

**ICMR-Regional Medical Research Centre**  
**Indian Council of Medical Research**  
**DEPARTMENT OF HEALTH RESEARCH**  
**MINISTRY OF HEALTH AND FAMILY WELFARE**  
**Post Bag No.13, Dollygunj**  
**Port Blair-744101, Andaman & Nicobar Islands - INDIA**

**VACANCY NOTICE No.1-18/Appt/P.A./RMRC/PB/1020 Dated 30/01/2020**

Applications are invited upto 02/03/2020 from the eligible candidates for appointment to the post of Personal Assistant - UR (01-Post) at Level 06 of Rs.35,400 – Rs.1,12,400 in the Pay Matrix + usual allowances as per Rules. The required qualification & age for the post are as under:

**Essential Qualification:**

- i) Minimum Three years bachelor's Degree in any discipline from a recognized university/Institution.
- ii) 120 word per minute speed in shorthand (English or Hindi).
- iii) Working Knowledge of Computer (MS-Office/Power Point)

**AGE:**

Not exceeding 30 years.


**How to Apply:**

- Candidates who wish to apply for the post may submit their applications in the attached prescribed format along with detailed bio-data, self-attested copies of certificates related to educational qualifications, age, caste, experience etc along with a Demand Draft for Rs.100/- (SC/ST/Women candidates are exempted) drawn in favour of **Director, ICMR-RMRC, Port Blair**. The envelope containing the above documents super-scribed with Post Name may be addressed to the **Director, ICMR-Regional Medical Research Centre, Post Bag No. 13, Port Blair 744101** and should reach the Centre on or before the closing date of submission of applications as indicated above. The soft copy of the application together with relevant documents may also be sent through email: [acormrcbp.org@gmail.com](mailto:acormrcbp.org@gmail.com) or [directorrmrc@gmail.com](mailto:directorrmrc@gmail.com). The age will be calculated as on the closing date for submission of application. Incomplete/late application or without DD and copies of certificates will not be entertained. Original copies of certificate should be produced for verification at the time of written test/interview.

The Selection to the post shall be on the basis of competitive written test. Qualifying marks for written rest shall be 50% and 40% for UR/OBC and SC/ST respectively of the total marks prescribed. Only qualified candidates shall be called for skill test.

**GENERAL INSTRUCTIONS:**

- I. The post is temporary but likely to be continued.
- II. The selection to the post will be made by both competitive written test and skill test .
- III. Allowances as per Central Govt. rules are admissible. Benefits of new restructured defined contributory pension system are admissible as per the 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 01/01/2004.
- IV. Age relaxation will be allowed to SC/ST/OBCs/PWDs as per GOI rules. Government servant/in service candidates will be allowed relaxation as admissible.
- V. Age will be relaxed for deserving cases at the discretionary of screening committee for those working in ICMR.
- VI. Application from employees working in the Central/State Govt. Department, Public Sector Undertaking and Govt. funded research agencies must be forwarded through proper channel.
- VII. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection/recruitment shall be a disqualification.
- VIII. The Director ICMR-RMRC, Port Blair reserves the right to reject the applications or to cancel the notification without assigning any reasons thereof.

  
Accounts Officer  
लेखा अधिकारी  
For Director  
क्षेत्रीय आयुर्विज्ञान अनुसंधान केन्द्र  
Regional Medical Research Centre  
(भारतीय आयुर्विज्ञान अनुसंधान परिषद)  
(Indian Council Of Medical Research)  
ए.के.सी.ए.ए. अंडमान व निकोबार द्वीपसमूह, भारत  
Port Blair, Andaman & Nicobar Islands, India

**Application Format for the Post of "PERSONAL ASSISTANT"**

Self  
Attested  
Photo

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1. Name of the Candidate :  
(in Block Letters)
2. Father's Name :  
(in Block letters)
3. Date of Birth :
4. Sex :
5. Permanent Address :  
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6. Correspondence Address :  
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7. Mobile/E-mail ID :
8. Category :
9. Educational Qualification (beginning with Matriculation)  
(Attach self-attested photocopies of the certificates along with technical qualifications)

SL.NO.	Name of the Exam Passed	Year of Passing	Board/ University	Subjects	Division/Class/ Grade
1.					
2.					
3.					

10. Work Experience : (use separate sheet if required)

SL.NO.	Name of the Institute/ Centre/Department where employed	Period		Post held with Pay Scale	Nature of Work
		From	To		
1.					
2.					

**DECLARATION**

I hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. I understood that in the event of particulars or information given herein being found false or incorrect, my candidature is liable to be rejected or cancelled.

Signature of the candidate

(Application not signed by the candidate will be rejected)

Place:

Date:

लेखा अधिकारी / Accounts Officer  
क्षेत्रीय आयुर्विज्ञान अनुसंधान केन्द्र  
Regional Medical Research Centre  
(भारतीय आयुर्विज्ञान अनुसंधान परिषद)  
(Indian Council Of Medical Research)  
पोस्ट बग नं. 13, डॉलीगुंज, अंडमान व निकोबार द्वीपसमूह, भारत  
Port Blair, Andaman & Nicobar Islands, India