**INDIAN COUNCIL OF MEDICAL RESEARCH**

**Division of RMPPC**

**WALK-IN-INTERVIEW**

**(EMPLOYMENT NOTIFICATION)**

Applications are invited from eligible candidates for the following posts to be filled purely on temporary basis for a period of 6 months (till 15 August, 2019) under **Research Management Policy, Planning and Coordination (RMPPC)**: Applications (only prescribed format) will be received from the individuals on 18/02/2019 b**etween 09:00 A.M. and 10:00 AM at ICMR Hqrs, for Walk –in-Interview.** Late applications will not be entertained after 10:00.AM under any circumstances. Eligible candidates will be interviewed thereafter.

Post 1 : Data Entry Operator – 1 (Grade ‘C’)

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Details** | **Requirements/Information** |
| 1. | **a) Name of the post** | **Data Entry Operator Grade ‘C’** |
|  | b) No. of vacancy | One post |
|  | c) Essential Qualifications | Bachelor’s degree in Computer Application /Information Technology/ Computer Science of a recognized University/ Institute. |
|  | d) Desirable Qualifications | * At least 4 year experience in preparing reports, analyzing data, preparing charts and graphs, etc. * Knowledge of Ms Office (Word, Power Point, Excel) and experience in coral draw as well as working in biomedical research organization/ agency. * Handling/ Preparing database and other computer related programs/activities related to biomedical areas. |
|  | d) Age | Not exceeding 30 years on 18/02/2019 |
|  | f) Consolidated Emoluments | * Rs. 31,000/-per month (fixed) |
|  | g) Tenure | * 6 months ( till 15 August, 2019) |
|  | i) Place of work | * ICMR Hqrs., Ansari Nagar, New Delhi |
|  | j) Date & Time of Walk-in-Interview | * 18/02/2019, at ICMR Hqrs. * Registration time: 09:00 AM to 10:00 AM |

Post 2 : Multi Tasking Staff (MTS) - 1

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Details** | **Requirements/Information** |
| 1. | **a) Name of the post** | **Multi Tasking Staff (MTS)** |
|  | b) No. of vacancy | One post |
|  | c) Essential Qualifications | 10th Pass/High School equivalent. |
|  | d) Desirable Qualifications | 12th pass in science subjects and knowledge of computer basics.  Knowledge of scientific particularly medical terms as well as office procedures. |
|  | d) Age | Not exceeding 25 years on 18/02/2019 |
|  | f) Consolidated Emoluments | * Rs. 15,800-per month (fixed) |
|  | g) Tenure | * 6 months ( till 15 August, 2019) |
|  | i) Place of work | * ICMR Hqrs., Ansari Nagar, New Delhi |
|  | j) Date & Time of Walk-in-Interview | * 18/02/2019, at ICMR Hqrs. * Registration time: 09:00 AM to 10:00 AM |

**Terms & Condition:**

1. The post is to be filled up on purely temporary basis.
2. Incomplete/late applications will not be entertained.
3. Without signature applications will be rejected.
4. Application will only be accepted in prescribed format.
5. Any canvassing on behalf of the candidate or attempting to bring external influence with regard to selection/recruitment shall be considered as DISQUALIFICATION.
6. Age relaxation for reserved categories will be as per DOPT rules..
7. No benefit of provident fund, HRA, CCA, Leave Travel Concession, Medical Claim etc will be considered, since the post is on purely temporary basis.
8. No TA/DA etc will be given to attend the walk-in-interview.
9. The appointment is terminable with one month notice from either side without assigning any reason.
10. Candidates not having said Qualification should not report.

**GENERAL CONDITIONS**: The candidates have no right to claim for any regular employment. 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 18/02/2019, the date of walk-in-interview. Those appearing for walk-in-interview should bring with them (1) All certificate/testimonials in original (2) one attested copy of the certificates (3) Seven copies of brief Curriculum- Vitae as per the prescribed application format.

For any query, please contact at email id: kantr2001@yahoo.co.in

**APPLICATION FORM**

**Post applied for:……………………………………………………..**

1. Name of the applicant (in full block letters) …………………………………………………………………

Paste self attested recent colored passport size photograph

1. Father’s /Husband’s Name ……………………………………………………………………………
2. Date of Birth …………………………………………………………………………………………………
3. Age as on 18/02/2019 ………… …………………………………………………………………….…..
4. Gender (Male/Female) …………………………………………………………………………………
5. Present Address (with pin code) …………………………………………………………………..

………………………………………………………………………………………………………………………

1. Permanent address (with pin code) ……………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………

1. Email ID ……………………………………………………………………………………………………………………………………..
2. Mobile No ………………………………………………………………………………………………………………………………….
3. Academic & professional Qualification (Starting From Higher Secondary)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Name of the Exam | Board/University /College | Year of Passing | Percentage of Marks |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

1. Details of experience – starting with the current/ most recent one

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Organization Name** | **Designation** | **From** | **To** | **Last Salary Drawn** | **Reason for Leaving** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

\*Additional information may be provided on separate row/coloum/sheets.

1. Total experience in years ……………………………………………………………………………………………………………
2. Knowledge of computer …………………………………………………………………………………………………………….
3. Any other information ………………………………………………………………………………………………………………..

……………………………………………………………………………………………………………………………………………………

**DECLARATION**

It is certified that the information provided as above is true & complete in all respects and to the best of my knowledge & Belief. If anything found wrong/Incorrect, my candidature stands cancelled.

(Signature of the Application)

Name…………………………………………………………

Place……………………………………………………………...

Date ……………………………………………………………….