

Phone: +91-373-2381494, 2381566, 2381548  
Fax: +91-373-2381748, 2381548, 2381494

Website: www.rmrcne.org.in  
E-mail: icmrrcdi@nic.in



आई.सी.एम.आर - क्षेत्रीय आयुर्विज्ञान अनुसंधान केन्द्र, पूर्वोत्तर क्षेत्र  
**ICMR -Regional Medical Research Centre, N.E.Region**  
Department of Health Research, Ministry of Health & Family Welfare, Govt. of India  
Post Box # 105, Dibrugarh- 786 001, Assam, India

No.RMRC/DIB/ADM 4(i)/2018-2019/ 2144

Date: 28<sup>th</sup> /11/2018

**VACANCY CIRCULAR**

**Limited Departmental Competitive Examination 2018 for Recruitment to the Post of Assistant (Unreserved) at ICMR-Regional Medical Research Centre, N.E. Region, Dibrugarh – 786001, Assam**

Applications in prescribed format are invited up to 28<sup>th</sup> December 2018 till 05.30 PM for the post of Group B – Assistant in the Pay level 6 (Rs.35400-112400/-) at ICMR-RMRC, Dibrugarh to be filled through Limited Departmental Competitive Examination.

**1. Eligibility:-**

The post will be confined only to the regular Upper Division Clerks of all permanent Institutes of ICMR who have completed atleast 5 years' of regular service under the Council as on the last date of receipt of the application i.e. 28.12.2018.

**2. Essential qualification:-**

- Minimum 3 years' bachelor's degree in any discipline from a recognized University/Institution.
- Working knowledge of computer (MS Office)

**Note:** The computer course certificate is not mandatory while applying for the post.

**3. Method of Selection**

**A. The selection process will be as under:-**

- Written test : 100 marks
- The final selection of the candidate will be done in order of Merit of the marks obtained in the written examination, out of 100 marks.

**B. The syllabus & marking pattern of the written examination for the post of LDCE would be as under:-**

- Written examination/test consisting of a total of 100 MCQ's with a total duration of 2 hours out of the following syllabus:-

Sl. No.	Topic	Maximum Marks
<b>PART I (General) – 25 marks</b>		
1	General Knowledge (including Current Affairs)	25 marks
2	General English	
3	General Mathematics & Quantitative Aptitude	
4	Reasoning & Analytical Ability	
5	Basic Computer Knowledge	
<b>Part II (Office Procedures &amp; General Financial &amp; Service Rules) – 75 marks</b>		
6	Office Procedures	75 marks
7	General Financial Rules 2017	
8	Fundamental Rules & Supplementary Rules	

Contd.. P/2

**C. General Guidelines**

**i. The qualifying / passing marks for the written test shall be:-**

- a. 40% of total marks for all categories
- b. Candidates who do not get qualifying / passing marks in the written test shall be straightaway declared as "FAILED".
- c. The level of questions for the post will be based on the optimum essential qualification of the post i.e. 3 years bachelors' degree in any discipline and the rules specified as per syllabus above.
- d. There will be no negative markings in the written examination.
- e. The question paper will be in English language only.
- f. Information for written examination for eligible candidates such as the Date, Time & Venue will be notified through the Centre's website at [www.rmcne.org.in](http://www.rmcne.org.in) and through email only and no other mode of communication will be made with the candidates.
- g. The decision of the Director, ICMR-RMRC, Dibrugarh as to the eligibility or otherwise of a candidate for admission to the examination shall be final.
- h. Any canvassing by or on behalf of the candidates or to bring political or outside influence with regard to selection/recruitment process shall be treated as disqualification and the candidature of such candidates will be summarily rejected.
- i. Candidates should clearly understand that this is a competitive and not a qualifying examination. The number of persons to be included in the select list on the result of the exam is entirely within the competence of ICMR-RMRC, Dibrugarh to decide. No candidate will, therefore, have any claim for inclusion in the select list on the basis of his/her performance in the examination as a matter of right.
- j. Success in the written examination confers no right to selection unless ICMR-RMRC, Dibrugarh is satisfied after such enquiry, as may be considered necessary, that the candidate, having regard to his/her conduct in service, is eligible and suitable in all aspects for selection. Provided that the decision as to ineligibility for selection in the case of any candidate recommended for selection by the ICMR-RMRC, Dibrugarh shall be taken in consultation with ICMR-RMRC Dibrugarh only.
- k. A candidate who after applying for admission to the written examination and/or after appearing at it, resigns from his/her appointment or otherwise quits the service or severs his/her connection with it or whose services are terminated under the Council or who is appointed to an ex-cadre post or another service on transfer/deputation and does not have a lien in the UDC grade under the Council's service will not be eligible for appointment on the result of this examination.
- l. There will be no interview/personal discussion for the post of Assistant (Group B) in compliance with the existing guidelines of the Council.



