

INDIAN COUNCIL OF MEDICAL RESEARCH
Division of Epidemiology and Communicable Diseases

Applications are invited for the WALK IN-INTERVIEW for the post of Assistant

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 COHRPICA under HIV/AIDS.

| S.No | Details | Requirements/Information |
|------|---|--|
| 1 | Name of post | 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 with good computer knowledge |
| 4 | Age | Max. age limit 30 years (relaxation as per Govt. & ICMR rules). Age relaxation is admissible in respect of SC/ST/OBC candidates, retrenched Govt. employees, departmental candidates (including projects) and Ex-servicemen in according with the instruction issued by the Central Govt. from time to time. Age Concession to the extent of service rendered in other projects will also be admissible for experienced and skilled persons. |
| 5 | Nature of duties | <ul style="list-style-type: none">• Communication and correspondence with International and National agencies• Preparation of financial documents.• Drafting letters for sending to various organizations• Assisting Scientific staff• File management and approvals Other relevant work assigned by the program officer |
| 6 | Consolidated Emoluments | Rs. 32,000/- Per Month |
| 7 | Tenure | One year |
| 8 | Date & Time of reporting for written test and interview | 12 th Feb 2019 at 9:00 AM |
| 9. | Place for written test and interview | ICMR Hqr, New Delhi- 110 029 |
| 10. | Place of posting | Dept of Biotechnology, 6th-8th Floor, Block 2, CGO Complex, Lodhi Road New Delhi - 110 003. |

Selection Procedure: Interview will be conducted for the candidates who will clear written test.

The candidates should bring 1 copy of CV along with all original certificates of educational qualifications, experience, Aadhaar Card and PH Certificates along with one set of photocopies of the same duly attested (can be self attested) along with two passport size photograph for attending the Interview. No TA/DA will be paid for attending the Written Test/ Interview. The recruited project staff is eligible for leave as per rules and will have to give an undertaking before joining.

GENERAL CONDITIONS: The conditions for employment will be the same as that of the project staff on 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, Qualification, experience etc., will be reckoned as on the date of walk-in written test/ Interview.

Note: No electronic device including Calculator and Mobile phones are allowed in the examination Hall

Signature
6/2/2019