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INDIAN COUNCIL OF
MEDICAL RESEARCH

V C R C
VECTOR CONTROL RESEARCH CENTRE

**ICMR-VECTOR CONTROL RESEARCH CENTRE
MEDICAL COMPLEX, INDIRA NAGAR
PUDUCHERRY – 605 006**

Advertisement No. 01/2018-19 dated 26.02.2019

The ICMR-Vector Control Research Centre (ICMR-VCRC), Puducherry is a Permanent Institute of Indian Council of Medical Research, an autonomous organization under the Department of Health Research, Ministry of Health & Family Welfare, Government of India, invites applications upto **01.04.2019** for filling up the following vacancies in ICMR-VCRC, Puducherry and its Field Stations in different parts of the Country on All India Service Liability;

Sl. No	Name of the post	Classification	Pay (as per 7 th CPC)	No. of vacancies	Reservation	Essential Qualification	Age limit
1	Personal Assistant	Group 'B' Ministerial	Level 6 of Pay Matrix; ₹ 35,400 -1,12,400	1 (One)	UR	i) Minimum 3 years Bachelor's degree in any discipline from a recognized University / Institute with computer literacy ii) 120 w.p.m. speed in short hand (English or Hindi)	Not exceeding 30 years
2	Assistant	Group 'B' Ministerial	Level 6 of Pay Matrix; ₹ 35,400 -1,12,400	1 (One)	UR	i) Minimum three years Bachelor's degree in any discipline from a recognized University / Institution ii) Working knowledge of Computer (MS Office/ Power Point)	Not exceeding 30 years
3	Upper Division Clerk	Group 'C' Ministerial	Level 4 of Pay Matrix; ₹ 25,500 – 81,100	6 (Six)	UR – 5 OBC – 1	i) Degree of a recognized University or equivalent ii) 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)	18 to 27 years

Sl. No	Name of the post	Classification	Pay (as per 7 th CPC)	No. of vacancies	Reservation	Essential Qualification	Age limit
4	Stenographer	Group 'C' Ministerial	Level 4 of Pay Matrix; ₹ 25,500 – 81,100	1 (One)	UR	i) 12 th class pass or equivalent qualification from a recognized Board or University with computer literacy ii) 80 w.p.m. speed in shorthand in English or Hindi	18 to 27 years
5	Lower Division Clerk	Group 'C' Ministerial	Level 2 of Pay Matrix; ₹ 19,900 – 63,200	1 (One)	UR	i) 12 th class pass or equivalent qualification from a recognized Board or University ii) 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)	18 to 27 years

(Please read the following instructions carefully)

ABBREVIATION : SC – Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Classes (**Non-creamy layer**), PwD – Person with Disabilities, UR – Unreserved

Age Limit:

Crucial date for determining the age limit will be the closing date for receipt of application i.e., **01.04.2019**. The age limit for the Departmental candidate for the post of Personal Assistant / Assistant is 35 years and for the post of Upper Division Clerk / Stenographer / Lower Division Clerk is 40 years or in accordance with the instructions and orders issued by the Department of Personnel & Training (DoPT) from time to time in this regard.

How to apply:

- (1) Application form and other information may be downloaded from the websites “www.vcrc.res.in” and “www.icmr.nic.in”.
- (2) Demand Draft for ₹ 300/- (**Rupees Three Hundred Only**) towards application fee drawn in favour of “**The Director, ICMR-VCRC, Puducherry**” to be submitted along with duly filled-in application. SC/ST/PwD and Women candidates are exempted from payment of application fee. ICMR employees **are not exempted** from payment of application fee.
 - (i) On the over leaf of Demand Draft, the candidate must mention his/her name and post applied for.
 - (ii) Application fee once paid will not be refunded under any circumstances nor can it be held in reserve for any other recruitment or selection process.
 - (iii) Any other mode of payment viz., cash, money order and cheque will not be accepted.

