



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

Advt. No. RMRC/DIB/ADM-24 (PA)/2018-19/1456

Dated : 11.09.2018

**VACANCY NOTIFICATION**

Applications in the prescribed format are invited up to 23.10.2018 for the following regular post at (ICMR), RMRC Dibrugarh-786001.

- I. **Name of Post** : **Personal Assistant(Group B Ministerial)**– One post (Unreserved)  
(Pay Level 6 plus usual allowance as admissible under the rule)
- II. **Essential qualification:**
  - a. Minimum Three years Bachelor's degree in any discipline from a recognized University/Institute with computer literacy.
  - b. 120 w.p.m. speed in short hand (English or Hindi)
- III. **Age** : Not exceeding 30 years as on 23.10.2018. Relaxable upto 5 years for Government servants and 10 years for Persons with Disability(PwD) candidates.

IV. **Other Details:**

1. **Method of Selection :-**

A. The selection procedure will be of Two Stage exam/test comprising of :-

- i. **Written examination/test** consisting of Objective Type Questions (100 Questions) with duration of 100 Minutes ( 1 Hour and 40 Minutes) on the basic knowledge of :
  - a) General knowledge (including current affairs) -20 Marks.
  - b) General English – 20 Marks.
  - c) General Mathematics & Quantitative Aptitude – 20 Marks.
  - d) Reasoning & Analytical Ability – 20 Marks and
  - e) Basic Computer Knowledge – 20 Marks.

**AND**

- i. (a)**Skill/Shorthand test norms:** Dictation- 10 minutes at a speed of 120 words per minute  
(b)**Transcription:** 60 minutes in English or 75 minutes in Hindi in Computer.

**The Candidates will be selected on the basis of merit in the written examination subject to the condition of qualifying the Skill/ Shorthand test and Transcription Test.**

- B. The qualifying marks for written test shall be 50% of the total marks prescribed. Only shortlisted candidates (based on Merit in the written examination) shall be called for Shorthand Test/Skill test and Transcription test.

Date of written test will be communicated to the shortlisted candidates through call letters **which will be sent only by email**. The information will also be uploaded on the



the websites of ICMR and RMRC, Dibrugarh only and no enquiry/request by any other mode in this regard will be entertained.

- D. Any Canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection/recruitment process shall be treated as disqualification and the candidature of such candidates will be summarily rejected.
- E. In pursuance to the orders issued by DOPT, the practice of holding of interviews as part of selection process for junior Level posts (Group – B & C posts) in Administrative and Technical Cadre accordingly has been dispensed with. **Therefore, only written test will be held followed by Shorthand/Skill Test(Qualifying Nature) and no Interview /personal discussion will be held for the above said post.**

2. **Probation:-**

- A. Selected candidates will be on probation of 2 years from date of his/her joining.
- B. Other terms and conditions regarding probation will be as per rules of ICMR issued from time to time.

3. **Age relaxation:-**

- A. The crucial date for determination of eligibility of age will be the last date of receipt of applications i.e. 23.10.2018.
- B. This being a UR vacancy, no age relaxation is admissible for SC/ST/OBC candidates against the Unreserved vacancy as per Govt. of India order No 36011/1/98/Estt(Res.) dated 01.07.1998.

4. **How to apply:-**

- A. The application form and other details can be downloaded from the website of ICMR/RMRC i.e. [www.icmr.org.in](http://www.icmr.org.in) or [www.rmrcne.org.in](http://www.rmrcne.org.in) . Application should indicate the post applied for legibly on the first page of prescribed "APPLICATION FORM" and affix one passport size photograph. Application Form (hard copy only) accompanied with self attested copies of necessary supporting documents (certificates, degree, diploma, experience, caste certificate, proof for date of birth, NOC from present employer, application fee etc.) should be sent in a sealed cover envelope superscribing "**Application for the post of Personal Assistant at ICMR-RMRC Dibrugarh**" on the envelope to "The Director, ICMR-RMRC, Lahoal, Dibrugarh-786 010 through **Speed Post only**, latest by 23.10.2018 along with non-refundable Application fee in the form of Indian Postal Order(IPO)/Demand Draft of Rs. 300/- (Rupees Three Hundred only) payable at Dibrugarh in favour of "Director, ICMR-RMRC, Dibrugarh". The SC/ST, persons with Disabilities (PWD) and Women candidates are exempted from payment of the application fee. The application fee is payable by all other candidates including ICMR and allied Institutes' employees. The fee once deposited will not be refunded.

