



**icmr** | **RMRCNE**  
INDIAN COUNCIL OF MEDICAL RESEARCH | REGIONAL MEDICAL RESEARCH  
CENTRE, DIBRUGARH

आई सी एम आर – क्षेत्रीय आयुर्विज्ञान  
अनुसंधान केन्द्र  
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार  
कल्याण मंत्रालय, भारत सरकार

ICMR - Regional Medical Research Centre  
NE Region  
Department of Health Research, Ministry of Health  
and Family Welfare, Government of India

Advt. No. RMRC/DIB/ADM 4(i)/2019-20 /3461

Dated :19.12.2019

### VACANCY NOTIFICATION

I. The Indian Council of Medical Research, ICMR - Regional Medical Research Centre, North East Region, an autonomous organization under Department of Health Research, Ministry of Health & Family Welfare, Government of India invites applications from eligible candidates as per criteria laid down below for filling up the post of Assistant Library and Information Officer (ALIO):

#### II. Details of vacancy of Post

Sl. No	Name of post	Mode of Recruitment	Pay Level as per 7CPC Pay Matrix	Total number of tentative vacancies	Vacancies reserved for SC/ST/OBC/EWS
01	Assistant Library and Information Officer	On Deputation Basis	Pay Level 7 Rs. 44,900 – 1,42,400/-	1 (One)	Unreserved

#### III. Essential qualification:

Sl. No	Essential Qualification	Desirable Qualification
1	(i) Bachelor's degree in Library Science or Library and Information Science of a recognized University or Institute (ii) Two years professional experience in a Library under Central / State Govt. / Autonomous or Statutory Organization / PSU / University or Recognized Research or Educational Institution. (iii) 5 (Five) years regular service in Pay Level 6 (Rs.35,400-1,12,400/-) and successfully completed training of 4 weeks viz. digitization of library, ISDN classification.	(i) Master's degree in Library Science or Library and Information Science of a recognized University or Institute. (ii) Diploma in Computer Applications from a recognized University or Institute.



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#### IV. Other Details:

##### 1. Method of Selection :-

Sl. No	Selection criteria	Qualifying marks for written exam
1	Written examination/test	50 percent of total marks

2. Date of written test will be communicated to the candidates fulfilling the eligibility criteria through call letters. The call letters along with the admit card will be sent in the self addressed envelope enclosed by the applicants during the time of submission of the application. The information of the examination will also be uploaded on the websites of ICMR and RMRC, Dibrugarh and no enquiry/request by any other mode in this regard will be entertained.

##### 3. How to apply:-

- The application form and other details can be downloaded from the website of ICMR/RMRC Dibrugarh i.e. [www.icmr.nic.in](http://www.icmr.nic.in) or [www.rmrcne.org.in](http://www.rmrcne.org.in).
- Applicants should legibly indicate the post applied for on the first page of prescribed "APPLICATION FORM" and affix one passport size photograph. Application Form (hard copy only) accompanied with self attested copies of necessary supporting documents (certificates/ testimonials, degree, diploma, experience, caste certificate, proof for date of birth, NOC from present employer, application fee etc.) should be sent in a sealed cover envelope superscribing on the top of envelope "**Application for the post of Asst. Library and Information Officer at ICMR-RMRC NE, Dibrugarh**".
- The applications should reach to the address "The Director, ICMR-RMRC, Lahoal, Dibrugarh-786010" through **Speed Post/ Registered Post only**, latest by 30.01.2020 along with **non-refundable Application fee** of Rs. 300/- (Rupees Three Hundred) only in the form of Indian Postal Order (IPO)/Demand Draft from a nationalised bank, payable at Dibrugarh drawn in favour of "Director, ICMR-RMRC, Dibrugarh". The SC/ST candidates, persons with Disabilities (PWD) and Women candidates are exempted from payment of the application fee. The application fee is payable by all other candidates including ICMR and allied Institutes' employees. The fee once deposited will not be refunded.
- Applications received without the superscription on the envelopes will be rejected.
- Further, all applications should be submitted along with the proforma for Admit Card (Annex ) and self-addressed stamped envelope (size 26" x 11") of Rs. 5/- (stamp). The candidates have to fill the first part of the Admit Card and enclose it in the self-addressed stamped envelope.**



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F. The application forms must be neatly and cleanly filled in CAPITAL LETTERS in candidate's own hand writing failing which the application form will be liable to be rejected.

