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INDIAN COUNCIL OF
MEDICAL RESEARCH

NIREH
NATIONAL INSTITUTE FOR RESEARCH
IN ENVIRONMENTAL HEALTH

आई.सी.एम.आर. - राष्ट्रीय पर्यावरणीय स्वास्थ्य अनुसंधान संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

ICMR-National Institute for Research in Environmental Health
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

Advertisement No. NIREH/HR/PP/2019/01

Applications from eligible candidates are invited up to **28.02.2019** for the following Administrative posts at ICMR-National Institute for Research in Environmental Health, a permanent Institute of Indian Council of Medical Research, Department of Health Research, Ministry of Health & Family Welfare, Kamla Nehru Hospital Building, Gandhi Medical College Campus, Bhopal – 462 001.

Sl. No.	Name of the Post	Classification of Post	No. of Posts	Pay Matrix and Pay Level as per 7 th CPC	Education Qualification		Job requirement	Age Limit
					Essential	Desirable		
1.	Section Officer	Group-B	01 (Unreserved)	Level-7(44900-142400) plus allowances as admissible under ICMR Rules	Minimum three years Bachelor Degree in any discipline from a recognized university.	MBA Degree in HR/Finance or equivalent	To deal with all establishment & administrative matters, finance/accounts/Purchase of Stores and audit of accounts with the assistance of his subordinates. His duties also include maintenance of discipline in the Section and distribution of work among the staff.	Not exceeding 30 years
2.	Stenographer	Group-C	01 (Unreserved)	Level-4(25500-81100) plus allowances as admissible under ICMR Rules	(i) 12 th Class pass or equivalent qualification from a recognized Board or university with Computer literacy. (ii) 80 words per minute speed in short hand in English or Hindi.	1. Graduate/Post Graduate degree from a recognized university/Institution 2. Well versed with Computer Operations	To take dictation and type the matter as per instruction and other duties assigned from time to time by the competent authority.	Not exceeding 27 years



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3.	Staff Car Driver (Ordinary Grade)	Group-C	01 (Unreserved) Reserved for Ex-servicemen	Level-2 (19900-63200) plus allowances as admissible under ICMR Rules	(i) Matric/S.S.C or equivalent from a recognized board (ii) Valid driving license issued by RTO of any State and authorized to drive Light Motor Vehicles (Goods & Passenger) (iii) Two years driving experience in recognized organization/Institute.	12 th or or equivalent from a recognized board with valid driving license issued by RTO of any State and authorized to drive heavy Motor Vehicles (Goods & Passenger)	To drive the office vehicle and other duties as assigned from time to time.	Between 18- 25 years
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General Clauses:

1. **Method of Selection:** Selection for the post of Section Officer will be through a written test and selection for the post of Stenographer and Staff Car Driver will be through a written test followed by a skill test. Merit list will be prepared based on the marks obtained in written examination.
2. Skill test/driving test will be qualifying in nature, however merit list will be prepared based on the marks obtained in written examination only.
3. For Stenographer post, dictation of 10 minutes at a speed of 80 words per minute and transcription: 50 minutes for English and 65 minutes in Hindi on computer will be given. For staff car driver a driving test shall be conducted.
4. The qualifying marks in the written test will be 50% for UR/OBC Candidate and 40% for SC/ST Candidate.
5. **Age** will be reckoned on the closing date for receipt of application.
6. **Age relaxation:**
 - a) Relaxation in age to Government servants, SC/ST/OBC(Non-Creamy Layer)/ Divyang & Ex-Serviceman candidates will be given in accordance with the instructions issued by the Department of Personnel and Training from time to time in this regard. No age relaxation will be given against unreserved posts as per GoI/DoPT Rules.
 - b) Relaxation in age to Central Government Servants/Departmental Candidates serving in ICMR with a minimum of three years regular service will be considered in accordance with the GoI/DoPT rules.
 - c) Age relaxation to divorced women shall be given as per rules subject to submission of proof alongwith the application.
7. **ICMR-NIREH, Bhopal reserves the right to :**
 - a) fix criteria for screening the applications so as to limit the number of candidates to be called for written test/interview. Mere fulfilling the essential qualification and requisite experience by the candidate does not confer any right to be called for interview/written test.
 - b) increase/decrease the number of vacancies.
 - c) frame the panel for filling up future vacancies arising during the tenability of panel which is normally operative for one year after declaration of final recruitment result.
 - d) fill up or not to fill up any of the advertised positions.
 - e) reject any application without assigning any reason whatsoever.
 - f) Rectify any inadvertent error or omission at any stage of recruitment process.
8. Supersession or any wrong or misleading information in the application may forfeit the candidature either during the process or thereafter.

How to apply:

1. The candidates applying for the above mentioned posts should go through the detailed advertisement before and while applying for any of the above posts, the applicant must ensure that he/she fulfils the eligibility criteria and other terms and conditions mentioned in the advertisement.



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2. Concealing of information or furnishing false information will lead to rejection of the candidature at any stage of the recruitment. In case, it is detected at any stage of recruitment /selection that the candidate does not fulfill the eligibility criteria norms for the post 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.
3. Application forms for all the posts can be downloaded from the web site of ICMR-NIREH (www.nireh.org). Applicants should indicate the post applied for legibly on the first page of prescribed "APPLICATION FORM" and affix one passport size photographs copies of necessary supporting documents (degree, diploma, experience, caste certificate, proof for date of birth, NOC from present employer, etc.) should be sent in a sealed cover super scribing "**Application for the post of**" on the envelope to **Director, ICMR-National Institute for Research in Environmental Health (NIREH), Kamla Nehru Hospital Building, Gandhi Medical College Campus, Bhopal – 462 001** through Regd. /Speed Post, latest by **28.02.2019 (Upto 06:00 p.m. only)**, along with non refundable application fee by Indian Postal Order/Demand Draft of Rs. 300/- (Three Hundred) payable to **NIREH, Bhopal**. Fees once paid will not be refunded in any case.
4. SC/ST, Divyang and Women candidates are exempted from paying the application fee. Exservicemen applying for Group 'C' posts are also exempted from paying application fee. However, the application fee is payable by all other candidates including ICMR employees. Fee, once paid, shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection.
5. Those ex-servicemen who have already secured regular employment under the Central/State Government in civil post after availing the benefit of ex-servicemen quota would be permitted the benefit of age relaxation as admissible for ex-servicemen for securing another employment in any higher post or service under the Central/State Government irrespective of any Group/post. However, such candidates will not be eligible for the benefit of reservation, if any, for ex-servicemen in Central Government.
6. A candidate working in Armed Forces would become eligible for applying civil posts only when he completes the prescribed period of Army Service within a year from the last date for receiving application in connection with Special Recruitment/Examination, etc. prescribed by the competent authority.
7. Unsigned/Incomplete application or application without supportive documents, without requisite fee, application received late, application not in the prescribed format, application received by Fax/e-mail etc. will be summarily rejected. **ICMR-NIREH will not be responsible for late receipt of application due to postal delay and no correspondence will be entertained in this regard.**
8. Applications from employees working in Central/State Govt. departments/Public Sector Undertakings and Govt. funded research agencies must be forwarded through proper channel. However, advance copy of application may be considered subject to the condition that a "No Objection Certificate" from the employer is produced at the time of written test/personal discussion failing which the candidate will not be allowed to appear before the written examination/interview.
9. Canvassing in any form by the candidate or on his/her behalf or to bring political or other outside influence with regard to selection/recruitment shall be considered as disqualification.



