



ICMR- NATIONAL INSTITUTE OF MALARIA RESEARCH
INDIAN COUNCIL OF MEDICAL RESEARCH (DEPARTMENT OF HEALTH RESEARCH)
SECTOR-8, DWARKA, NEW DELHI- 110077, INDIA
Tel:+91-11-25307103, 25307104, 25361092, 25361093
website : www.nimr.org.in, nimr.icmr.org.in

“Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply”

Advt. No. :NIMR/Proj/CPU/106 /21/43

Dated: 08.10.2021

VACANCY NOTIFICATION FOR PROJECT POST

ICMR-National Institute of Malaria Research will conduct walk-in-interview / written tests on the below mentioned purely temporary project posts, tenable at ICMR-NIMR for the period as mentioned below. Candidates possessing required essential qualifications, experience and age criteria may attend walk-in-interview / written test on the dates and venue as **indicated in the schedule below** along with the filled-in prescribed application form and supporting documents for proof of date of birth, qualifications and experience.

Project Title	“Establishment of a Central Procurement Unit (CPU) for by MERA-India for the funded project”- (Duration 02 year)				
S.NO	Name of Post	No. of Post	Salary (fixed) In Rs. pm	Essential / Desirable qualification and Experience	Age Limit
1	Data Entry Operator	01 (UR)	Rs. 18,000/-	<p><u>Essential Qualifications:</u> Intermediate or 12th pass from science stream from recognized board with DOEACC ‘A’ level from a recognized institute and/or 2 years’ experience in EDP work in Government, Autonomous, PSU or any other recognized organization.</p> <p>A speed test of not less than 8000 key depressions per hour through speed test on computer.</p> <p><u>Desirable Qualification:</u></p> <ul style="list-style-type: none">• Knowledge of MS Word, PPT,Excel etc.• Experience in Laboratory work and Data management.• Should be able to communicate through e-mails.	28Years

SCHEDULE FOR WALK-IN- INTERVIEW/PERSONAL DISCUSSION

Post	Date and time of registration and verification of document	Walk-in Interview Address
Data Entry Operator	On 21 st October 2021 from 11:30AM to 12:30 PM	ICMR-National Institute of Malaria Research, Sector-8, Dwarka, New Delhi -110077

Note:

- (a) Interview will be held on the same day after registration and verification of documents. No candidate will be allowed to enter after scheduled date and time.
- (b) If there are more than 30 candidates against any post, written examination will be conducted and shortlisted candidates will be considered for interview/personal discussion.

Terms and Conditions:

1. Interested and eligible candidates possessing the essential qualification and experience can appear for walk-in-interview/personal discussions (as applicable) on the dates mentioned against each post along with the duly filled in, prescribed application form (attached).
2. Incomplete applications, application not submitted in prescribed format and application without supportive documents asked for, shall be summarily rejected. Qualification and experience should be in relevant discipline/field and from a reputed institution/organization recognized by relevant authority.
3. Separate application should be submitted for each post, if applying for more than one post.
4. Experience shall be counted from the date of completion of minimum essential educational qualification.
5. Submission of incorrect or false information during the process of walk-in-interview/personal discussion shall disqualify the candidature at any stage.
6. **The Director reserves the right to increase / decrease the number of vacancies as per requirement.**
7. **The Director, NIMR has the right to accept/ reject any application without assigning any reason thereof and no correspondence will be entertained in this matter.**
8. **The Director, NIMR reserves right to fill up or not to fill up the post advertised on website.**
9. Candidate should write the **Name of Project on the top of the application.**
10. No benefit of provident fund, Leave Travel Concession, Medical Claim etc. will be considered, since the post is purely on temporary basis.
11. Age relaxation is admissible to SC/ST/OBC/EXM/Departmental candidates including projects as per Govt. of India/ICMR Norms. No age relaxation will be considered for un-reserved post.
12. Age limit and experience will be considered as on the date of walk-in- interview/personal discussion.
13. No TA/DA will be paid for attending the walk-in-interview/personal discussion/written test.
14. Mere fulfilling the essential qualification/ experience does not guarantee selection.
15. Candidates already in regular service under any central/state govt/Autonomous/dept/PSU are not eligible to apply.
16. Selected candidates will be granted Leave as per ICMR guidelines.
17. Community/ Caste certificate: Candidates applying under OBC category shall submit attested copy of OBC Non – Creamy Layer Certificate in specified format, issued within one year from the date of walk-in- interview test and / or personal discussion by the appropriate authority. Only Non-Creamy Layer OBC certificates will be accepted and other certificates will not be accepted.

18. Posts are contractual for the duration offered.
19. The above posts are filled-up purely on temporary and contractual basis & the candidate will have no right to claim for any type of Permanent Employment under ICMR-NIMR or continuation of his/her services in any other project.
20. Canvassing and bringing inside or outside influence in any form for short listing and employment will treated as a disqualification and the candidate will be debarred from selection process.
21. Those appearing for Walk-in-Interview/personal discussion, he/she must bring all original certificates (1) Educational qualification (2) Proof of Date of birth (3) Experience certificates/testimonials (4) One-self attested recent passport size photograph (5) ID Proof (Ex. Aadhar/PAN/Voter ID/Driving License etc.) (6) One set of self-attested photocopies of all documents. (7) SC/ST/OBC Certificates, if applicable. (8) Candidates should produce all certifications/testimonials in original for verification at the time of walk-in-interview.
22. Candidates reporting after the scheduled date/time will not be allowed to appear in interview / or personal discussion.
23. Any Addendum/Corrigendum in respect of above vacancies, notice shall be issued on websites <https://main.icmr.nic.in/> and <https://nimr.icmr.org.in/> only and no separate notification shall be issued in the press. Applicants are requested to regularly visit the websites (<https://main.icmr.nic.in/> and <https://nimr.icmr.org.in/>.) to keep themselves updated.
24. The advertisement and the prescribed application form is available on website <https://nimr.org.in/category/vacancy/>, <https://nimr.icmr.org.in/index.php/notifications/vacancies> and <https://main.icmr.nic.in/>.

Note: The following Preventive measures are to be adhered strictly by the candidates appearing for walk-in-interview, to contain the spread of Novel Corona Virus (COVID-19) inside the premises and during recruitment process:

- (a) Wearing of face cover is compulsory.
- (b) Spitting in public & work place shall be punishable with fine, as may be prescribed in accordance with its laws, rules or regulations by the State/UT local authority.
- (c) Social distancing shall be followed by all persons in public places and in transport.
- (d) Provision for thermal screening, hand wash and sanitizer shall be made at all entry and exit points and common areas.
- (e) Use of Arogya Setu App is mandatory.
- (f) Large physical gathering at one place should be avoided.
- (g) As much as possible candidates should avoid using other's phones, desk, or work tools and equipment. Clean and disinfect them before and after use.
- (h) Loitering and crowding in corridors should be avoided and candidates should maintain social distancing.

Director
ICMR-NIMR

Posted on ICMR/NIMR website on 08.10.2021