**INDIAN COUNCIL OF MEDICAL RESEARCH**

 **DIVISION OF HRD**

No. 3/1/3/Clinical Training/2018(HRD)

 Dated: 04.10.2018

**NOTICE**

 **With Reference to this office advertisement dated 24.09.2018 regarding Applications are invited for various contractual posts in Division of HRD**

 **The last date for submitting the application is now extended to 12 Oct 2018 (5:30pm).**

(JaganLal)

 Sr. Admin. Officer

 For director General

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**INDIAN COUNCIL OF MEDICAL RESEARCH**

**Division of Human Resource Planning &Development (HRD)**

**APPLICATIONS ARE INVITED FOR VARIOUS CONTRACTUAL POSTS IN DIVISION OF HRD**

No. 3/1/3/Clinical Training/2018 (HRD)

Dated:04.10.2018

Applications are invited for various contractual posts in the project entitled, “Preparation and maintenance of support system for applications received for DHR–ICMR funded Workshops for Clinical Training/Translational Research and various other HRD programs like, International Travel Grant, MD/MS thesis support *etc.*” in Division of HRD, at ICMR Hqrs. New Delhi as given below:

1. Scientist-C (Non-Medical)- 01 post (Unreserved)
2. Assistant- 01 post (Unreserved)
3. Data Entry Operator- DEO (Grade-A)- 01 post (Unreserved)
4. Multi-Tasking Staff (MTS)- 01 post (OBC)

The interested candidates may send in the completely filled in and signed respective Application form in the given format only as in **Annexure–I, II and III**(given below for the post of Scientist-C, Assistant, DEO/MTS respectively) along with one set of photocopy of self-attested documents*viz.* (Academic Degrees/Certificates, Professional degrees/Certificates, Caste certificate [if applicable] and detailed Curriculum Vitae). Only the shortlisted candidates will be informed through email for written test/personal discussion.

The last date for submitting the applications is now extended to **12thOctober2018 (by 5:30 pm)** by post for all the above mentioned posts addressed to:

**Sh. JaganLal**

**Senior Administrative Officer**

**R. No. 424,**

**Division of HRD,**

**V. RamalingaswamiBhawan,**

**Ansari Nagar,**

**New Delhi-110029**

***Note:****Envelope should be super scribed with* ***Post Name****as mentioned above.*

**CRITERIA FOR ELIGIBILITY AND OTHER INFORMATION**

1. **Scientist-C (Non-Medical)-***(Application format- Annexure-I)*
* **Duties/Responsibilities:**
1. Management of HRD programs, viz. DHR-ICMR funded Workshops for Clinical Training/Translational Research and International Travel Grant Support, etc.
2. Helping and assisting the Head of the Division as required.
3. Any other work assigned by Divisional Head from time to time
* **Qualifications-**

1st class Master’s degree in any field of Life Sciences/ Biological Sciences froma recognized university or 2nd class Master’s degree with Ph.D. degree in Life Sciences/Biological Sciences from a recognized university, with research & development experience and published papers.

* **Age:**Max. age limit 40 years (as on the 12th October, 2018). Age relaxation is admissible in respect of SC/ST/OBC candidates, retrenched Govt. employees, departmental candidates (including projects) and Ex-servicemen in accordance with the instruction issued by the Central Govt. from time to time. Age Concession to the extent of service rendered in other projects will also be admissible for experienced and skilled persons.
* **Consolidated Remuneration per month:**Rs. 57,660/- only.
* **Tenure-** The initial term of engagement will be only one year and subsequent extension if any, will be considered on case to case basis, depending upon job requirement and for its completion subject to fulfillment of performance and evaluation made by the Controlling Officer.
1. **Assistant-***(Application format- Annexure-II)*
2. All administrative/Finance/accounts work related to DHR-ICMR funded Workshops for Clinical Training/Translational Research and International Travel Grant Support, *etc.*
3. Helping and assisting the Head of the Division as required.
4. Any other miscellaneous work assigned by Divisional Head from time to time
* **Qualifications-**

Graduate in any discipline with five years of experience in administrative/finance and accounts with good computer working knowledge.

