

# **ICMR - REGIONAL MEDICAL RESEARCH CENTRE**

## **CHANDRASEKHARPUR, BHUBANESWAR – 751 023**

Date : 28.07.2017

Applications are invited up to 31.08.2017 up to 5.00 P.M for filling up of 1 (one) post of personal Assistant (UR) of this Centre, Bhubaneswar in the Scale of Pay : Pay Band-2, Rs.9,300 – 34,800 + Grade Pay Rs.4,200/- (Revised pay matrix – Level-6 Rs.35,400-1,12,400/- in 7<sup>th</sup> CPC) and usual allowances as admissible as per Government norms.

### **Eligibility Criteria:**

1. Minimum 3 years Bachelor degree in any discipline from a recognised University/ Institute with computer literary.
2. 120 w.p.m speed in short hand (English or Hindi).

**Age Limit:** Not exceeding 30 years as on 31.08.2017.

### **Other Service Conditions**

- (a) 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.
- (b) Application fees for Rs.100.00 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.
- (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 is produced at the time of personal discussion.
- (d) Only short-listed candidates will be called for written test/skill test & interview and no correspondence will be entertained in this regard.
- (e) Incomplete/late application shall not be entertained.
- (f) 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 service would be liable to be terminated.

- (g) Application not signed by the candidate shall liable to be rejected.
- (h) The Director, RMRC, Bhubaneswar reserves the right to reject the applications or to cancel the notification without assigning any reason thereof.
- (i) Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection/recruitment shall liable for disqualification.

### **How to apply**

The applicant can apply for the above post in the prescribed application form.

1. Documents to be submitted along with the application form (Self attested copies)
  - a. Proof of Date of Birth
  - b. Educational Qualifications & Technical qualification (Shorthand & Typing)
  - c. Experience if any
  - d. Crossed Indian Postal Order (IPO) for Rs.100/- (Rupees One hundred only).
2. Closing date for submission of application upto 5.00 P.M. on or before 31.08.2017
3. Application form duly completed in all respects and signed by the applicant alongwith attested copies of certificate/testimonials in support of qualification, age, caste, experience and application fee should be sent to the **Director, Regional Medical Research Centre, Chandrasekharpur, Bhubaneswar, Odisha – 751023, by Speed Post/ Regd. Post.** *The envelop should be superscribed as “Application for the post Personal Assistant”.*

**Sd/-  
Administrative  
Officer  
For Director**

**ICMR-REGIONAL MEDICAL RESEARCH CENTRE**  
**CHANDRASEKHARPUR, BHUBANESWAR-751023**

**APPLICATION FORM FOR THE POST OF 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. Particulars of all examinations passed and degree and technical qualifications obtained (commencing with HSC or equivalent examinations). Attach attested copies of all certificates.

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

**DECLARATION**

1. 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.
2. 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: