



आई.सी.एम.आर - क्षेत्रीय आयुर्विज्ञान अनुसंधान केन्द्र
ICMR - REGIONAL MEDICAL RESEARCH CENTRE
(भारतीय आयुर्विज्ञान अनुसंधान परिषद)
(INDIAN COUNCIL OF MEDICAL RESEARCH)
चन्द्रशेखरपुर, भुवनेश्वर - ७५१ ०२३
CHANDRASEKHARPUR, BHUBANESWAR-751 023

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No.R-39/RMRC/Estt./2018/

Date:27.08.2018

ADVERTISEMENT

Applications in prescribed format (Annexure-I) are invited upto **5 PM** on **22nd October, 2018** from eligible candidates for filling up of following vacancies at ICMR-Regional Medical Research Centre, Bhubaneswar. Application for each post may be submitted separately.

Sl No.	Name of the post	Level as per Pay Matrix plus allowances as admissible under the Govt. rules	Total number of vacancies
1.	Assistant (Adhoc)	Level-6 Rs. 35400-112400/-	1 (UR)
2.	Personal Assistant	Level-6 Rs. 35400-112400/-	1 (UR)

Eligibility Criteria :

1. Essential qualification

Sl No.	Name of the post	Essential Qualifications
1.	Assistant (Adhoc)	i. Minimum 3 years Bachelor's degree in any discipline from a recognised university/institution. ii. Working knowledge of Computer (MS Office/Power Point)
2.	Personal Assistant	i. Minimum 3 years Bachelor's degree in any discipline from a recognised university/institution. ii. 120 w.p.m. speed in short hand in English or Hindi and transcription in 60 minutes in English or 75 minutes in Hindi on computer.

2. Age limit as on 22nd October, 2018

Age limit for the post of Assistant and Personal Assistant is not exceeding **30 years as on 22nd October, 2018**. The upper age limit for Departmental candidate for the post of Assistant and Personal Assistant is 35 years.

3. Other Service conditions

- Allowances as per Central Government Rules are admissible on the respective Pay Matrix.
- Benefits of New restructured defined contributory Pension system are admissible as per the provision contained in the Ministry of Finance, Department of Economic Affairs (ECB & PR Division), Notification No.5/7/2003-ECB & PR dated 22.12.2003 effective 1.1.2004.

- (c) Applications from employees working in Central/State Govt. Departments/Public Sector Undertakings and Govt. funded research institute/agencies must be forwarded through proper channel. Advance copies of application will be considered subject to the conditions that a “**No Objection Certificate**” from the employer should be produced at the time of written examination/test.
- (d) Success in the examination confers no right of appointment unless it is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

4. Selection criteria:

- (i) Eligible candidates will be required to appear a written test. For the posts of Assistant (Adhoc) and Personal Assistant, the qualifying marks for written examination is 50%. Qualified candidates will be called for Computer knowledge test and type test for the post of Assistant (Adhoc) and for the post of Personal Assistant, they will be called for Shorthand Test and Type Test on computer. Selection of candidates shall be made on the basis of merit list.
- (ii) Skill test/shorthand test norms for Personal Assistant : Dictation for 10 minutes at a speed of 120 words per minute.
- (iii) Transcription : 60 minutes in English or 75 minutes in Hindi on computer.

5. How to apply :

The applicant can apply for the above post in the prescribed application form (Annexure-I).

- (a) Application fees for **Rs.300.00 (Rupees three hundred only)** should be submitted in shape of crossed IPO drawn in the name of **the Director, RMRC, Bhubaneswar**. Women candidates are exempted for application fees. ICMR employees are not exempted for payment of application fee. IPO obtained prior to the notification of advertisement will not be entertained.
- (b) Incomplete/late application shall not be entertained.
- (c) If the fact that false information has been furnished or that there has been suppression of any material information in the application form comes to notice at any time during the service of a person, his/her service would be liable to be terminated.
- (d) Application not signed by the candidate shall liable to be rejected.
- (e) The Director, RMRC, Bhubaneswar reserves the right to reject the applications or to cancel the notification without assigning any reason thereof.
- (f) Canvassing in any form shall be considered a disqualification for employment in the ICMR-RMRC, Bhubaneswar.