* **Age:**Max. age limit 30 years (as on the12th October, 2018) (relaxation as per Govt. & ICMR rules). Age relaxation is admissible in respect of SC/ST/OBC candidates, retrenched Govt. employees, departmental candidates (including projects) and Ex-servicemen in accordance with the instruction issued by the Central Govt. from time to time. Age Concession to the extent of service rendered in other projects will also be admissible for experienced and skilled persons.
* **Consolidated Remuneration per month:**Rs. 32,000/- only.
* **Tenure-** The initial term of engagement will be only one year and subsequent extension if any, will be considered on case to case basis, depending upon job requirement and for its completion subject to fulfillment of performance and evaluation made by the Controlling Officer.
1. **Data Entry Operator (Grade-A)-** *(Application format- Annexure-III)*
2. Performing all the entries from time to time in the computer for the DHR-ICMR funded Workshops for Clinical Training/Translational Research and International Travel Grant Support, schemes of ICMR *etc.*
3. Helping and assisting the Head of the Division as required.
4. Any other work assigned by Divisional Head from time to time
* **Qualifications-**

Intermediate or 12th pass from recognized board. A speed test of not less than 8000 key depressions per hour, through speed test on computer.

* **Age:**Max. age limit 27years (as on the 12th October, 2018) (relaxation as per Govt. & ICMR rules). Age relaxation is admissible in respect of SC/ST/OBC candidates, retrenched Govt. employees, departmental candidates (including projects) and Ex-servicemen in accordance with the instruction issued by the Central Govt. from time to time. Age Concession to the extent of service rendered in other projects will also be admissible for experienced and skilled persons.
* **Consolidated Remuneration per month:**Rs. 17,000/- only.
* **Tenure-** The initial term of engagement will be only one year and subsequent extension if any, will be considered on case to case basis, depending upon job requirement and for its completion subject to fulfillment of performance and evaluation made by the Controlling Officer.
1. **Multi-Tasking Staff-***(Application format- Annexure-III)*
2. Helping and assisting the Head of the Division as required.
3. Any other work assigned by Divisional Head from time to time.
* **Qualifications-**

High School or equivalent exam passed.

* **Age:**Max. age limit 27 years (as on the 12th October, 2018) (relaxation as per Govt. & ICMR rules). Age relaxation is admissible in respect of SC/ST/OBC candidates, retrenched Govt. employees, departmental candidates (including projects) and Ex-servicemen in accordance with the instruction issued by the Central Govt. from time to time. Age Concession to the extent of service rendered in other projects will also be admissible for experienced and skilled persons.
* **Consolidated Remuneration per month:**Rs. 15,800/- only.
* **Tenure-** The initial term of engagement will be only one year and subsequent extension if any, will be considered on case to case basis, depending upon job requirement and for its completion subject to fulfillment of performance and evaluation made by the Controlling Officer.

**Annexure –I**

**INDIAN COUNCIL OF MEDICAL RESEARCH**

**DIVISION OF HRD**

**APPLICATION FORM FOR THE POST OF SCIENTIST-C**

**LAST DATE: 12th October, 2018 (by 5:30pm)**

**Paste self attested recent colored passport size photograph**

1. Name of the applicant (Mr./Ms./Dr.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Father’s/husband’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Category (SC/ST/OBC/GEN): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Gender (M/F): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Present address (with Pincode): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Permanent address (with Pincode): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Mobile No.-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. Email ID- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Academic/Professional Qualifications:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No. | Name of the Exam | Board/University/College | Year of Passing | Percentage of Marks |
| 1. | High School |  |  |  |
| 2. | Intermediate |  |  |  |
| 3. | B.Sc. |  |  |  |
| 4. | M.Sc. |  |  |  |
| 5. | Ph.D. |  |  |  |
| 6. | Any other |  |  |  |

11. Details of experience - Starting with the current/most recentone

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No. | Name of the Post held | Institute/Organization Name | From | To | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

12. Total experience in years:

13. Knowledge of Computer:

14. Any other information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DECLARATION**

It is certified that the information provided as above is true & complete in all respect and to the best of my knowledge & belief. If anything found wrong/incorrect, my candidature will be treated as cancelled.

