

INDIAN COUNCIL OF MEDICAL RESEARCH
Division of Epidemiology and Communicable Diseases

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 Division of Epidemiology and Communicable Diseases (ECD)-II under the Antimicrobial Resistance Diagnostics Task Force.

S.No	Details	Requirements/Information
1	Name of post	Office Assistant (EWS- Economical Weaker Section category)
2	No of vacancies	One Post
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 program officer
6	Consolidated Emoluments	Rs. 32,000/- Per Month
7	Tenure	One year
8	Kindly submit the application to	Application to be submitted by 9 th August 2019 by post or by hand Kindly mention this in the subject on the application's envelop: <u>"Application for the post of Office Assistant in AMR diagnostics"</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
9.	The place for the exam	ICMR Hqr, New Delhi- 110 029

Required Documents:

1. Application form with passport size photo in the attached format
2. The candidates should attach copies of CV, certificates of educational qualifications and experience.
3. Copy of **Valid EWS certificate** in central govt format released by the competent authority

e. J. J. J.
30/7/2019

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** – As per DoPT rules OM 31.1.2019

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

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.

e. Smit
30/7/2019