(g) Documents to be submitted along with the application form (Self attested copies).

- i. Matriculation/Secondary Examination Certificate or an equivalent Certificate for Age proof.
- ii. Final Mark Sheet/ Degree certificate as a proof of meeting educational qualification.
- iii. Technical qualification (Shorthand & Typing) and Computer Knowledge.
- iv. Experience if any
- v. Crossed Indian Postal Order (IPO) for Rs.300/- (Rupees three hundred only).
- vi. The departmental candidate, who requires age relaxation, should submit a certificate from his/her Employer in the prescribed format Annexure-II.
- vii. Candidates who are already in Central/State Govt. Departments/Public Sector Undertakings should submit 'No Objection Certificate' from the respective office/Department.

6. Closing Date :

Closing date for submission of application is up to **5 P.M. on 22nd October, 2018.**

Application form duly completed in all respects and signed by the applicant alongwith self attested copies of certificate/testimonials in support of qualification, age, caste, experience and application fee should reach the **Director, ICMR-Regional Medical Research Centre, Chandrasekharpur, Bhubaneswar, Odisha - 751023** by **Speed Post/ Regd. Post** on or before the closing date. The envelope should be superscribed as "*Application for the post of Assistant (Adhoc) or Personal Assistant*".

Sd/-
Administrative Officer
For Director

Annexure-I

ICMR-REGIONAL MEDICAL RESEARCH CENTRE

CHANDRASEKHARPUR, BHUBANESWAR-751023

Application form for the post of Assistant (Adhoc) / Personal Assistant

*Note: All answers must be given in words and not by dashes
and dots. No columns should be left blank.*

**Affix recent
Passport Size
Photograph
duly signed**

Name of the post applied for _____

Postal Order No. _____ Date _____

Name of Post Office: _____ Amount _____

1. Name in Full: Mr/Miss/Mrs/Dr. _____

(IN CAPITAL LETTERS) _____

2. Father's /Husband's Name : _____

3. Address:(i) Present: _____

(ii) Permanent: _____

(iii) Contact Telephone No. _____ & Mobile No. _____

(iv) E-Mail address : _____

4. Date of Birth: (In words) _____

5. Marital Status: Married/Un-married: _____ Nationality: _____

6. Caste _____ Religion _____

7. Choice of shorthand test/transcription in **English** or **Hindi** for Personal Assistant _____.
8. Particulars of all examinations passed and degree and technical qualifications obtained (commencing with HSC or equivalent examinations). Attach attested copies of all certificates.

Examination Passed	Name of the Board/ University	Class or Division	Subject taken	Year of Passing

9. Technical Qualification if any

Trade	Name of the Institute	Duration of Course		Year of Passing
		From	To	

10. Experience if any

Name of the Organization	Name of the Post held	Period		Pay Matrix	Pay Drawn	Year of Passing
		From	To			

DECLARATION

- I hereby declare that the entries in this form and the additional particulars, if any, furnished herewith are true to the best of my knowledge and belief.
- I have informed my Head of Office/Department in writing that I am applying for this post and shall produce "No Objection Certificate" at the time of the interview.

Signature of Candidate

Place:

Date:

FORM OF CERTIFICATE TO BE SUBMITTED BY GOVT. EMPLOYEE
SEEKING AGE RELAXATION

(To be filled by the head of the Office or Department in which the candidates is working)
(Please see Para 6(v) of the Notice)

It is certified that Sh./Smt/Kum..... is a Central Government Civilian employee/ State Govt. employee/ employee of autonomous body holding the post In the pay Level (Rs.....) of Pay Matrix (as per 7th CPC) with 3 years regular service in the grade as on closing date (i.e. the last date for submission of application).

Place:

Date:

Signature, Name and designation of the
Competent Authority
SEAL