



ICMR-NATIONAL INSTITUTE OF VIROLOGY, PUNE
20-A Dr. Ambedkar Road, Pune- 411001, Maharashtra, India

Advt. No.4 /NIV Project Cell/2024

Date: 26 Dec 2024

Walk-in-interview/written test

Ours is a premier research institution under the aegis of the Indian Council of Medical Research (ICMR), Department of Health Research, Ministry of Health & Family Welfare, Government of India.

We intend to engage the following Non-Institutional Project Human Resource Positions, purely on temporary contractual basis, under PM-ABHIM Project. Under Prime Minister-Ayushman Bharat Health Infrastructure Mission (PM-ABHIM) Scheme, DHR-ICMR is implementing six major infrastructural projects: Four regional NIVs (at Bangalore, Jabalpur, Dibrugarh and Jammu), National Institute for One Health at Nagpur and a division for Research on Disease Elimination Sciences & Health as a Satellite Centre of ICMR-NARI Pune. To ensure efficient execution and monitoring of these projects, following four positions are proposed to be engaged, purely on temporary basis and consolidated remuneration without involving creation of any regular post, on the following eligibility criteria, defined specifically for this flagship programme, to be completed in a time-bound manner. The following workforce will look after all the PM-ABHIM projects. The initial appointment is for one year, to be renewed annually, based on the performance of the candidate, functional requirement and budgetary provisions of the Institute.

Name of the Post	Project Engineer (Civil)
Number of Posts	01-UR
Age Limit	40 Years
Emoluments	Maximum Rs. 50000/- p.m. depending upon education, Experience and knowledge
Essential Qualification	First class B.E./B.Tech. (Civil), with 03 years of experience in relevant field, in any reputed organization.
Desirable Qualification	Experience in the construction or maintenance of biosafety labs
Date of Walk-in-Interview /Written test and Reporting Time	17 Jan 2025 Reporting time 09.00 – 10.00 AM (Candidates arriving late after 10.00 am will not be entertained under any circumstances)

Name of the Post	Project Engineer (Electrical/Electronics)
Number of Posts	01-UR
Age Limit	40 Years
Emoluments	Maximum Rs. 50000/- p.m. depending upon education, Experience and knowledge

Essential Qualification	First class B.E./B.Tech., with 03 years of experience in relevant field, in any reputed organization.
Desirable Qualification	Experience in the construction or maintenance of biosafety labs
Date of Walk-in-Interview /Written test and Reporting Time	17 Jan 2025 Reporting time 09.00 – 10.00 AM (Candidates arriving late after 10.00 am will not be entertained under any circumstances)

Name of the Post	Project Admin Executive
Number of Posts	01-UR
Age Limit	40 Years
Emoluments	Maximum Rs. 50000/- p.m. depending upon education, Experience and knowledge
Essential Qualification	First class three years degree with 05 years experience in any reputed organization
Desirable Qualification	First Class PG/MBA (HR/Procurement & Supply Chain Management), with 03 years experience in any reputed organization.
Date of Walk-in-Interview /Written test and Reporting Time	17 Jan 2025 Reporting time 09.00 – 10.00 AM (Candidates arriving late after 10.00 am will not be entertained under any circumstances)
Selection Procedure	Walk-In-Interview and/or a Written test if the number of eligible candidates are more than 30

Name of the Post	Project Finance Executive
Number of Posts	01-UR
Age Limit	40 Years
Emoluments	Maximum Rs. 50000/- p.m. depending upon education, Experience and knowledge
Essential Qualification	First Class three years degree with 05 years experience in Finance & Accounts, in any reputed organization
Desirable Qualification	First Class PG/MBA (Finance), with 03 years experience, in any reputed organization.
Date of Walk-in-Interview /Written test and Reporting Time	17 Jan 2025 Reporting time 09.00 – 10.00 AM (Candidates arriving late after 10.00 am will not be entertained under any circumstances)
Selection Procedure	Walk-In-Interview and/or a Written test if the number of eligible candidates are more than 30

Place of Interview/written test:- **Conference Hall of ICMR-National Institute of Virology, 20-A, Dr. Ambedkar Road, Pune-411001**

