



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

No. ICMR-VCRC/Admin.RecrUIT/01/2024-25/

Date: 21.02.2025

VACANCY NOTIFICATION

ICMR-Vector Control Research Centre, Puducherry invites online applications for the following regular posts from Indian citizens having essential qualification for the following posts under Direct Recruitment:-

Sl. No.	Name of the post	Total No. of Posts *	Reservation				Pay Level (as per 7 th CPC)
			Vertical				
			UR	OBC	SC	ST	
1.	Assistant Group-B (Ministerial)	2	2	-	-	-	Pay Level 6 (Rs.35400 – 112400)
2.	Upper Division Clerk Group-C (Ministerial)	1	1	-	-	-	Pay Level 4 (Rs.25500 – 81100)
3.	Lower Division Clerk Group-C (Ministerial)	4	2	1	-	1	Pay Level 2 (Rs.19900 – 63200)
	Total	7	5	1	-	1	

*Vacancies shown are tentative, ICMR-VCRC reserves the right to increase/decrease the vacancies at any stage of recruitment.

Link for submitting online applications and the last date of application submission will be intimated shortly.

Corrigendum, if any, shall be published on the websites of ICMR-VCRC, Puducherry/ICMR.

DIRECTOR



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Detailed Recruitment Notification

ICMR-Vector Control Research Centre (ICMR-VCRC), Puducherry, an autonomous organization under the *aegis* of Indian Council of Medical Research, Department of Health Research, Ministry of Health and Family Welfare, Govt. of India invites online applications from Indian Citizens for filling up of regular posts in Administrative cadre. Only those applications filled through online mode and are found in order will be accepted. Candidates should go through the detailed notification carefully before applying for the post and ensure that they fulfill all the eligibility conditions indicated in this notification. Candidature of the applicants not meeting the eligibility conditions will be cancelled at any stage of the recruitment process without any notice. Candidature of the applicants shall be purely PROVISIONAL at all stages of recruitment process. Details are as follows:

Important timelines for the examination/test will be as under:

Website Link opening date for online registration & submission of online applications	Will be Provided soon
Last date for online registration & submission of online applications	Will be Provided soon
Opening date for availability of admit cards for downloading from ICMR-VCRC website	Will be announced soon after closing date of receipt of applications
Date of Computer Based Test (CBT) and Computer Proficiency/Skill Test	Will be intimated in admit card

*The Link for downloading admit cards will be available in ICMR-VCRC website until the day of CBT.

Details of vacancies with essential qualification:

Name of the Post	Assistant
Post Code	ASST-01
Classification of Post	Group-B
Pay Matrix	Pay Matrix Level: Pay Level 6 of 7 th CPC (Rs.35400 – 112400)
Age Limit	Not exceeding 30 years i.e. Age must be between 18 to 30 years
No. of Vacancies & Reservation Category	2 Posts (UR-2)
Educational and other Qualification	i. Minimum 3 years Bachelor's degree in any discipline from a Recognized University/ Institution. ii. Working Knowledge of Computer (MS Office/ Power Point).

Name of the Post	Upper Division Clerk
Post Code	UDC - 02
Classification of Post	Group-C
Pay Matrix	Pay Matrix Level: Pay Level 4 of 7 th CPC (Rs.25500 - 81100)
Age Limit	Not exceeding 27 years i.e. Age must be from 18 to 27 years
No. of Vacancies & Reservation Category	1 Post (UR-1)
Educational and other Qualification	i. Degree from a recognized University or equivalent ii. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word)

Name of the Post	Lower Division Clerk
Post Code	LDC - 03
Classification of Post	Group-C
Pay Matrix	Pay Matrix Level: Pay Level 2 of 7 th CPC (Rs.19900 - 63200)
Age Limit	Not exceeding 27 years i.e. Age must be from 18 to 27 years
No. of Vacancies & Reservation Category	4 Post (UR-2; OBC-1; ST-1)
Educational and other Qualification	iii. 12th class pass or equivalent qualification from a recognized Board or University iv. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word)

ABBREVIATIONS:UR – Unreserved, **OBC** – Other Backward Classes (**Non-creamy layer**), **ST**–Scheduled Tribe

