

INDIAN COUNCIL OF MEDICAL RESEARCH
Division of Reproductive Biology Maternal and Child Health

NOTICE FOR WALK-IN-INTERVIEW

The Indian Council of Medical Research (ICMR) is an autonomous organization under the Department of Health Research, Ministry of Health & Family Welfare, New Delhi. ICMR has initiated a task force on Childhood & Adolescent Anemia and invites applications for a **Walk-in-Interview** for the following two post under the study entitled: "Effect of daily supplementation with multiple micronutrients and iron folic acid compared to iron folic acid alone in children aged 6 to 59 months on anaemia prevalence and haemoglobin concentration: A randomized controlled trial in urban Delhi" at Central Coordinating Unit, ICMR Headquarters Office, New Delhi.

Applications (only prescribed format) will be received from the individuals on **24th October, 2018 between 10:00 A.M. and 11:00 AM at ICMR Hqrs, for Walk –in-Interview**. Late applications will not be entertained after 11:00.AM under any circumstances. The Candidates may download the application form from website www.icmr.nic.in

1. Name of Post :	Assistant (Admn.)
Essential Qualifications	1. Minimum 3 years Bachelor's degree in any discipline from a recognized university 2. Working Knowledge of Computer and MS-office.
Desirable Qualification	Preference will be given to those having 3 years experience in dealing with Administration work with typing.
Age limit	Between 18 to 30 years as on 1 st October 2018
Emoluments	Consolidated Rs. 32,000/- per month (Fixed). No other allowances will be payable.
No. of Posts	One
Nature of Duties	<ul style="list-style-type: none">• To assist in preparation of all necessary documents of the meetings.• Assist in organizing meeting and preparation of minutes of the meeting• Data Management, Secretarial Assistance• To assist in any other works related to the project or other technical activities
Tenure	<ul style="list-style-type: none">• One year (may be renewed annually based on performance till the end of the project)
Place of work	<ul style="list-style-type: none">• ICMR Hqrs, Ansari Nagar, New Delhi.
Date & Venue of Walk-in-Interview	<ul style="list-style-type: none">• 24th October 2018 at ICMR Hqrs.• Registration time:10:00 AM to 11:00 AM

2. Name of Post : Assistant (Accounts)	
Essential Qualifications	1. Minimum 3 years Bachelor's degree in Commerce discipline from a recognized university 2. Working Knowledge of Computer and MS-office.
Desirable Qualification	Preference will be given to those having 3 years experience in dealing with Finance and Accounts
Age limit	Between 18 to 30 years as on 1 st October 2018
Emoluments	Consolidated Rs. 32,000/- per month (Fixed). No other allowances will be payable.
No. of Posts	One
Nature of Duties	<ul style="list-style-type: none"> • Budgeting work • Preparation of Bills. • Analysis of financial statements in M.S office/Excel) • Working knowledge in PFMS, Bank Reconciliation statements.
Tenure	<ul style="list-style-type: none"> • One year (may be renewed annually based on performance till the end of the project)
Place of work	<ul style="list-style-type: none"> • ICMR Hqrs, Ansari Nagar, New Delhi.
Date & Venue of Walk-in-Interview	<ul style="list-style-type: none"> • 24th October 2018 at ICMR Hqrs. • Registration time:10:00 AM to 11:00 AM

Terms & Condition:

1. The post is to be filled up on purely temporary basis.
2. Incomplete/late applications will not be entertained.
3. Without signature applications will be rejected.
4. Application will only be accepted in prescribed format.
5. Any canvassing on behalf of the candidate or attempting to bring external influence with regard to selection/recruitment shall be considered as DISQUALIFICATION.
6. Age relaxation for reserved categories will be as per DOPT rules.
7. One time age relaxation for staff working in ICMR project at ICMR Hqrs./Institutes/Centre will be allowed.
8. No benefit of provident fund, HRA, CCA, Leave Travel Concession, Medical Claim etc will be considered, since the post is on purely temporary basis.
9. No TA/DA etc will be given to attend the walk-in-interview.
10. The appointment is terminable with one month notice from either side without assigning any reason.
11. Since the project is purely temporary, the incumbents selected will have no claim for regular appointments under ICMR or continuation of their services in any project.

GENERAL CONDITIONS: The candidates have no right to claim for any regular employment. 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. Those appearing for walk-in-interview should bring with them (1) All certificate/testimonials in original (2) one attested copy of the certificates (3) Seven copies of brief Curriculum- Vitae as per the prescribed application format.

For any query, please contact at email id : apradhandr@gmail.com

Admn. Officer
Div. of RBMH &CH

APPLICATION FORM

Post applied for:.....

1. Name of the applicant (in full block letters)
2. Father's /Husband's Name
3. Date of Birth
4. Age as on 1.10.2018.....
5. Gender (Male/Female)
6. Present Address (with pin code)

Paste self
attested recent
colored
passport size
photograph

-
7. Permanent address (with pin code)
 -
 8. Email ID
 9. Mobile No
 10. Academic & professional Qualification (Starting From Higher Secondary)

No.	Name of the Exam	Board/University /College	Year of Passing	Percentage of Marks
1				
2				
3				
4				
5				

11. Details of experience – starting with the current/ most recent one

No.	Organization Name	Designation	From	To	Last Salary Drawn	Reason for Leaving

*Additional information may be provided on separate row/coloum/sheets.

12. Total experience in years
13. Knowledge of computer
14. Any other information
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DECLARATION

It is certified that the information provided as above is true & complete in all respects and to the best of my knowledge & Belief. If anything found wrong/Incorrect, my candidature stands cancelled.

(Signature of the Application)

Name.....
Place.....
Date