Selection Procedure: Depending upon the number of candidates, written/skill test will be conducted. Question paper will be on relevant subject matters of the concerned position considering its essential qualification and job requirements, in addition to, general knowledge, reasoning skills, quantitative analysis, language and general aptitude etc. Candidates successfully qualifying the written/skill test would be

considered for interview and/or further process of recruitment, subject to fulfillment of required eligibility criteria in all respects of qualification, age and experience, etc. **Candidates must be present at the venue in time before 10:00 am along with duly filled in and signed application form with their bio data and all original documents along with one set of photocopies in proof of their educational qualification, experience, age and identity etc.** Late and incomplete applications will not be considered. No calculators, log tables, electronic devices etc. are allowed for the examination. Director, NIV reserves the right to change the venue and other process of recruitment as per circumstances.

Terms and conditions: -

1. Number of vacancies may vary.
2. These positions are meant for temporary extramural project for appointment purely on temporary contract basis and co-terminus with the project.
3. The advertised posts are tentative without commitment for its filling. Recruitment will depend upon requirement of project and approval of the competent authority.
4. Emoluments: The rates of emoluments/stipend shown in this advertisement are project specific and may vary according to sanction of the funding agency of the Project. Payment of emoluments to the project employee will be depending on availability of funds from the funding agency.
5. Age relaxation will be as per the guideline of ICMR.
6. Category once applied will not be allowed to be changed at later stage and no communication in this regard will be entertained.
7. Cut-off date for age limit will be as on the date of walk-in-interview.
8. Reserved category candidates must produce their Caste Validity Certificate. OBC candidates must possess a latest valid non-creamy layer certificate.
9. Separate application should be submitted for each post/reservation. Project for engagement of applicant will be decided by selection committee/appointing authority.
10. Qualification & experience should be in relevant discipline/field and from an Institution of repute. Experience should have been gained after acquiring the minimum essential qualification.
11. Mere fulfilling the essential qualification does not guarantee the selection.
12. Persons already in regular time scale service under any Government Department / Organizations are not eligible to apply.
13. No TA/DA will be paid and candidate has to arrange transport/accommodation themselves for written test/interview.
14. The institute reserves rights to consider or reject any application/candidature.
15. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
16. Project personnel cannot be permitted to register for Ph.D., due to time constraints.
17. Project personnel will normally be posted at the study site; however, they can be posted to any other sites in the interest of research work. They are liable to serve in any part of the country.
18. Project personnel shall **not** have any claim on a regular post in this institute or in any Department of Government of India and their project service will not confer any right for further assignment or transfer to any other project or appointment/absorption in funding agency or in this institute. Benefits of Provident Fund, Pension Scheme, Leave Travel Concession, Medical claim, etc. are **not** admissible.
19. Initial appointment will be for a period of Six months and further continuation/extension of project service will depend on tenure of the project and performance

evaluation of the concerned project employee by his/her project investigator, subject to approval of competent authority.

20. The Project Investigator and/or Appointing authority reserves the right to terminate the service of project personnel even during the agreed contract period or extended contract period without assigning any reason.
21. Leave shall be as per the Institutional policy for project staff.
22. NIV reserves the right to cancel/modify the recruitment process at any time, during the process, at its discretion.
23. No accommodation can be provided for any candidate in case the process of test/interview gets delayed till late evening or following day/s due to the overwhelming crowd of candidates. Candidates are advised to carry their Tiffin box/food items/snacks to avoid inconvenience.
24. The decision of the Director, NIV will be final and binding.
25. Canvassing in any form will be a disqualification.
26. Corrigendum/addendum/further information; if any; in respect of this advertisement, will be published on our websites only.
27. Due to short term research project and urgency of shouldering the workload, preference will be given to regional/local candidates with substantial experience so as to join immediately.
28. Candidate must bring his/her duly filled in application form in the prescribed format with a recent passport size color photograph along with a detailed bio-data/C.V. and all relevant documents; **in original**; with one set of self-attested photocopies, in proof of his/her educational qualifications [all certificates and mark-sheets from 10th Std. onwards], working experience, age, caste and **photo id** [Aadhar Card/Indian Passport/PAN Card/Driving License] etc., failing which his/her candidature will not be considered. Please note that no candidate will be permitted to enter the premises of NIV without having valid photo id. Similarly, entry will not be allowed to the candidates arrive after 11:00 am.

Director
ICMR-National Institute of Virology, Pune