HOW TO APPLY

- Candidates should apply only through online mode and the link will be available in ICMR-VCRC website.
- Valid email id and mobile number is mandatory for online application process.
- Application fee (non-refundable) as mentioned below shall be applicable for applications to appropriate posts:

Name of the Post	UR/EWS/OBC	SC/ST/WOMEN/PwBD/ESM
Assistant	Rs.2000/-	Rs.1600/-
Upper Division Clerk		
Lower Division Clerk		

- ICMR employees are not exempted from payment of application fee.
- Application fee is to be paid by candidates through online mode only during the application process. The fee once deposited will neither be refunded under any circumstances, nor can the fee be held in reserve for any other examination or selection.

- Candidates interested to apply for different posts should submit separate applications for each post and pay the applicable fees separately.
- **The candidates need to upload scanned copies of the following documents along with their application as applicable: -**
 1. Proof of Date of Birth.
 2. Proof of Category i.e. SC/ST (**Annexure-I**)
 3. Proof of Category i.e. **OBC – Other Backward Classes (Non-creamy layer) (Annexure-II)**
 4. Declaration to be furnished by OBC Candidates (**Annexure-III**)
 5. Ex-servicemen Certificate for claiming reservation/age relaxation
 6. Proof of Educational Qualifications i.e. Mark sheet and degree certificate from Class-X onwards till essential.
 7. Certificate in Computer Application (MS Office/Power point), if any.
 8. Proof of Work Experience clearly mentioning start dates and end dates for each position held, if any.
 9. No Objection Certificate for Government employees (**Annexure-IV**)
 10. Proof of Experience for age relaxation for Central Government employees in the prescribed format (**Annexure-V**)
 11. Other documents, if any.
- All correspondences with the candidates shall be done only through their registered email id. All information regarding examination schedule/admit card etc. shall be provided through email and/or by uploading on Institute's website.
- Responsibility of receiving, downloading and printing of admit card/any other information shall be of the candidate.
- ICMR-VCRC will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or for delay/non-receipt of information if a candidate fails to access his/her mail/website in time.
- The candidates will be allowed to appear in the online computer-based test only if, they possess valid photo admit card.
- In the event of any false information furnished or suppression of any material in the application coming to notice, at any time during the recruitment process or thereafter, of a person, his/her candidature/services would be liable to be terminated.

SELECTION PROCEDURE FOR THE POST OF ASSISTANT (ASST-01)

Computer Based online screening examinations for the post of Assistant consisting two tiers (Tier -1: A Computer Based Test of MCQs and Tier-2: Computer Proficiency Test) will be held.

- The computer-based test (CBT) will be of MCQ type with a total of 100 questions as given below:

Sl. No.	Name of the post	Topic		Number of Questions	Marks	Remarks
1.	Assistant	Section - A	English Language	20	20	Cumulative time of 90 mins. There shall be no section wise qualifying marks.
		Section - B	General Knowledge including Current Affairs	20	20	
		Section - C	General Intelligence and Reasoning	20	20	
		Section - D	Computer Aptitude	20	20	
		Section - E	Quantitative Aptitude	20	20	
Total				100	100*	

*The CBT carries negative marking; 1 mark shall be awarded for each correct answer and 0.25 marks shall be deducted for every incorrect answer. Questions from the subject matter will be of a level commensurate with the essential qualification.

- The minimum essential qualifying marks (Pass marks) to be obtained by the candidates in the CBT for the post of Assistant are given below:

Category	Minimum essential qualifying marks
UR	50%

- Candidates Shortlisted based on their performance in CBT shall be called for Computer Proficiency Test of 20 marks which is **qualifying in nature**. The minimum essential qualifying marks for skill test shall be 50% of the total marks prescribed (i.e. 10 marks) for all the candidates.