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10. No TA / DA will be admissible to attend written test.
11. Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
12. Date of written test / interview will be communicated to the eligible candidates through call letters and no enquiry in this regard will be entertained. Candidates are advised to visit ICMR-NIREH website (www.nireh.org) and their registered e-mail id from time-to-time for getting latest information regarding the recruitment process.
13. Further any amendment/updates, shall be published on Institute's website only.
14. Any change in the address for communication should be intimated to Director, ICMR-NIREH by the candidate immediately.
15. If the candidate wishes to apply for more than one post, the separate application form should be submitted for each post.
16. The recruitment process can be cancelled/terminated/suspended without assigning any reasons. The Decision of Director, ICMR-NIREH will be final and no appeal in this regard will be entertained.
17. Eligible Divyang (PwD) candidates will be allowed to opt for own scribe as per rules.
18. OBC certificate for the purpose of age relaxation will mean "PERSONS OF OBC CATEGORY NOT BELONGING TO CREAMY LAYER" as defined in DOPT's O.M.No.36012/22/93-Estt (SCT), dated 8.9.1993, & modified vide O.M.No.36033/3/2004-Estt(Res), dated 9.3.2004 and 14.10.2008 and subsequently revised vide O.M.No.36035/1/2013-Estt.(Res.), dated 27.5.2013. The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also for assuming that the candidate does not fall in the Creamy Layer on the reckoning date. The candidate should furnish the latest relevant OBC certificate (should not be older than three years) in the format prescribed for Govt. Job and furnish declaration. OBC candidate must, therefore, furnish valid and updated OBC certificate which should specifically include the clause regarding "Exclusion from Creamy Layer" in order to get age relaxation.



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Performa for Other Backward Class (OBC) Certificate
(CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR
ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE
GOVERNMENT OF INDIA)

This is to certify that Shri / Smt. / Kum. _____ Son / Daughter
of Shri / Smt. _____ of Village / Town _____
District / Division _____ in the _____ State belongs
to the _____ Community which is recognized as a backward class
under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.
- (xvi) Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated 12/03/2007.
- (xvii) Resolution No. 12018/6/2005-BCC dated 10/10/2007 published in the Gazette of India Extraordinary Part I Section I No. 311 dated 12/10/2007.
- (xviii) Resolution No. 12015/2/2007-BCC dated 18/08/2010 published in the Gazette of India Extraordinary Part I Section I No. 232 dated 18/08/2010 & Corrigendum dated 11/10/2010.

Shri / Smt. / Kum. _____ and / or his family ordinarily
reside(s) in the _____ District / Division of _____ State.

This is also to certify that he / she does not belong to the persons / sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004 or the latest notification of the Government of India.

Dated: _____
Competent Authority

District Magistrate/

Seal



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NOTE:

- (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
- (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar.
- (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.
- (c) The annual income / status of the parents of the applicant should be based on financial year ending March 31, 2011

Declaration

(Only for OBC Non-Creamy Layer Category Candidates)

"I, _____ son/daughter of Shri. _____ resident of village/town/city _____ district _____ State _____ hereby declare that I belong to the _____ Community which is recognized as backward class by the Government of India for the purpose of reservation in service as per orders contained in Department of Personnel and Training Office memorandum. No.36012/22/93-Estt.(SCT) dated 8.9.1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Officer Memorandum dated 8.9.1993 and further revised vide O.M. No.36035/1/2013-Estt.(Res.) dated 27.05.2013.

Place:

Signature of the candidate

Date:



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FORM OF CERTIFICATE TO BE SUBMITTED BY THE GOVT. EMPLOYEE SEEKING AGE RELAXATION
(to be filled by the head of the office or Department in which the candidate is working)

It is certified that Sh/Smt/Kum/Dr. is a Central Government Civilian employee/State Government employee/employee of autonomous body holding the substantive/temporary post of in the Pay Level..... (Rs.) (of Pay Matrix as per 7th CPC with three years regular service in the grade as on closing date i.e. (the last date for submission of application form).

Place:

Date:

Signature, name & designation of the
competent authority with SEAL



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**CERTIFICATE TO BE PRODUCED BY SERVING/RETIRED/RELEASED
ARMED FORCES PERSONNEL FOR AVAILING THE AGE CONCESSION FOR
POSTS FILLED BY DIRECT RECRUITMENT**

Form of Certificate applicable for Released/Retired Personnel

1. It is certified that No..... Rank.....Name.....whose date of birth is..... has rendered service from..... to..... in Army/Navy/Air Force.
2. He has been released from military services:
 - a) on completion of assignment otherwise than
 - (i) by way of dismissal, or
 - (ii) by way of discharge on account of misconduct or inefficiency, or
 - (iii) on his own request, but without earning his pension, or
 - (iv) he has not been transferred to the reserve pending such release
 - b) on account of physical disability attributable to Military Service.
 - c) on invalidment after putting in at least five years of Military service
3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Place:

Date:

Signature, Name and Designation of the
Competent Authority**

SEAL

Delete the paragraph which is not applicable.



