



Date: 04-12-2017.

**WALK-IN-WRITTEN TEST
(EMPLOYMENT NOTIFICATION)**

Eligible candidates are invited to apply for the following posts for this Centre. Applications will be received from the individuals on the dates mentioned below between **9:30 A.M. and 10:30 A.M.** in the NCLAS Class Room, NIN Campus, Tarnaka, Hyderabad for this Walk-in-Written Test. Late applications will not be entertained after 10:30 A.M. under any circumstances. Application form will be provided to the candidates at NCLAS Centre on the same day. Applications sent by post will not be entertained.

Selection Procedure: Written Test will be conducted for the eligible candidates after verification of the Certificates. The shortlisted candidates will be called for Skill Test(s) separately on later dates.

Sr. No.	Details	Requirement/ Information
1.	a. Name of the position	Personal Assistant
	b. No. of vacancies	1 (UR)
	c. Consolidated Emoluments (all inclusive)	Rs. 31,000 p.m.
	d. Eligibility	i. 3 years Graduation in any discipline
		ii. 80 w.p.m. speed in short hand in English* ¹
		iii. Typing Speed of not less than 8000 kdph on Computer* ²
		iv. Two years experience in the relevant field* ³
	e. Desirable	i. Knowledge in Computer (MS Excel, Word, Power Point etc.,)
		ii. Studied in Regional Language i.e., Telugu as one of the subjects up to 10 th standard
f. Age limit	30 years. Age relaxation will be given as per ICMR guidelines.	
g. Tenure	Initially for up to one year and extendable as per need.	
h. Date & Time of Written Test	21-12- 2017 from 10.30 AM onwards	

2.	a. Name of the position	Office Assistant
	b. No. of vacancies	3 (UR-3)
	c. Consolidated Emoluments (all inclusive)	Rs. 17,000 p.m.
	d. Eligibility	i. 3 years Graduation in any discipline
		ii. Typing Speed of not less than 8000 kdph on Computer* ²
		iii. Two years experience in Administration/ Finance & Accounts* ³
	e. Desirable	i. Knowledge in Computer (Typing, MS Excel, Word, Power Point/ Web designing/ Photoshop etc.,)
		ii. Studied in Regional Language i.e., Telugu as one of the subjects up to 10 th standard
	f. Age limit	28 years. Age relaxation will be given as per ICMR guidelines.
g. Tenure	Initially for up to one year and extendable as per need.	
h. Date & Time of Written Test	21-12- 2017 from 10.30 AM onwards	

3.	a. Name of the position	Data Entry Operator
	b. No. of vacancies	2 (UR-1, SC-1)
	c. Consolidated Emoluments (all inclusive)	Rs. 18,000 p.m.
	d. Eligibility	i. 12 th Standard/ Intermediate
		ii. Typing Speed of not less than 8000 kdph on Computer* ²
		ii. Two years experience in the relevant field* ³
	e. Desirable	i. Knowledge in Computer (MS Excel, Word, Power Point etc.,)
		ii. Certificate Courses in Computers
iii. Studied in Regional Language i.e., Telugu as one of the subjects up to 10 th standard		
f. Age limit	28 years. Age relaxation will be given as per ICMR guidelines.	
g. Tenure	Initially for up to one year and extendable as per need.	
h. Date & Time of Written Test	22-12- 2017 from 10.30 AM onwards	

4.	a. Name of the position	Technician-C
	b. No. of vacancies	2 (UR-1, OBC-1)
	c. Consolidated emoluments (all inclusive)	Rs. 18,000
	d. Eligibility	i. Intermediate (10+2) or equivalent
		ii. Two years experience in the relevant field* ³
		<i>or</i>
	e. Desirable	i. Graduation with at least one subject in computers
		i. One year experience in Government Research Institutes* ³
ii. Studied in Regional Language i.e., Telugu as one of the subjects up to 10 the standard		
	iii. Knowledge in Computer like Internet etc.,	
f. Age Limit	30 years. Age relaxation will be given as per ICMR guidelines.	
g. Tenure	Initially for up to one year and extendable as per need.	
h. Date & Time of Written Test	22-12- 2017 from 10.30 AM onwards	

- *1 - For Personal Assistant Skill Test in shorthand in English & Skill Test on computer typing in English will be conducted, which will be intimated based on performance in Written Test.
- *2 - For Office Assistant, Data Entry Operator – Skill Test on computer typing will be conducted, which will be intimated based on performance in Written Test.
- *3 - Testimonial should specify the nature of duties.

The candidates should bring **all original certificates** of educational qualifications (from SSC onwards), experience, OBC/ SC/ ST Community and PH Certificates along with one set of photo copies of the same duly attested (can be self attested) along with a passport size photograph for attending the Walk-in-Written Test. Application Form can be downloaded from www.narfd.org or www.icmr.nic.in.

The persons belonging to Other Backward Category should bring the latest O.B.C. (Non-creamy layer) Certificate issued by the respective Tahsildar/ MRO specifically issued for the purpose of applying for Central Government Post. **No TA/ DA will be paid for attending the Walk-in-Written Test.** The recruited staff are eligible for leave as per rules and the selected candidate(s) will have to give an undertaking before joining.

GENERAL CONDITIONS: The conditions of employment will be as per ICMR guidelines. The Director in-charge & Appointing Authority has the right to accept/ reject any application without assigning any reason(s) and no correspondence in this matter will be entertained. All criteria like Age, Experience, Qualifications etc., will be reckoned as on 21-09-2017 for the pcsts mentioned at sl. no. 1 & 2 and 22-12-2017 for the posts mentioned at sl.no. 3 & 4.

Note: No electronic devices including Calculator and Mobile phones are allowed in the examination Hall.

Advt. No.1/NARF/2017


Administrative Officer i/c
for Director