Name of the Test	Skill Set	Marks	Duration
Computer Proficiency Test	Word Processing, Excel Sheet, Generation of Slides etc. The Test will include: <ol style="list-style-type: none"> Typing of a passage and/or other word processing exercises including a typing test in the speed of 45 w.p.m. in English and 40 w.p.m. in Hindi (13500 KDPH and 12000 KDPH respectively). Preparation of Excel Sheet. Preparation of Power Point Presentation and related exercises which are required in the normal day to day functioning of an Office. 	20 marks	Cumulative time of 60 mins

- Weightage for ‘Post Qualification Experience’ (Maximum 5 marks)** – In addition, up to 5 marks will be accorded to candidates who possess ‘Post Qualification Experience’ in any Government recognized / approved / registered Organization. The weightage marks for experience will be accorded as below:

Post Qualification Experience weightage table	
Relevant Experience	Weightage (marks)
>1 and up to 2 years	1
>2 and < 4 years	2
>4 and < 6 years	3
>6 and < 8 years	4
>= 8 years	5

IMPORTANT NOTE regarding the post of Assistant:

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| <ul style="list-style-type: none"> The CBT and Post Qualification Experience will carry a cumulative weightage of 100% and the Computer Proficiency Test is qualifying in nature. The Candidates based on their performance in CBT shall be called for Computer Proficiency Test in 1:10 ratio (10 candidates for every vacancy in respective category). The Scores of candidates in CBT will be considered for the final merit list only if the candidate qualifies the Computer Proficiency Test. The CBT scores carries a weightage of 95% and up to a maximum of 5 marks will be accorded for Post Qualification Experience. The sum arrived will have a weightage of 100% and shall be the final scores, from which the final merit list shall be prepared. |
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SELECTION PROCEDURE FOR THE POST OF UPPER DIVISION CLERK (UDC-02) AND LOWER DIVISION CLERK (LDC-03)

Computer Based online screening examinations for the post of Upper Division Clerk and Lower Division Clerk consisting two tiers (Tier -1: A Computer Based Test of MCQs and Tier-2: Computer Proficiency Test) will be held.

- The computer-based test (CBT) will be of MCQ type with a total of 100 questions as given below:

Sl. No.	Name of the post	Topic		Number of Questions	Marks	Remarks
1.	Upper Division Clerk (UDC) & Lower Division Clerk (LDC)	Section - A	English Language	20	20	Cumulative time of 90 mins. There shall be no section wise qualifying marks.
		Section - B	General Knowledge including Current Affairs	20	20	
		Section - C	General Intelligence and Reasoning	20	20	
		Section - D	Computer Aptitude	20	20	
		Section - E	Quantitative Aptitude	20	20	
Total				100	100*	

* The CBT carries negative marking; 1 mark shall be awarded for each correct answer and 0.25 marks shall be deducted for every incorrect answer. Questions from the subject matter will be of a level commensurate with the essential qualification.

- The minimum essential qualifying marks (Pass marks) to be obtained by the candidates in the CBT for the post of Upper Division Clerk and Lower Division Clerk are as follows:

Category	Minimum essential qualifying marks
UR / OBC	50
ST	40

- Computer Skill Test for the post of Upper Division Clerk and Lower Division Clerk will be of qualifying in nature as below:

Name of the Test	Typing Speed	Key Depression
Computer Based Typing Test	35 w.p.m. in English or 30 w.p.m. in Hindi	(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)

- Weightage for 'Post Qualification Experience' (Maximum 5 marks)** – In addition, up to 5 marks will be accorded to candidates who possess 'Post Qualification Experience' in any Government recognized or approved or registered Organization. The weightage marks for experience will be accorded as below:

Post Qualification Experience weightage table	
Relevant Experience	Weightage (marks)
>1 and up to 2 years	1
>2 and < 4 years	2
>4 and < 6 years	3
>6 and < 8 years	4
>= 8 years	5

IMPORTANT NOTE regarding the post of Upper Division Clerk and Lower Division Clerk:

- The CBT and Post Qualification Experience will carry a cumulative weightage of 100% and the computer skill test is qualifying in nature.
- The Candidates based on their performance in CBT shall be called for Computer Skill Test in 1:10 ratio (10 candidates for every vacancy in respective category)
- The Scores of candidates in CBT will be considered for the final merit list only if the candidate qualifies the computer skill test.
- The qualifying marks of the skill test will be communicated on a later stage.
- The CBT scores carries a weightage of 95% and up to a maximum of 5 marks will be accorded for Post Qualification Experience. The sum arrived will have a weightage of 100% and shall be the final scores, from which the final merit list shall be prepared.