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Application form for Administrative and Technical post

Advt. No. NIREH/HR/PP/2019/01

Last Date of Application: 28.02.2019

All fields are mandatory (write NA if any clause is not applicable) please fill all the details in capital letters.

Application for the Post of : _____

Details of application fee: DD/IPO No. _____ Date: _____ Amount _____

Name of issuing Bank/Post Office: _____

Category :

☐

SC

☐

ST

☐

OBC

☐

GEN

☐

Divyaang(PwD)

☐

Ex-SM

1. Name of the Applicant : _____

2. Sex (M/F) : ☐

Marital Status : Married

☐

Unmarried

☐

Divorced

☐

3. Father's Name/Husband name : _____

4. Date of Birth : _____

5. Age as on last date :
of application submission
Indicated above

--	--	--

Days

Months

Years

6. Present/
Communication Address : _____

: _____

: _____ Pin Code _____

Mobile No. : _____

Email : _____

7. Permanent Address : _____

: _____

: _____ Pin Code _____

: _____ Telephone No. _____

Mobile No. : _____

8. Nationality : _____

9. Educational Qualification: (Enclose self-attested photocopies of degree/diploma certificates & mark sheets)

Examination	Subjects	Board/ Council/University	Division & percentage obtained	Year of Passing
X th (HSC)				
XII th (Intermediate)				
Diploma				
Degree				
Post Graduation				
Others				

10. Experience details in chronological order: (Enclose self attested copies of Work Experience Certificates)

Name of the Organization/Institution where worked	Name of the Post with status(whether Regular/Contractual)	Period		Total duration of experience	Scale of Pay & Gross Pay Drawn	Nature of Work
		From	To			

(Use separate sheet if space is inadequate)

11. Medium for skill test Hindi /English (For the post of Stenographer only) - _____

12. Name and address of two referees well known with the applicant's work :

Name	Occupation or Position	Address with telephone No. & e-mail
1.		
2.		

13. Details of relatives in NIREH / ICMR if any :

Name	Post & Department	Telephone No. & e-mail

14. Any other information you wish to add :

15. Check List : (Please tick in the box given below as proof of enclosures.)
All Certificates must be self-attested and be attached in the following order :

(i) Certificate in support of age (High School Certificate)	<input type="checkbox"/>
(ii) Degree/Diploma/Intermediate i.e.12 th (whichever applicable)	<input type="checkbox"/>
(iii) Experience Certificate	<input type="checkbox"/>
(iv) Caste certificate (If applicable) *	<input type="checkbox"/>
(v) Documents relating to retrenched Govt. Employees/Departmental	<input type="checkbox"/>
(Including Projects)	
(vi) Application fee.....	<input type="checkbox"/>

***Please submit affidavit in case the name in caste certificate differs from the name in other documents such as mark sheets etc.**

DECLARATION

I, _____ declare that the information furnished above is true and correct to the best of my knowledge and belief and no related information has been concealed. I am aware that if any of the above statements are found to be incorrect or false or any material information or particulars of relevance have been misstated, suppressed or omitted, I am liable to be disqualified for appointment and if appointed, my appointment will be liable to be terminated."

Place:

Date:

(Signature of the applicant)
Full Name:

Certificate to be furnished by the Employer/ Head of Office/ Forwarding authority

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular and this department has no objection for his/her applying for the post of

Also certified that :-

- i. There is no vigilance or disciplinary case pending / contemplated against Mr./ Ms./Mrs. _____.
- ii. His/ her integrity is beyond doubt.
- iii. No major / minor penalty has been imposed on him/her during last ten years.

Place:

Date:

Signature _____
Name & Designation
Tel No. and E-mail ID
Full Address with Seal