- (3) Application form duly signed by the candidate with enclosures along with Demand Draft (as applicable) should be sent to **“The Director, ICMR-Vector Control Research Centre, Medical Complex, Indira Nagar, Puducherry – 605 006”**, so as to reach on or before **01.04.2019**.
- (4) Self-attested copies of the following documents should be enclosed along with the application form:-
 - (a) Proof of Date of Birth
 - (b) Educational qualification (Degree / certificates in support of educational qualification and copies of all mark sheets for all the years)
 - (c) Community Certificate (as applicable)
 - (d) Self declaration for OBC candidate (as applicable)
 - (e) Demand Draft for ₹ 300/- (wherever applicable)
 - (f) Other documents, as applicable
- (5) Candidates belonging to reserved category (SC/ST) should submit the community certificate issued by the competent authority in the prescribed format (**Annexure “A”**) of Government of India for claiming fee concession.
- (6) In case of candidates belonging to OBC category, community certificate should specifically contain the clause that the candidate does not belong to **“CREAMY LAYER”** section. The OBC candidate who belong to CREAMY LAYER are not entitled for reservation admissible to OBC category and such candidates have to indicate their category as General. The OBC (Non-Creamy Layer) candidates should submit the community certificate issued by the competent authority in the prescribed format (**Annexure “B”**) of Government of India for claiming age relaxation. In addition to the community certificate, the OBC candidates are required to submit their self-declaration in the prescribed format (**Annexure “C”**) that they belong to backward class recognized by Government of India and also they do not belong to persons/sections/sections (creamy layer) as per DoPT O.M dated 08.09.1993, 09.03.2004 and 14.10.2008.

Other service conditions:-

- (1) Allowances as per Central Government Rules are admissible on the pay scale mentioned against each post.
- (2) Benefits of new restructured defined contributory pension system are admissible as per the provision contained in the Ministry of Finance, Department of Economic Affairs (ECD & PR Division), Notification No. 5/7/2003-ECD & PR dated 22.12.2003 effective from 01.01.2004.
- (3) Applications from employees working in Central / State Government Departments / Public Sector Undertakings / Government funded research agencies must be forwarded through proper channel. Advance copy of application with all necessary documents will be considered subject to the condition that **“No Objection Certificate”** from the employer is produced **at the time of certificate verification**.
- (4) The selection to the above posts shall be made by open competitive written test followed by skill test on computer. For the posts of LDC / Stenographer / UDC / Assistant / Personal Assistant, the qualifying marks for written test shall be 50% for UR/OBC and 40% for SC/ST/PH candidates, out of total marks prescribed. Only qualified candidates in the written test will be called for computer based skill test for the post of LDC / UDC / Assistant and shorthand test for the post of Stenographer / Personal Assistant.

- (5) The skill test will be of qualifying nature only. Skill Test / Shorthand Test will be conducted in English medium only.
- (6) Appointment will be subject to medical fitness and verification of character and antecedents from civil authorities.
- (7) The above posts are with all India transfer liability under the Council.
- (8) Date, Time and Place of written test will be intimated to the eligible candidate through post, separately.
- (9) The Centre will not be responsible for any postal delay.
- (10) Incomplete / late applications or without application fee (except for the exempted candidates) or applications without signature and copies of required certificates will be summarily rejected without any notice and no enquiry in this regard, will be entertained.
- (11) The notified vacancies are tentative. ICMR-VCRC reserves the right to cancel / restrict / enlarge / modify the requirements advertised, if need, so arise, without assigning any further notice or assigning any reason thereto. The decision of the Director, ICMR-VCRC, Puducherry will be final and no appeal will be entertained.
- (12) While applying for the above posts, the candidate must ensure that he/she fulfils the eligibility and other terms and conditions mentioned as on the specified dates and the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment/selection that the candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will automatically stand cancelled. If any of the above shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated without any notice.
- (13) The ICMR-VCRC reserves the right to rectify any inadvertent error or omission at any stage of the recruitment process.
- (14) Merely satisfying the essential qualification does not entitle the candidate to be called for written test.
- (15) SC/ST Candidates called for written test will be paid 2nd class rail fare by the shortest route, subject to production of documents along with proof of travel. Local transportation charges shall however be borne by the candidates themselves. Candidates will make their own arrangements for boarding and lodging.
- (16) 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. No enquiry or correspondence shall be entertained on the issue related to selection process.
- (17) Addendum/Corrigendum in respect of the above vacancy notification, if any, shall be issued on our website "[www. vcrc.res.in.](http://www.vcrc.res.in)" Candidates are advised to regularly visit our website to keep themselves updated.
- (18) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Chennai and the Courts/Tribunals/Forums at Chennai only shall have the sole and exclusive jurisdiction.