SYLLABUS:

CBT syllabus for the post of Assistant, Upper Division Clerk and Lower Division Clerk	
Topics	Syllabus
English language	Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, spotting error in sentences, Grammar - Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of "A", "AN" and "THE", Idioms and Phrases, etc.
General Knowledge including Current Affairs	Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Science and Scientific Research, Awards, Sports, National and International Organizations/Institutions including ICMR, Current Affairs - India & World, etc.
General Intelligence and Reasoning	Analogies - Symbolic/Number Analogy, Semantic Analogy, Figural Analogy, Similarities and differences, word building, relation concepts, visual memory, discrimination, observation, relationship concepts, Arithmetic number series, Semantic series, Number series. Coding and Decoding-small & Capital Letters/numbers coding, decoding and classification, etc.
Computer Aptitude	Characteristics of Computer, Computer Organization including RAM, ROM, File System, Input Devices, Computer Software - Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power Point), Information Technology Act, Digital Signatures, Application of Information Technology in Government for E-Governance, Mobile/Smartphone's Information Kiosks, etc.
Quantitative Aptitude (Maths)	Number System, Decimals, fractions, LCM, HCF, Ratio and Proportions, Percentage, Average, Profit and Loss, Simple & Compound Interest. Time and work, Time and distance, Mensuration (2D and 3 D), Algebra, Data interpretation, Table & Graphs etc.

- The Syllabus is indicative or exhaustive.

Note: The Syllabus for the all the post are identical. However, the difficulty level of the examination will be of a level commensurate with the essential qualification.

CITIES /CENTRES FOR COMPUTER BASED TEST

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CITIES /CENTRES FOR COMPUTER PROFICIENCY TEST AND COMPUTER SKILL TEST

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TERMS AND CONDITIONS FOR ALL THE POSTS

NATIONALITY

- The applicant must be a citizen of India.

AGE LIMIT

- Upper age limit shall be determined as on the closing date for submission of online application.
- Date of Birth as recorded in the Matriculation/Secondary Examination Certificate only will be accepted for determining the age and no subsequent request for change will be considered or granted.
- No age relaxation would be available to SC/ST/OBC candidates applying for unreserved vacancies.
- Permissible relaxation of upper age limit as per Government orders for claiming age relaxation as on last date of receipt of application is as under:-

Cat. Code	Category	Age relaxation permissible beyond the Upper age limit	
01	ST	5 years	
02	OBC	3 years	
03	PwBD	10 years	
04	PwBD+OBC	13 years	
05	PwBD+ST	15 years	
06	Central Govt. Civilian Employees	For Group A&B posts	For Group C posts
	1) Central Govt. Civilian Employees fulfilling the conditions as prescribed by DoPT, Govt. of India vide OM No.15012/2/2010-Estt.(D) dated 27 th March 2012 (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	5 years	10 years
	2) Central Govt. Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	8(5+3) years	13(10+3) years
	3) Central Govt. Civilian Employees (ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	10(5+5) years	15(10+5) years

Note:

- I. The age relaxation for reserved category applicants is admissible only in the case of vacancies being reserved for such categories.**
- II. Applicants may check their eligibility for seeking relaxation in Upper Age Limit carefully. If eligible, they are required to fill appropriate Category Code as applicable to them.**

PROBATION:

- The period of probation will be two years for all the posts from date of joining. Other terms and conditions regarding probation will be as per the rules of ICMR/GOI issued from time to time.'

Address:

*The Director,
ICMR-Vector Control Research Centre
Medical Complex, Indira Nagar
Puducherry – 605 006.*

Email: director.vcrc@icmr.gov.in

Website: www.vcrc.icmr.org.in and www.icmr.nic.in

OTHER TERMS AND CONDITIONS:

- The candidates should submit their application form through online mode. He/she should fill all the fields of application form carefully. No field should be left blank. The Candidates should also retain with him/her the printout of duly filled in online application form.
- Category once filled in the application form cannot be changed and no benefit of other category will be admissible later on.
- The candidates belonging to ST should submit the caste certificate in the prescribed format **(Annexure-I)**.
- OBC certificate for the purpose of age relaxation will mean “PERSONS OF OBC CATEGORY NOT BELONGING TO CREAMY LAYER” as defined in DoPT’s OM No. 36012/22/93-Estt (SCT) dated 08.09.1993, modified vide OM No. 36033/3/2004-Estt (res) dated 09.03.2004 and 14.10.2008 and subsequently revised vide OM NO. 36035/1/2013-Estt. (Res.) dated 27.05.2013. 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. OBC candidates must, therefore, furnish valid and updated OBC certificate in the prescribed format given in **(Annexure-II)** which should specifically include the clause regarding “Exclusion from the Creamy Layer”. In order to get age relaxation, they have to furnish a declaration in the prescribed format given in **(Annexure – III)**.
- The OBC certificate issued within the same financial year and valid as on the last date of receipt of applications shall only be accepted under OBC category.
- The candidates belonging to the PwBD category should submit the Disability Certificate in the prescribed format, as applicable to them.
- The candidates belonging to Ex-servicemen category should submit a Certificate from competent authority, as applicable to them.
- The candidates working in the Central/State Government Departments/Public Sector Undertaking etc. should submit “No Objection Certificate and Vigilance Clearance Certificate” failing which the application will be summarily rejected. **(Annexure-IV)**.
- Proof of Experience for the Central Government Servants / Departmental Candidates seeking age relaxation, should submit the certificate issued by the Competent Authority, failing which the application will be summarily rejected **(Annexure-V)**.
- All the posts carry all India transfer liability under the control of ICMR. The selected candidates may be posted at any of the Field Units under the control of **ICMR-VCRC**. No TA/DA shall be considered in this case.
- Benefit of new structured defined contributory pension system is admissible for new entrants as per provision contained in the Ministry of Finance, Department of Economic Affair (ECB & PR Division), Notification No. 5/7/2003-ECB & PR dated 22.12.2003 effective from 01.01.2004.
- Any canvassing by or on behalf of the candidate or bringing political or other outside influence with regard to the selection/recruitment amounts to unfair practice and shall lead to disqualification.

- The Experience Certificate (Work Experience) should be issued by the Competent Authority of the Government recognized/approved/registered institution etc. and must be clear with Name, Designation, period of work experience (From – to), nature of duties performed etc. by the candidate.
- Educational qualifications should be from a recognized board/organization/institute of repute and experience should be in a Government recognized/ approved/ registered institution.
- Only post qualification experience shall be taken into consideration.
- No person (a) who is entered into or contracted marriage with a person having a spouse living or (b) who having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the service provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.
- No TA/DA will be paid to attend the computer-based test, skill test and while posting to field units under the control of ICMR-VCRC, the candidates will have to make their own arrangements.
- The candidates applying in response to this advertisement, in their own interest, are advised that they should satisfy themselves regarding their eligibility for the post applied for. They must ensure that they fulfil all the eligibility criteria viz. age limit, essential qualification, experience, reservation etc. as on the last date of receipt of application. In case, at any stage of recruitment or even after appointment, it has come to the notice that any of candidates does not fulfil the required qualifications in respect of the above mentioned eligibility criteria or has furnished any wrong or false or misleading information in the application form or has suppressed any material fact(s) or is not eligible otherwise, his/her candidature will automatically stand cancelled without assigning any reason or notice thereof irrespective of his/her marks obtained in the test and no enquiry/request/correspondence will be entertained in this regard.
- It is the responsibility of the candidates to visit ICMR-VCRC / ICMR websites for any updates in the recruitment process.

The Director, ICMR-VCRC, Puducherry reserves the right to: -

- Fix criteria for screening the applications so as to limit the number of Candidates to be called for computer-based test. Merely fulfilling the essential qualification and requisite experience by the candidate does not confer any right to be called for the computer-based test.
- Increase/decrease/delete the number of vacancies in any category and at any stage of selection process.
- Fill up or not to fill up any/all of the advertised positions without assigning any reasons thereof.
- Rectify any inadvertent error or omission in the advertisement, at any stage of the recruitment process by notifying it on the ICMR/VCRC Websites.

DIRECTOR