to be interviewed. The appointing authority has the right to accept/reject any application without assigning any reason(s) and no correspondence in this matter will be entertained.

Sd/-
Principal Investigator

sd/-
Administrative Officer

sd/-
Director