

No. 7/1/12- Seminar (HRD) Vol. IV (Pt)

Dated:- 02.04.2018

Sub: Advertisement for the post of Office Assistant ₹ 32000/- (thirty two thousand only) corresponding to PB: 2 Rs. 9300-34800+ Grade- Pay Rs 4600/- Under the Project entitled "preparation and maintenance of support system for application received for organizing national/international seminars/symposia/ conferences/workshops" at ICMR Hqrs. Office, New Delhi.

One post of Office Assistant (Unreserved) is to be filled up on purely temporary basis (up to 30.09.2018) at ICMR Hqrs. Office, New Delhi under Division of Human Resource Planning and Development as per following:-

Name of Post	Assistant
Age	30 Years(as on 23.04.2018)
Salary	₹ 32000 (Corresponding to PB: 2 Rs. 9300-34800+ Grade Pay Rs 4600)
Qualification	Graduate in any discipline with 5 years experience in administrative/finance and accounts with good computer knowledge.

The post is to be filled up on purely temporary basis. The appointment can be terminated/withdrawn with one month notice on either side. Since the post is purely temporary, the incumbent selected will have no claim for regular appointment under ICMR or continuation of his/her service in any other project. No benefits of Provident Fund, HRA, CCA, Leave Travel Concession, Medical claim, etc. will be considered. Age relaxation for SC/ST/OBC candidate is as per Government Rules. **No TA/DA etc will be given to attend the test/walk-in-interview.**

Candidates desirous for the above post may appear for a walk-in-interview /test to judge the technical/professional skill on 23.04.2018 at ICMR Hqrs., Ansari Nagar, and New Delhi. The registration/document verification will be held between 9.30 AM to 10:30 followed by written test (NIMS Conference Hall) and personal discussion. Only shortlisted candidates after the test will be allowed for interview.

Those appearing for walk-in-interview/test should bring with them (1) Four copies of Curriculum-Vitae with one self attested photograph. (2) Self-attested copy of each of the certificate. (3) All certificates/testimonials in original.

ICMR website

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Sr. A.O (HRD)