

THE INDIAN COUNCIL OF MEDICAL RESEARCH
Adv. No. ICMRHQ/Admn.I/2018/01

NOTICE

IMPORTANT DATES NOTE:

Website Link opening date	4 th June, 2018 (10.00 a.m.)
Last date for filling up of the personal data in the online form, and uploading the photo and specimen signature	9 th July, 2018 (06.00 p.m.)
Last date of depositing fees by on-line payment	10 th July, 2018 (06.00p.m.)
Tentative Schedule for Written Examination	August, 2018 onwards

All the above dates are tentative and in case of any situation beyond control, these dates may be changed at any time. Information about such changes (s), if any, will be given on the ICMR's website. Candidates are advised to remain in touch with the website for information regarding this recruitment process and changes in the schedule, if any.

2. The Indian Council of Medical Research, an autonomous organization under Department of Health Research, Ministry of Health & Family Welfare, Government of India invites online applications at ICMR's website "www.icmr.nic.in > Employment > Permanent posts> online Registration for the post of Asstt./PA/UDC in ICMR Headquarters" from eligible candidates as per criteria laid down below for filling up the following posts:

- (i) Assistant (Post Code No.01)
- (ii) Personal Assistant (Post Code No.02)
- (iii) Upper Division Clerk (Post Code No.03)

3. Details of vacancies/ Pay Level& Reservation are as under:

Post Code	Name of the post	Level as per Pay Matrix plus allowances as admissible under the Govt. rules	Total number of tentative vacancies*	Vacancies reserved for SC/ST/OBC				Vacancies reserved for Divyang out of total vacancies	Sub-category of divyang (Categories of disabled suitable for job)
				SC	ST	OBC	UR		
01	Assistant	Level-6 Rs.35400-112400	04	-	-	01	03	-	
02	Personal Assistant	Level-6 Rs.35400-112400	03	-	-	-	03	01**	OH (OA, OL,BL)**
03	Upper Division Clerk	Level-4 Rs.25500-81100	64	09	04	17	34	01**	VH (PB)**

Abbreviation: OH (Orthopedically Handicapped), VH (Visually Handicapped), OA (one arm), OL (one leg), BL (both leg), PB (Partially Blind).

* The vacancies including vacancies for reserved categories will be finalized in due course.

** The Divyang/PWD candidates applying for the above mentioned post shall be eligible for the benefit of reservation/concessions, if they are suffering from not less than 40% of

the relevant disability. The candidate selected against the vacancy reserved for Divyang will be adjusted against the category (UR/SC/ST/OBC) from which he/she belongs.

4. **Essential Qualifications as on 10.7.2018:**

Sl. No.	Post Code	Essential Qualifications
1	01	(i) Minimum 3 years Bachelor's degree in any discipline from a recognized university (ii) Working knowledge of Computer(MS Office/Power Point)
2	02	(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)
3	03	(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.

5. **Cut off date for age limit as on 10.7.2018:**

Upper Age limit for the post of Assistant and Personal Assistant is not exceeding 30 years and for the post of UDC between 18 and 27 years. The upper age limit for Departmental candidate for the post of Assistant and Personal Assistant is 35 years and for the post of UDC is 40 years.

6. Candidates are required to furnish the following documents at the time of verification of documents:

- (i) Matriculation/ Secondary Examination Certificate or an equivalent Certificate for Age proof;
- (ii) Final Mark sheet/ Degree as a proof of meeting educational qualification;
- (iii) Caste Certificate in the prescribed format of Government of India, if applicable;
- (iv) Divyang/ PWD certificate in the prescribed format of Government of India, if applicable;
- (v) The departmental candidate, who requires age relaxation, should submit a certificate from his/her Employer in the prescribed format Annexure- I
- (vi) Candidates who are already in Central/State Govt. Departments/Public Sector Undertakings should submit 'No Objection Certificate' from the respective Office/ Department.
- (vii) Certificate from Ex-Serviceman, seeking age relaxation, as per prescribed format at Annexure II

7. **Selection criteria:**

- (i) Eligible candidates will be required to appear in an Online Computer based Test, information for which will be provided in the Admit card. For the posts of Assistant and Personal Assistant, the qualifying marks for written examination 50% for UR/OBC category candidate and 40% for SC/ST candidates. Qualified candidates in the online test on merit basis will be called for Computer knowledge test and Type Test (qualifying only)

for the post of Assistant and UDC respectively and for the post of Personal Assistant, they will be called for shorthand test. Selection of candidates shall be made on the basis of merit list in Online Test. Separate merit list will be drawn for UR/SC/ST/OBC/Divyang candidates with reference to the number of available vacancies for each category.

