

**NATIONAL INSTITUTE OF OCCUPATIONAL HEALTH**  
**(INDIAN COUNCIL OF MEDICAL RESEARCH)**  
**MEGHANINAGAR, AHMEDABAD - 380 016**

Ref. No.1/Recrut./Admn./NIOH/2017-18/

14th July, 2017

**NOTIFICATION**

Applications in the prescribed format are invited up to **18<sup>th</sup> August, 2017** for the under mentioned regular posts. The Age, Essential qualification, Desirable qualification, Experience, Number of posts to be filled, Scale of pay, the reservation Roster point are detailed below:

**1. ACCOUNTS OFFICER– 1 POST (Unreserved)**

**Pay Matrix:** Level 10 of the Pay Matrix (Min. pay Rs. 56,100/-) + allowance as admissible under ICMR rules.

**Age:** Not exceeding 35 years.

**Essential Qualification:**

- Minimum three years Bachelor's Degree in any discipline from a recognized University.

**Experience:**

- Three years working experience in Finance/Accounts as Section Officer/Assistant or equivalent in Central/State Govt./ Autonomous Organisation etc.

**Desirable:**

- Training in Cash & Accounts from ISTM or other recognized Institute.
- Knowledge of computer (Accounts Software).

**Job Requirement:**

- Duties of Accounts Officer include pre-check of bills presented by DDO, preparation of budget, compilation of accounts, preparation of balance sheet, audit, scrutiny of financial proposals relating to purchase of stores, equipment's, capital etc. Tendering of financial advice to the head of the Institute.

**2. OFFICE ASSISTANTS – 4 POSTS (Out of 4 posts, 1 post will be filled at ROHC, Kolkata)**

(Two posts Un-reserved, One post reserved for Schedule Caste, One post reserved for Other Backward Class)

**Pay Matrix:** Level 6 of the Pay Matrix (Min. pay Rs. 35,400/-) + allowance as admissible under ICMR rules.

**Age:** Not exceeding 30 years.

**Essential Qualification:**

- Minimum three years Bachelor's Degree in any discipline from a recognized University/Institution.

- Working knowledge of Computer (MS Office/Power Point).

**Job Requirement:**

- Duties of Office Assistant include pre-check of bills presented by DDO, preparation of budget, compilation of accounts, preparation of balance sheet, audit, scrutiny of financial proposals relating to purchase of stores, equipment's, capital etc.

**3. STENOGRAPHERS – 4 POSTS**

(Two posts Un-reserved, One post reserved for Schedule Caste, One post reserved for Other Backward Class)

**Pay Matrix:** Level 4 of the Pay Matrix (Min. pay Rs. 25,500/-) + allowance as admissible under ICMR rules.

**Age:** 18 to 27 Years.

**Essential Qualification:**

- 12<sup>th</sup> Class pass or equivalent qualification from a recognized Board or University with Computer Literacy.
- 80 w.p.m. speed in shorthand in English or Hindi.

**Job Requirement:**

- To take dictation and do the typing work.

**4. UPPER DIVISION CLERK – 1 POST (Unreserved) at ROHC, Bengaluru**

**Pay Matrix:** Level 4 of the Pay Matrix (Min. pay Rs. 25,500/-) + allowance as admissible under ICMR rules.

**Age:** 18 to 27 Years.

**Essential Qualification:**

- Degree of a recognized University or equivalent.
- Typing speed of 35 w.p.m. in English or 30 w.p.m in Hindi on Computer.  
(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word.)

**GENERAL CONDITIONS:-**

- (i) **For post mentioned at Serial No. 1-** The selection/appointment will be made on the basis of competitive written examination or interview or both depending upon the number of candidates applied.
- (ii) **For post mentioned at Serial No. 2 to 4** - The selection/appointment will be made by conducting a competitive written test for the eligible candidates after short listing, who fulfill the eligibility criteria. In addition, to written test a qualifying skill test in Shorthand/Typing speed shall be conducted for the post mentioned at Sr. No. 3 & 4 above, and for Sr. No. 2 a

qualifying test for working knowledge of computer (MS-Office or Power point) will be conducted for those candidates who will qualify in written test & shortlisted. The shorthand/typing speed tests/Knowledge of computer test shall be qualifying only.

### **AGE RELAXATION**

- a. The crucial date to determine the age in case of direct recruitment shall be the last date of receipt of application. Age is relaxable for SC/ST/OBC/PWD/Ex. Servicemen candidates and for Government Servants in accordance with the instructions issued by the DOP & T from time to time in this regard.

### **OTHER SERVICE CONDITIONS**

1. Pay & other allowances are admissible as per ICMR rules.
2. Benefit of new restructured defined contributory Pension Scheme is admissible for new entrants as per provision contained in the Ministry of Finance, Dept. of Economic Affair (ECB & PR Divn.). Notification No. 5/7/2003-ECB & PR dated 22.12.2003 effective from 01.01.2004.
3. The appointee will not be covered under existing GSIL Scheme till the new GSLI Scheme is re-launched by GSLI authorities.
4. Candidates working in Central / State Govt. / Public Sector Undertakings / Govt. funded Organizations etc. should submit their applications **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 written test/personal discussion.
5. Above vacancies will carry with all India transfer liability under the Council.

### **HOW TO APPLY:-**

1. Application Form and other information can be downloaded/obtained from ICMR/Institute website [www.icmr.nic.in](http://www.icmr.nic.in) or [www.nioh.org](http://www.nioh.org).
2. Application forms duly completed in all respects and signed by the applicant should be sent to The Director NIOH, Meghaninagar, Near Raksha Shakti University, Ahmedabad - 380016 on or before the closing date (**18<sup>th</sup> August, 2017**) along with application fee. Application sent by other mode i.e. Fax/Email will not be accepted.
3. Self-attested copies of the following documents are to be enclosed with the application:
  - i) Proof of Date of Birth
  - ii) Educational qualifications
  - iii) Experience
  - iv) Community Certificate
  - v) A Demand Draft of **Rs. 500 (Rupees Five Hundred only) for Post No. 1** and **Rs. 300/- for Post No. 2, 3, 4** (Rupees Three Hundred only) payable to the "Director, National Institute of Occupational Health, Ahmedabad".
4. SC/ST/PH and Women candidates are exempted from payment of Rs. 500/- & Rs. 300/-. ICMR employees are not exempted from the payment.

### **NOTE:-**

1. Unsigned/late/incomplete application or application without supportive evidence/without Bank Draft will straightway be rejected.
2. Since it is not possible to call all the eligible candidates for test / interview / Personal discussion, only short-listed candidates will be called for test / interview / Personal discussion. The decision of the Director-in-Charge, NIOH will be final in this regard.
3. No enquiry or correspondence in this regard will be entertained.
4. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection / recruitment shall be a disqualification.
5. No TA/DA will be paid to attend the test / interview / personal discussion. The candidates have to make their own arrangement.

**DIRECTOR- IN-CHARGE**