  
Admn. Officer,  
R.M.R.C., Dibrugarh



- B. The application form must be filled in CAPITAL LETTERS and neat and clean in candidate's own hand writing failing which the application form will be liable to be rejected.
- C. It is mandatory for the candidates to furnish their email address in the appropriate column of the application form. The call letters to the eligible candidates will be sent only in the email provided in the application form.
- D. Unsigned/Incomplete applications, applications filled in vague handwriting or application without supportive documents, without requisite fee, applications received late, applications not in the prescribed format, applications received by fax/e-mail etc. will be summarily rejected. ICMR-RMRC will not be responsible for late receipt of applications due to postal delay/wrong delivery and no correspondence will be entertained in this regard.
- E. Application forms of employees working in Central/ State Govt. departments/Public Sector Undertakings etc. must be forwarded through proper channel with "No Objection Certificate" clarifying vigilance and last 5 years' ACR dossiers clearly stating that in the event of their selection, they will be relieved within one month. Advance copies of application will be considered subject to the receipt of a copy through proper channel.
- F. The applicants applying in response to this advertisement, in their own interest, should satisfy themselves regarding their eligibility criteria as on the last date of receipt of applications i.e. 23.10.2018. In case, at any stage of recruitment or thereafter, it has come to the notice that candidates who do not fulfill the required qualification or are not eligible otherwise, their candidature will be cancelled without assigning any reason or notice thereof irrespective of their marks obtained in the written test/ qualifying the skill/ computer test whatsoever it is, and no enquiry/ request/ correspondence will be entertained in this regard.

5. Other Conditions:-

- A. Crucial date for calculating the maximum age will be the closing date for application.
- B. No TA/DA will be admissible for attending Written test or Shorthand/skill Test
- C. Date of written test will be communicated to the shortlisted candidates through call letters and no enquiry/request by any other mode in this regard will be entertained. Candidates are advised, in their own interest, to visit ICMR-RMRC website from time to time till the finalization of recruitment process for the updated status of the recruitment process as all relevant information will be uploaded on ICMR-RMRC website and ICMR-RMRC, Dibrugarh will not be responsible if the candidates skip any

  
Admn. Office,  
R.M.R.C., Dibrugarh



important information regarding recruitment, uploaded on the websites referred above.

- D. Any change in the address for communication should be intimated to ICMR-RMRC, Dibrugarh by the candidate immediately.
- E. **The Director ICMR-RMRC, Dibrugarh reserves the right to: -**
- a) Increase/ decrease the number of vacancies.
  - b) Fill up or not to fill up any/ all of the advertised positions without assigning any Reasons thereof.
  - c) To rectify any inadvertent error or omission in the advertisement at any stage of the Recruitment Process by notifying it on the ICMR-RMRC website.
- F. Candidates selected and appointed to the any post shall be liable to serve anywhere in India and/or abroad.

Applicants, in their own interest are advised to remain in touch with the website of IMCR-RMRC, Dibrugarh i.e. [www.rmcne.org.in](http://www.rmcne.org.in) for any information related with the recruitment since beginning till the recruitment process is completed and ICMR-RMRC, Dibrugarh will not be responsible if any candidate skips any important recruitment information due to not visiting the websites.