G. **It is mandatory for the candidates to furnish their email address in the appropriate column of the application form.**

H. Unsigned/Incomplete applications, applications filled in vague handwriting or application without supportive documents, without requisite fee, applications received late, applications not in the prescribed format, applications received by fax/e-mail etc. will be summarily rejected. **ICMR-RMRC, Dibrugarh will not be responsible for late receipt of applications due to postal delay/wrong delivery and no correspondence will be entertained in this regard.**

I. Application forms of employees working in Central/ State Govt. departments/Public Sector Undertakings etc. must be forwarded through proper channel with "No Objection Certificate" clarifying vigilance clearly stating that in the event of their selection, they will be relieved within one month. Advance copies of application will be considered subject to the receipt of a copy through proper channel.

The applications must be forwarded along with the following documents:-

- (i) Original/attested photocopies of the APARs for the last 5 years;
- (ii) Vigilance clearance certificate.
- (iii) Integrity Certificate
- (iv) No Major/Minor penalty certificate for the last 10 years.

J. The period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department or the Central Government shall not exceed three years. Persons above 56 years of age (as on closing date of receipt of applications) shall normally not be considered for the above post.

K. The applicants applying in response to this advertisement, in their own interest, should satisfy themselves regarding their eligibility criteria as on the last date of receipt of applications i.e., 30.01.2020. In case, at any stage of recruitment or thereafter, it comes to the notice that any candidate who do not fulfill the required qualification or is not eligible otherwise, his/her candidature will be cancelled without assigning any reason or notice thereof irrespective of the marks obtained in the written test/ qualifying the skill test whatsoever it is, and no enquiry/ request/ correspondence will be entertained in this regard.

**V. Other Conditions: -**

A. Crucial date for calculating the maximum age will be the closing date for application.



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- B. No TA/DA will be admissible for attending Written test or skill Test
- C. Date of written test will be communicated to the shortlisted candidates through call letters and no enquiry/request by any other mode in this regard will be entertained. Candidates are advised, in their own interest, to visit ICMR or RMRC Dibrugarh websites from time to time till the finalization of recruitment process for the updated status of the recruitment process as all relevant information will be uploaded on the website and ICMR-RMRC, Dibrugarh will not be responsible if the candidates skip any important information regarding recruitment, uploaded on the website referred above.
- D. Any change in the address for communication should be intimated to ICMR-RMRC, Dibrugarh by the candidate immediately.
- E. The decision of the Director ICMR-RMRC, Dibrugarh in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination hall/centre, selection, Increase/ decrease the number of vacancies, rectify any inadvertent error or omission in the advertisement at any stage of the Recruitment Process by notifying it on the ICMR-RMRC Dibrugarh website will be final and binding on the candidates and no enquiry/correspondences will be entertained in this regard.
- F. Candidates selected and appointed to the any post shall be liable to serve anywhere in India and/or abroad.
- G. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Assam and the Courts/Tribunals/Forums at Assam only shall have the sole and exclusive jurisdiction.
- H. Any Canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection/recruitment process shall be treated as disqualification and the candidature of such candidates will be summarily rejected.
- I. No enquiry or correspondence will be entertained on the issue related to selection process.

Applicants are advised to regularly visit ICMR and RMRC Dibrugarh website for updated information on the selection process. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our websites i.e. [www.icmr.nic.in](http://www.icmr.nic.in) or [www.rmrcne.org.in](http://www.rmrcne.org.in). No further press advertisement will be notified. ICMR-RMRC, Dibrugarh will not be responsible if any candidate skips any important recruitment information due to not visiting the websites.

  
Administrative Officer  
For Director