



icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH

NIN
NATIONAL INSTITUTE
OF NUTRITION

ANNEXURE - II

आई सी एम आर - राष्ट्रीय पोषण संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार
ICMR – National Institute of Nutrition
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

DRAFT NOTIFICATION TO BE PUBLISHED IN WEB-SITE OF ICMR-NIN & ICMR, NEW DELHI

No. ICMR-NIN/Admn-Recruit/2023

Date: _____

ICMR-National Institute of Nutrition, Hyderabad invites online applications from the citizens of India for recruitment to the regular posts of **Lower Division Clerk, Upper Division Clerk, Stenographer, Library Clerk, Library & Information Assistant (Group "C" Posts) and Personal Assistant (Group-B)** at ICMR-NIN, Hyderabad. Only those applications which are successfully filled through the website and found in order shall be accepted. Candidates should go through the Recruitment Notice carefully before applying for the post and ensure that they fulfill all the eligibility conditions like Age -Limit/Essential Qualifications (EQs)/Category etc. as indicated in this Notice. Candidature of applicants not meeting the eligibility conditions will be cancelled at any stage of the recruitment process without any notice. Candidature of Applicants shall be purely PROVISIONAL at all stages of the recruitment process.

Important timelines for the examination/test process will be as under: -

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| Opening date for online registration for filling up of online application in ICMR-NIN website. | |
| Closing date for online registration & submission of online applications | |
| Opening date for availability of admit cards for downloading from ICMR-NIN website. | |
| Date for Computer Based Test (CBT) for 100 Marks | |

HELP DESK: Email ID: icmrninrecruit2023@gmail.com Phone No: 040-27197492

Information about vacancies, qualifications and other eligibility criteria, pay level, application process and methodology & other terms and conditions of the recruitment is given in the succeeding sections of these guidelines.

1. **REGISTRATION/EXAMINATION FEE**

Persons with Benchmark Disabilities (PwBD): Exempted from payment of fee.
SC/ST/Ex-servicemen/Women: _____/- plus Transaction Charges as applicable.
For all others: _____/- plus Transaction Charges as applicable
ICMR employees are not exempted from Registration Fee.
Candidates are hereby directed to Register separately in case of applying for various posts.

Note: In case of cancellation of notifications due to administrative reasons, registration fee is "NON-REFUNDABLE"

2. **MODE OF PAYMENT:**

The candidates can deposit the above application fee through online payment gateway available at the APPLICATION PORTAL using Debit/ Credit Card/ Net Banking.

3. **IMPORTANT NOTE**

All information relating to this recruitment right from the status of application up to the nomination of the selected candidates to the initial place of posting including call letters for the Tests, to the provisionally eligible candidates will be available on the website of ICMR-NIN www.nin.res.in. ICMR-NIN will not be responsible for information available from other sources.

Any Addendum/Corrigendum/updates, all information regarding declaration of results for short listing of candidates based on CBT will be displayed at ICMR-NIN website at www.nin.res.in. Further information regarding schedule of documents verification, date, time and final result of selected candidates will be announced and displayed only on ICMR-NIN website at www.nin.res.in. Candidates will not be informed individually in this regard. Therefore, candidates are advised to regularly visit **ICMR-NIN website at www.nin.res.in for any updates.**

