

INDIAN COUNCIL OF MEDICAL RESEARCH
ANSARI NAGAR, NEW DELHI-110029

Walk-In-Interview For The Post Of Personal Assistant (EWS) On 18th June, 2019 at
Conference Hall, Room 301, 2nd Floor , ICMR

Division of ECD-II

Applications are invited on plain paper for filling up One post of **Personal Assistant- (EWS)** on purely temporary basis under the task force project "Multicentric Task force study on Behavioral Change in Anopheline vectors in areas of Insecticidal Nets (ITNS/LLINS) use in Assam, Odisha, Madhya Pradesh, India"

Personal Assistant- (EWS –Economic Weaker Section Category) (One Post)

Essential qualification:-

- Three years Graduate Degree from a recognized University and Five years of experience in handling office work after obtaining essential qualification.

OR

- Three years Graduate Degree from a recognized University with diploma in the required subject from a recognized university/institute with 3 years experience in handling office work after obtaining essential qualification.

Desirable Qualification:-

- Knowledge of file management and office work.
- Strong knowledge of Microsoft office and good typing speed.
- Fluency in spoken and written English and Hindi.
- Ability to work in a team.

Duties:

- Managing activities such as files, electronic and paper communication etc.of intramural as well as extramural activities of the projects.
- Provide administrative help in task-force activities such as organising meetings, training programs, preparing minutes, background documents reports, budget, preparing salary bills etc.

Age limit: Not exceeding 30 years.

Salary:- Rs. 32,000/- P.M (Corresponding to PB-2Rs. 9300-34800+ Grade pay Rs. 46,00)

This post is to be filled up on purely temporary contract basis. The appointment is terminable with one month of prior notice from either side at any time during the duration of the project. The incumbents selected will have no claim for regular appointment. No benefits of PF, LTC and medical claim etc are admissible.

The interested candidates are invited to appear for the Walk-in-interview/written Test on **18.06.2019**. The candidates to report between 9:30AM to 10:30AM. No candidates will be allowed to report for interview after 10:30 AM. Please bring 5 sets of CV, 2 copies of certificate along with original certificates for verification and also bring original certificate of Economical Weaker Section Category (EWS). No TA/DA will be paid to appear in the walk-in-interview/Written test. Kindly report at Conference Hall (Room No 301), 2nd Floor.

for
Dr Manju Rahi
31/5/19
Dr Manju Rahi
Scientist-'E'