ii. **Probation:**

Selected candidates will be on probation period of 2 years from the date of his/her joining to the post. All other terms & condition regarding probation as issued by the Council/Gol issued from time to time will be applicable.

iii. **How to apply:**

- a) The candidates who wish to apply for the post should submit either by Hand or through Registered/Speed Post, duly completed application form (attached with this Vacancy circular) along with self attested copies of necessary supporting documents viz. certificates, degree, diploma, experience, caste certificate, proof of date of birth, NOC from present employer etc. to "The Director, ICMR-Regional Medical Research Centre, N.E. Region, Post Box No.105, Dibrugarh – 786001, Assam" latest by 28.12.2018.
- b) Unsigned/ Incomplete applications, applications filled in vague handwriting or applications without supporting documents, applications received late, applications not in prescribed format, applications received by any other mode of application such as email/fax/courier etc. will be summarily rejected. ICMR-RMRC, Dibrugarh will not be responsible for late receipt applications due to postal delay/wrong delivery and no correspondence will be entertained in this regard.

iv. **Other conditions**

- a) Date of written test will be communicated to the shortlisted candidates by email and shall be uploaded in the Centre's website only and no enquiry / request by any other mode in this regard will be entertained.
- b) Any change in the contact details as entered in the application form should be intimated to the ICMR-RMRC, Dibrugarh immediately.
- c) The Director, ICMR-RMRC, Dibrugarh reserves the right to:-
  - i. Fix criteria for screening the applications so as to limit the number of candidates to be called for written test.
  - ii. Fill up or not to fill up the post without assigning any reasons thereof.
  - iii. To rectify any inadvertent error or omission in the advertisement at any stage of the Recruitment process by circulating a Corrigendum to be uploaded in the Centre's website only.
- d) Candidates selected and appointed to the post shall be liable to serve anywhere in India and/or abroad.

Only interested and eligible UDC's already working in any of the permanent institutes of ICMR, New Delhi & possessing essential qualification shall submit their application through **PROPER CHANNEL** in prescribed form latest by 28.12.2018 positively.

This issues with the approval of the competent authority.

  
(Safal Chetri)

Administrative Officer  
For Director

Copy to:-

1. All permanent Institutes of ICMR, New Delhi
2. The Director General, Indian Council of Medical Research, V. Ramalingaswamy Bhawan, Ansari Nagar, Post Box No. 4911, New Delhi – 110 029 (**Attention: .....**)
3. Notice Boards, ICMR-RMRC, Dibrugarh
4. Accounts Officer, ICMR-RMRC, Dibrugarh
5. Admn. (General/Bills)

ICMR – Regional Medical Research Centre, N.E. Region,  
Post Box No.105, Dibrugarh – 786001, Assam

Affix recent  
passport size  
photograph  
here.

**APPLICATION FORM FOR THE POST OF ASSISTANT (LDCE) – 2018-19**

(To be filled by the candidate in his/her own handwriting in BLOCK/CAPITAL letters only)

1. Name of the candidate: : .....
2. Name of the Institute where employed : .....
3. Designation : .....
4. Father's/Husband's Name : .....
5. Date of Birth (DD/MM/YYYY) : .....
6. Date of joining in Council's service : .....
7. Educational Qualification

Sl. No.	Qualification	Name of Board/University	Year of passing

8. Date of continuous and regular  
Appointment to the post of UDC : .....
9. Category to which belongs  
(SC/ST/OBC/General) : .....
10. Present place of posting : .....
11. Any other information : .....
12. Do you possess working knowledge of  
Computer, if yes, give details : .....

**DECLARATION TO BE SIGNED BY THE CANDIDATE**

I, hereby, declare that all the statements made in this application form are true, complete and correct to the best of my knowledge and belief.

Date: .....

Place: .....

Signature of the candidate