**Administrative Officer**  
**For Director**  
**Admn. Officer**  
**R.M.R.C., Dibrugarh**

Application No. \_\_\_\_\_ Date of Receipt \_\_\_\_\_ (For Office Use Only)

**ICMR- REGIONAL MEDICAL RESEARCH CENTRE, NORTH EAST**  
**Lahoal, Dibrugarh, Assam-786 010**

**APPLICATION FORM**

Advertisement No. \_\_\_\_\_ Date \_\_\_\_\_

Post applied For \_\_\_\_\_

**NOTE: - 1. APPLICATION FORM SHOULD BE FILLED IN CAPITAL LETTERS ONLY IN CANDIDATE'S OWN HANDWRITING.**

**2. PLEASE GO THROUGH VACANCY NOTIFICATION BEFORE FILLING THE APPLICATION FORM.**

Space for  
 photograph uly  
 signed by the  
 candidate (please  
 cross sign)

1		Applicant's Name in full (in Block Letters)	
2		Father's/Husband's Name	
3		Mother's Name	
4		Sex (Male/Female/Transgender)	
5	a)	Date of Birth (Date/Month/Year)	
	b)	Present Age (As on last date of receipt of Application i.e. 23.10.2018)	_____ Years _____ Months _____ Days
6	a)	Category Whether UR/SC/ST/OBC (Non-Creamy Layer)/PWD	



7	a)	Postal Address (Present)	
	b)	Permanent Address	
	c)	Email ID (mandatory)	
	d)	Mobile No./Telephone No.	
8		Marital Status	
9		Fees Details If Exempted mention as "EXEMPTED" with reason of exemption.	IPO/DD No _____ Date _____ Name of the Bank or Post Office _____ _____

10. Educational/Technical/Professional Qualifications: (Enclose a separate sheet if space is not sufficient)

Examination Passed	Year of Passing	Name of the Board/University	Class/Percentage Obtained	Subjects Studied
X th				
XII th				
Graduation				
Post Graduation				
Shorthand (English/Hindi)				
Other Qualification, if any				

11. Previous Service Details: (Chronologically stating from the Present Employer)  
 (Enclose a separate sheet if space is not sufficient)

Name & Address of the Employer/ Organization	Date of		Post held (with pay scale)	Total Monthly Salary	Nature of Duties
	Joining	Leaving			

12. **References:** - These should be person, resident of India and holder of responsible position and not to be related to the Applicant. (Name, Designation and contact address details including email and phone/mobile number).

1.
2.

13. Additional Information, If any \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**DECLARATION/UNDERTAKING**

I affirm that information given in this application is true and correct to the best of my knowledge and nothing has been concealed there from. I also fully understand that if at any stage of recruitment/ appointment it is found that any attempt has been made by me conceal any information/ fact facts, my candidature will be summarily rejected and the appointment will be terminated without assigning any notice or reasons thereof. .

I have also satisfied myself that I am eligible for the post applied in all respects and fulfill all the eligibility criteria as mentioned in the Vacancy Notification. I understood that in case, at any stage of recruitment or after appointment, it is found that I do not fulfill the required qualification or otherwise not eligible, my candidature/appointment will be cancelled without assigning any reason or notice thereof to me irrespective of my marks obtained in the written test/ qualifying skill test .

PLACE: \_\_\_\_\_

(SIGNATURE OF THE APPLICANT)

DATE: \_\_\_\_\_



**ENDORSEMENT BY THE PRESENT EMPLOYER/APPOINTING AUTHORITY**  
**(FOR APPLYING THROUGH PROPER CHANNEL)**

1. It is certified that Mr./Mrs./Miss/Dr. \_\_\_\_\_  
Designation \_\_\_\_\_ is presently working in the  
temporary/permanent capacity with effect from \_\_\_\_\_. This  
organization has no objection in his/her applying to the post as above.
  
2. It is certified that his/her Entry Pay (EP) Level (Pay Band + Grade Pay) is  
\_\_\_\_\_. He/She is drawing a basic pay of  
Rs. \_\_\_\_\_. His/her next increment is due on \_\_\_\_\_.
  
3. It is certified that no disciplinary/vigilance case has ever been contemplated or  
pending against him/her.
  
4. It is certified that no minor/major penalty has been imposed on  
Mr./Mrs./Miss./Dr. \_\_\_\_\_ during his/her tenure  
at this office.

Signature: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Seal of the Office: \_\_\_\_\_