(Signature of the Applicant)

Date-\_\_\_\_\_\_\_\_\_\_\_\_

Place-\_\_\_\_\_\_\_\_\_\_\_

***Imp Note:*** *Incomplete and un-signed applications without supporting documents will be rejected. Applications received after the deadline will* ***NOT*** *be accepted.*

**Annexure –II**

**INDIAN COUNCIL OF MEDICAL RESEARCH**

**DIVISION OF HRD**

**APPLICATION FORM FOR THE POST OF ASSISTANT**

**LAST DATE: 12th October, 2018 (by 5:30pm)**

**Paste self attested recent colored passport size photograph**

1. Name of the applicant (Mr./Ms.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Father’s/husband’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Category (SC/ST/OBC/GEN): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Gender (M/F): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Present address (with Pincode): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Permanent address (with Pincode): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Mobile No.-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. Email ID- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Academic/Professional Qualifications:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No. | Name of the Exam | Subject/Board/University/College | Year of Passing | Percentage of Marks |
| 1. | High School |  |  |  |
| 2. | Intermediate |  |  |  |
| 3. | Graduation |  |  |  |
| 4. | Any other |  |  |  |

11. Details of experience - Starting with the current/most recentone

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No. | Name of the Post held | Institute/Organization Name | From | To | Reason for leaving |
|  |  |  |  |  |  |

12. Total experience in years:

13. Knowledge of Computer:

14. Any other information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DECLARATION**

It is certified that the information provided as above is true & complete in all respect and to the best of my knowledge & belief. If anything found wrong/incorrect, my candidature will be treated as cancelled.

(Signature of the Applicant)

Date-\_\_\_\_\_\_\_\_\_\_\_\_

Place-\_\_\_\_\_\_\_\_\_\_\_

***Imp Note:*** *Incomplete and un-signed applications without supporting documents will be rejected. Applications received after the deadline will* ***NOT*** *be accepted.*

**Annexure –III**

**INDIAN COUNCIL OF MEDICAL RESEARCH**

**DIVISION OF HRD**

**APPLICATION FORM FOR THE POST OF DATA ENTRY OPERATOR/MULTI-TASKING STAFF**

**LAST DATE: 12th October, 2018 (by 5:30pm)**

**Applied for(tick √ appropriate post name) Data Entry Operator-**

**Multi-Tasking Staff-**

**Paste self attested recent colored passport size photograph**

1. Name of the applicant (Mr./Ms.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Father’s/husband’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Category (SC/ST/OBC/GEN): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Gender (M/F): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Present address (with Pincode): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Permanent address (with Pincode): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Mobile No.-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. Email ID- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Academic/Professional Qualifications:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No. | Name of the Exam | Board/University/College | Year of Passing | Percentage of Marks |
| 1. | High School |  |  |  |
| 2. | Any other equivalent exam |  |  |  |

11. Working Experience-

**DECLARATION**

It is certified that the information provided as above is true & complete in all respect and to the best of my knowledge & belief. If anything found wrong/incorrect, my candidature will be treated as cancelled.

(Signature of the Applicant) Date-\_\_\_\_\_\_\_\_\_\_\_\_

Place-\_\_\_\_\_\_\_\_\_\_\_

***Imp Note:*** *Incomplete and un-signed applications without supporting documents will be rejected. Applications received after the deadline will* ***NOT*** *be accepted.*