आई सी एम आर - राष्ट्रीय जैव आयुर्विज्ञान जंतु संसाधन सुविधा
स्वास्थ्य अनुसंधान विभाग,
स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार
ICMR- National Animal Resource Facility for Biomedical Research
Department of Health Research,
Ministry of Health & Family Welfare, Government of India

Advertisement No.: **NARFBR/Emp/ADMN/02/2019**   Dt: 22nd November 2019
Online Link : https://narf-recruitment.aptonline.in/(S(0bqd2yol0ywbytdpdbrl5epj))/LoginPages/LoginPage.aspx
IMPORTANT DATES NOTE:

Website Link opening date	23-11-2019
Last date for filling up of the personal data in the online form and uploading the photo and specimen signature	13-12-2019
Last date of depositing fees by on-line payment	13-12-2019
Tentative Schedule for Written Examination	27-12-2019

1. All the above dates are tentative and in case of any situation beyond control, these dates may be changed at any time. Information about such changes, if any, will be given on our website "www.narfbr.org". Candidates are advised to remain in touch with the website for information regarding this recruitment process, and changes in the schedule, if any.

2. The ICMR - National Animal Resource Facility for Biomedical Research, Indian Council of Medical Research, an autonomous organization under Department of Health and Research, Ministry of Health & Family Welfare, Government of India invites online applications at our website www.narfbr.org online Registration from eligible candidates as per criteria laid down below for filling up the following posts:

   (i) Assistant (Post Code: ASST-I)

   (ii) Upper Division Clerk (Post Code: UDC-II)

3. **Details of vacancies/ Pay Level & Reservation are as under:**

Name of the post	Post Code	Level as per 7th CPC pay Matrix plus allowances as admissible under the Govt. rules	Total number of tentative vacancies*
Assistant	ASST-I	Level-6 Rs.35400-112400	02-UR
Upper Division Clerk	UDC-II	Level-4 Rs.25500-81100	02-UR

* The number of vacancies for the above posts are tentative and may increase or decrease or even become NIL if need arises without any further notice or assigning any reason thereof. The decision of Director, NARF will be final in this regard.

4. **Essential Qualifications as on 23rd November, 2019:**

S. No.	Post Code	Essential Qualifications	Job Requirement	Upper Age Limit as on 13.12.2019
1	ASST-I	1. Minimum three years Bachelor's degree in any discipline from a recognized university/Institution. 2. Working Knowledge of Computer (MS Office/ Power Point).	Capable to carry out work in any sections of Administration	Not exceeding 30 years
2	UDC-II	1. Degree of a recognized university or equivalent. 2. Typing speed of 35 w.p.m. 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.)	Capable to carry out work in any sections of Administration	Not exceeding 27 years

5. **The upper age limit prescribed will be relax able as under:**

   a. Age relaxation is applicable as per DoPT rules in respect of Government servant/ departmental candidates, Ex-servicemen, divorced women and PWD Candidates.

   b. Age will be relaxed for deserving cases at the discretionary of screening committee for those working in ICMR or its Institutes/centers.

   c. Age will be reckoned as on last date of the receipt of application i.e., 13.12.2019.

6. **Candidates are required to furnish the following original documents at the time of verification of documents:**

   (i) Matriculation/Secondary Examination Certificate or an equivalent Certificate for Age proof.

   (ii) Final Mark sheet/ Degree as a proof of meeting educational qualification.

   (iii) In service candidates, who requires age relaxation, should submit a certificate from his/her Employer in the prescribed format **Annexure- I.**

   (iv) Candidates who are working in ICMR Projects should submit their service certificate in the prescribed format **Annexure- II.**

   (v) A certified proof should be submitted by divorced women and PWD Candidates.

   (vi) Candidates who are already in Central/State Govt. Departments/ Public Sector Undertakings should submit hard copy of their application through proper channel after completion of online submission.

7. **Selection criteria:**

   a. Eligible candidates will be required to appear in an Online Computer based Test, information for which will be provided in the Admit card. The qualifying marks for written examination will be 50% of the total marks. Qualified candidates in the online test on merit basis will be called for Computer knowledge test and Skill/Typing Test for the post of Assistant and UDC respectively. Selection of candidates shall be made on the basis of merit list in Online Test.

   b. Typing Test will be conducted in English.

   c. Candidates who wish to seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format at the time of Skill Test/Document Verification. Otherwise, their claim will not be entertained and their candidature/applications will be considered as over aged.

d. The Common written examination is being held for the posts with same educational qualification. The candidate who has applied for more than one post is required to indicate his Posts-wise preference very carefully at the time of submitting application. He/she would not be considered for any post, if he/she has not indicated his/her preference for such posts.

e. After the Computer based Examination the NARF will draw up the shortlisted merit candidates for Skill Test/Computer Proficiency Test. Document verification will be done before the Skill Test/Computer Proficiency Test.

f. Once the candidate has been given his/her first available preference, as per his/her merit, he/she will not be considered for any other options.

g. The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the NARF.

8. **Online Test:**

The online test will be in **English**. Duration of test will be 120 minutes. The total number of MCQ type questions will be 100. One mark shall be awarded for each correct answer and negative mark of 0.25 for each wrong answer. The question shall be asked on General English, Quantitative Aptitude, Reasoning, Computer Knowledge & General Knowledge/Awareness. The questions except Quantitative Aptitude will be of a level commensurate with the essential qualification viz Graduation for Post code No. ASST-I & UDC-II. The centre of examination will be tentatively in Hyderabad. Depending on the no of applicants NARF takes the decision about Examination conducting Centre.

9. **Reservations and relaxations:**

(i) No examination fees will be charged from SC/ST/PwD and female candidate.

