

INDIAN COUNCIL OF MEDICAL RESEARCH
TRANSLATIONAL GLOBAL HEALTH POLICY RESEARCH CELL
Applications are invited for the post of Office Assistant purely on contractual basis.

Applications are invited from eligible candidates for the following post (purely contractual) on consolidated salary in the Office of Head, Epidemiology and Communicable Diseases under the Translational Global Health Policy Research Cell.

S.No	Details	Requirements/Information
1	Name of post	Project Assistant
2	No of vacancies	One Post (UR)
3	Essential Qualifications	Graduate in any discipline with five years of experience in administrative/ finance and accounts work with good computer knowledge.
4	Age*	Not Exceeding 30 years
5	Nature of duties	<ul style="list-style-type: none"> • Assisting Scientific staff • Preparation of relevant documents • Communication and correspondence with International and National agencies • Drafting letters/Notes • File management • Other relevant work assigned by the Superiors/program officers
6	Consolidated Emoluments	Rs. 31,000/- Per Month
7	Tenure	Six months
8	Kindly submit the application to	<p>Application to be submitted by 10th September, 2019 by post or by hand Kindly mention this in the subject on the application's envelop: <u>"Kind Attention Mr Anil Kumar, Application for the post of Project Assistant in the Office of Head, Epidemiology and Communicable Diseases under the Translational Global Health Policy Research Cell."</u> Kindly Send completely filled application in a sealed envelope to below address: To, The Head, Division of ECD, Indian Council of Medical Research, Ansari Nagar, Near AIIMS, New Delhi-110029.</p>
9.	The place for the exam	ICMR Hqr., New Delhi- 110 029

Required Documents:

1. The candidates should bring 5 copies of CV along with all original certificates of educational qualifications, experience certificate and Aadhaar Card etc.

Anil Kumar
23/8/2019

2. Valid EWS certificate in central govt. format released by the competent authority
3. Caste Certificate/ PH Certificates to avail age relaxation
4. Two passport size photograph.

GENERAL CONDITIONS: The conditions for employment will be the same as that of the project staff on a contract basis. The candidates have no right to claim for any regular employment at this Institute. 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.

- *Age Relaxation -**
1. SC/ST – 5 years
 2. OBC - 3 years
 3. PH - 10 years
 4. PH+OBC - 13 years
 5. PH+SC/ST – 15 years

Selection Procedure: Candidates will be shortlisted from the received application. Shortlisted candidate will be called further for Interview / written exam at ICMR Hqrs.

Note: No electronic device including Calculator and Mobile phones will be allowed in the examination Hall. No TA/DA will be paid for attending the Written Test/ Interview.

[Handwritten Signature]
23/8/2019