

INDIAN COUNCIL OF MEDICAL RESEARCH
Division of Epidemiology and Communicable Diseases

WALK-IN-WRITTEN TEST/INTERVIEW
(EMPLOYMENT NOTIFICATION)

Following posts are to be filled purely on contractual basis for working in the research project entitled "Cohorts for HIV Resistance and Progression in Indian Children and Adults (CoHRPICA)" under the Division of Epidemiology and Communicable Diseases (ECD)-II. Interested candidates are invited to appear for the Walk-in-Written Test/ Interview along with 5 copies of their updated Bio data/ CV on **24th April 2018, at 09:00 A.M** at reception hall, **ICMR Hq, New Delhi**. **Latecomers will not be entertained after 10:00 A.M.** under any circumstances.

1. Assistant: 2 Posts (1Un-reserved; 1 OBC)

Qualification

Graduate in any discipline from a recognized University with five years' experience in administration/ finance and accounts work at a recognized institution

Desirable

Diploma in computer applications

Job Description

1. Communication and correspondence with International and National agencies
2. Preparation of financial documents, Programme Report
3. Drafting letters for sending to various organizations
4. Assisting Scientific staff
5. File management and approvals
6. Report writing and correspondence with study sites/ partners
7. To complete specialized tasks assigned in the related area of work with discipline and in a timely manner
8. Any other work that may be assigned from time to time by the Program officer and the Scientific staff

Emoluments (pm)

Rs. 32000/-

Age

Not exceeding 30years. Relaxable up to 5 years for Government servants and SC/ST and 3 years for OBC candidates.

Tenure	9 months (Renewable for the project duration, subject to performance and project requirement)
Place of work	ICMR Hqrs., New Delhi
Date & Time of	24 th April, 2018
Written Test/ Interview	9.00 am onwards.

Selection Procedure: Interview will be conducted for the eligible candidates. However, if more than 30 candidates are found eligible for the post advertised, Written Test/ Skill Test may also be conducted on the same day before the final round of Interview.

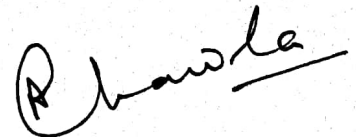
The candidates should bring 5 copies of biodata along with all original certificates of educational qualifications (from SSC onwards), experience, Aadhaar Card, Community and PH Certificates along with one set of photocopies of the same duly attested (can be self-attested) along with a passport size photograph for attending the Written Test/Interview. Persons belonging to Other Backward Category should bring the latest O.B.C. (Non-creamy layer) Certificate issued by the respective Tahasildar/ MRO specifically issued for the purpose of applying for Central Government Post.

No TA/DA will be paid for attending the Written Test/ Interview. The recruited project staff is eligible for leave as per rules and will have to give an undertaking before joining.

GENERAL CONDITIONS: The conditions for employment will be the same as that of the project staff on contract basis. Age concession to the extent of service rendered in ICMR projects will also be admissible for experienced and skilled persons. The candidates have no right to claim for any regular employment at this Institute. The appointing authority has the right to accept/ reject any application without assigning any reason(s) and no correspondence in this matter will be entertained. Age, Qualification, experience etc., will be reckoned as on the date of walk-in written test/ Interview.

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

For any query, please contact al 011-26589169/26589397.



Administrative Officer
For Director General