10. **How to apply:**

(i) Eligible and interested candidates would be required to apply online through NARF website: www.narfbr.org No other means/ mode of application will be accepted. Their registration will be provisional as their eligibility will be verified only in case they are shortlisted for appearing in Skill Test. Mere issue of Admit card shall not imply acceptance of candidature.

(ii) Before registering their applications on the website, the candidates should possess the following:

a) Valid e-mail ID, which should remain valid for at least one year.

b) Candidates should have latest passport size photograph (jpg or jpeg file only up to 50 kb) as well as photograph of signatures in digital format (jpg or jpeg file only up to 50 kb) for uploading with the application form.

c) Provision to pay examination fees of Rs.300/- for General and OBC male candidates. Candidates can opt to pay through internet banking account or credit/ debit card. Transaction charges, as applicable shall be borne by the candidate.

11. **The registration process involves following three Steps:**

Step 1: Filling up of Application
- Go to "NARF Website" www.narfbr.org
- Under the Careers section read the Detailed Notification carefully to be sure about your eligibility.
- Click on the link "Apply".
- Fill up all the required fields.
- Ensure the information provided is correct and then submit.

Step 2: Making Payment

- Click on "Make Payment" which will take you to Payment Gateway, which has been authorized to collect the application fees/processing charges on behalf of NARF.

Step 3: Final Registration & Printing of Provisional Registration Slip.

- Once the payment is made, Candidates should retain a photocopy of their e-receipt and Registration Slip as they can be asked to produce the same for reference, at any stage of selection process.

- After applying online, candidate is required to download the system generated Provisional Registration Slip with Unique registration number and other essential details.

- Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application/processing fees and to fill in the payment details carefully.

- Failed Transaction amount will be automatically refunded to same A/c from which payment was originally made, within 15 working days.

- IMPORTANT: All correspondence with candidates will be done only on the registered e-mail ID provided by candidate. All information regarding examination schedule/admit card etc. shall be provided through email and/or by uploading on NARF website.

- Responsibility of receiving, downloading and printing of admit card/any other information shall be of the candidate.

- NARF will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or for delay/non receipt of information if a candidate fails to access his/her mail/website in time.

- Candidates are not required to send any document to NARF.

- Candidates will be allowed to appear in the Online Computer based Test only if they possess the valid Admit Card which will be available for downloading from the NARF website and prescribed original photo identity card. Please check in career section of NARF official website www.narfbr.org for online mock test.

12. **General Instructions:**

- Candidates possessing the required essential qualification from UGC recognized Universities or Institutes will only be eligible to apply.

- The term departmental candidates means those candidates who are currently working as permanent employees with Central/State/UT Government or Central/State autonomous organization including ICMR having minimum of three years of continuous service

- While applying, the candidates should enter their full name as it appears on the matriculation/secondary school certificate.

- The outstation candidates will have to make their own arrangement to stay as per the schedule of the online written examination and skill test. No TA/DA will be given to any candidates for appearing the online written examination and skill test.

- Court of jurisdiction for any dispute will be at Hyderabad.

- Candidates are advised to regularly visit **NARF Website** for updated information on the selection process. Any corrigendum/addendum/erratum in respect of the above advertisement shall be made available on our website www.narfbr.org > Careers > Application for the post of Assistant/UDC in NARF. No further press advertisement will be notified.

- **Canvassing in any form or bringing political or other outside influence with regards to selection/recruitment shall be considered as disqualification for employment in the NARF.**

- No enquiries/correspondence shall be entertained.

- All candidates, who apply in response to this advertisement by the CLOSING DATE, will be assigned Roll numbers which will be placed on the NARF Website one week before the date of the examination. A candidate must write his/her Registration number/Post Code along with his/her name, date of birth and name of the examination while addressing any communication to the NARF. Communication from the candidate not furnishing these particulars shall not be entertained.

- The decision of the Competent Authority of NARF in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s) and typing test, allotment of examination centers, selection will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

- The recruitment process can be cancelled/terminated/suspended without assigning any reasons. The Decision of Director, NARF in all matters will be final and no appeal will be entertained.

- Mere fulfilling the essential qualification or/and success in the examination confers no right of appointment unless it is satisfied after such enquiry as may be considered if necessary that the candidate is suitable in all respects of appointment to the service/ post.

- This post is with all India transfer liability under the Council.

Sd/-

Director
ICMR-NARF

FORM OF CERTIFICATE TO BE SUBMITTED BY GOVT. EMPLOYEE SEEKING AGE RELAXATION

(To be filled by the Head of the Office or Department in which the candidate is working)
(Please see Para 6(III) of the Notice)

It is certified that Shri./Smt./Kum. _____is

a Central Government Civilian employee/State Govt. employee /employee of autonomous body

holding the post_____ of _____

in_____the

_____Pay_____Level_____

(Rs_____) of Pay Matrix (as per latest pay revision) with minimum 3 years regular

service in the grade as on closing date (i.e. the last date for submission of online application).

The institute has no objection to relive him/her as per rules upon selection of the post.

Place   :

Date   :

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**Signature, Name and Designation of the
Competent Authority
SEAL**

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FORM OF CERTIFICATE TO BE SUBMITTED BY CANDIDATES WORKING IN ICMR PROJECTS

(To be filled by the Head of the Office or Department in which the candidate is working)
(Please see Para 6(IV) of the Notice)

It is certified that Shri./Smt./Kum. _____is working

under ICMR Project named _____ from _____ till

_____ holding the post_____

in_____Department

with consolidated Pay _____ per month. His/her services are found to be satisfied.

Place :

Date :

Signature, Name and Designation of the
Competent Authority
SEAL