4. **Tentative Number of Vacancies notified under this Notification:**

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| Post Code | LDC-01 | |
| Name of the Post | LOWER DIVISION CLERK | |
| Classification of post | Group "C" | |
| Age | Not exceeding 27 years (i.e. 18 to 27 years -- Pl. go through the age criteria) * | |
| Pay Matrix | Pay Matrix Level: 2 of 7th CPC (Rs.19900-63200) | |
| No. of Vacancies & Reservation Category. | 6 Posts (5-UR & 1-SC) (out of 6 post 1 post of Reserved for PwBD – OA & 1 Post for ESM) | |
| Educational Qualifications | i) | 12 th class pass Or equivalent qualification from a recognized Board Or University |
| | ii) | Typing speed of 35 wpm in English Or 30 wpm in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH / 9000 KDPH on an average of 5 keys depression for each word) |
| Post Code | STENO-02 | |
| Name of the Post | STENOGRAPHER | |
| Classification of post | Group "C" | |
| Age | Not exceeding 27 years (i.e., 18 to 27 years -- Pl. go through the age criteria) * | |
| Pay Matrix | Pay Matrix Level: 4 of 7 th CPC (Rs.25500-81100) | |
| No. of Vacancies & Reservation Category. | 3 Post (UR) | |
| Educational Qualifications | i) | 12 th class pass Or equivalent qualification from a recognized Board Or University with computer literacy |
| | ii) | 80 w.p.m. speed in shorthand in English Or Hindi |
| | iii) | Skill/Shorthand Test: Dictation: 10 minutes at a speed of 80 words per minutes. |
| | iv) | Transcription: 50 minutes in English Or 65 minutes in Hindi on Computer |
| Post Code | UDC-03 | |
| Name of the Post | UPPER DIVISION CLERK | |
| Classification of post | Group "C" | |
| Age | Not exceeding 27 years i.e., 18 to 27 years -- Pl. go through the age criteria)* | |
| Pay Matrix | Pay Matrix Level: 4 of 7 th CPC (Rs.25500-81100) | |
| No. of Vacancies & Reservation Category. | 7 Post (5-Unreserved, 1-OBC & 1-SC) | |
| Educational Qualifications | i) | Degree of a recognized University Or equivalent Or Bachelor's Degree in any discipline from a recognized University / Board /Institution |
| | ii) | Typing speed of 35 wpm in English Or 30 wpm in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH / 9000 KDPH on an average of 5 keys depression for each word) |
| Post Code | LIB-CLK-04 | |
| Name of the Post | LIBRARY CLERK | |
| Classification of post | Group "C" | |
| Age | Not exceeding 28 years i.e., 18 to 28 years -- Pl. go through the age criteria) * | |
| Pay Matrix | Pay Matrix Level: 2 of 7th CPC (Rs.19900-62300) | |
| No. of Vacancies & Reservation Category. | 1 Post (Unreserved) | |
| Educational Qualifications | i) | Matriculation (10 th std) Or equivalent from a recognized Board (Preferable 10+2 Or 12 th std) |
| | ii) | One year certificate course in Library Science from a recognized Board / institution |

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| Post Code | LIA-05 | |
| Name of the Post | LIBRARY & INFORMATION ASSISTANT | |
| Classification of post | Group "C" | |
| Age | Not exceeding 30 years i.e., 18 to 30 years -- Pl. go through the age criteria) * | |
| Pay Matrix | Pay Matrix Level: 6 of 7th CPC (Rs.35400-112400) | |
| No. of vacancies & Reservation Category | 1 Post (Unreserved) | |
| Educational Qualifications | i) | Essential Qualifications |
| | a) | Bachelors Degree in Library Science Or Library and Information Science of a recognized University / institute. |
| | b) | Two years professional experience in a Library under Central Government / Autonomous Or Statutory Organisation / PUS / University Or recognized Research Or Educational institution. |
| | ii) | Desirable: |
| | | Diploma in Computer Application from a recognized University Or Institute (Preferably 1 year course) |
| Post Code | PER.ASST-06 | |
| Name of the Post | PERSONAL ASSISTANT | |
| Classification of post | Group "B" | |
| Age | Not exceeding 30 years (i.e., 18 to 30 years -- Pl. go through the age criteria) * | |
| Pay Matrix | Pay Matrix Level: 6 of 7th CPC (Rs.35400-112400) | |
| No. of Vacancies & Reservation Category. | 8 Post (5-UR, 2-OBC & -1-SC) | |
| Educational Qualifications | i) | Minium three-year Bachelor's degree in any discipline from a recognized University / Board /Institution Or Bachelor's degree in any discipline from a recognized University / Board /Institute |
| | ii) | 120 w.p.m. speed in Shorthand (English Or Hindi) |
| | iii) | Working knowledge of computer (MS Office/Power Point) |
| | iv) | Skill/Shorthand Test: Dictation:10 minutes at a speed of 120 words per minutes. |
| | v) | Transcription: 60 minutes in English Or 75 minutes in Hindi on Computer |

Note: Abbreviations: UR-Unreserved, OBC-Oher Backwards Class, SC-Scheduled Caste & PwBD-OA-Persons with Benchmark Disability- OA=One Arm, OL=One Leg, BL=Both Leg, OAL=One Arm and One Leg.