(ii) Typing Test/ Shorthand Test will be conducted in English or Hindi and candidates while applying for the post, will have to indicate his/her choice/option for Skill Test Medium in the Application. 35 w.p.m. and 30 w.p.m correspond to 10500 key depressions per hour/9000 key depressions per hour respectively.

(iii) Candidates who wish to be considered against vacancies reserved/or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format at the time of Skill Test/Document Verification. Otherwise, their claim for SC/ST/OBC/ PH/EXs status will not be entertained and their candidature/applications will be considered under General (UR) category. If the certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi, as and when called for verification of documents.

(iv) Detailed options for appointment to the posts will be taken at the time of document verification. The Common examination is being held for all the three posts with same educational qualification but different other requirements. The candidate, at the time of document verification, is required to indicate his Posts-wise preference very carefully. He/she would not be considered for any post, if he/she has not indicated his/her preference for such posts. Option exercised at the time of document verification will be final.

(v) After the Computer based Examination and the Skill Test/Computer Proficiency Test/Document verification wherever applicable, the ICMR will draw up the Merit List for each category of post.

(vi) Once the candidate has been given his/her first available preference, as per his/her merit, he/she will not be considered for any other options.

(vii) SC, ST, OBC and PH candidates, who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC and PH candidates will be accommodated against the general/unreserved vacancies in the post as per their position in the overall Merit List or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs and PH candidates.

(viii) In so far as cases of Ex-Serviceman are concerned, deduction from the age of Ex-Servicemen is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

(ix) The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the ICMR.

(x) Tie cases will be resolved by applying one after another, as applicable, till the tie is resolved: -

(a) Marks in the Online Computer based Test

(b) Date of Birth, with older candidate placed higher

(c) Alphabetical order in which the first names of the candidates appear.

8. Online Test:

The online test will be in Hindi and English. Duration of test will be 2 hours. The total number of questions will be 200. One mark shall be awarded for each correct answer and negative mark of 0.25 for each wrong answer. The question shall be asked on General English, Quantitative Aptitude, Reasoning, & General Knowledge/ Awareness (bilingual except General English). The questions except Quantitative Aptitude will be of a level commensurate with the essential qualification viz. Graduation and questions in Quantitative Aptitude will be of 10th standard level. The examination centres of examination will be in Delhi/ National Capital Region.

9. Reservations and relaxations:

(i) Reservation and relaxation for SC / ST / OBC/ Divyang/ PWD/ Ex-servicemen candidates in age will be provided as per Government guidelines.

(ii) The upper age limit is relaxed by 5 years for SC/ST, 3 years for OBC (Non-Creamy Layer) candidates. It is relaxed by 10 years for Divyang/ PWD-General, 13 years for Divyang/ PWD-OBC and 15 years for Divyang/ PWD-SC/ST candidates. The age relaxation for other categories viz. person domiciled in J&K, widowed/ divorced women etc. shall be as per the Government of India instructions on the subject.

(iii) Ex-Servicemen (Unreserved) - 03, Ex-Servicemen (OBC) - 06 years (3 years + 3 years) and Ex-Servicemen (SC & ST) – 08 years (3 years + 5 years) after deduction of the military service rendered from the actual age as on the closing date for receipt of application.

(iv) No examination fee will be charged from SC/ST/ Divyang/ PWD and female candidate.

(v) Category (SC/ST/OBC/ Divyang/ PWD) once filled in the online application form will not be changed and no benefit of other category will be admissible later on.

(vi) The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBC category and such candidates have to indicate their category as General. The OBC (Non-Creamy Layer) candidates are required to submit requisite certificate in prescribed format of Government of India, from a competent authority. Further, OBC (Non-creamy Layer) candidates will have to give a self-undertaking indicating that they belong to OBC (Non-creamy Layer) category also at the time of joining, in case selected.

(vii) Divyang/ PWD candidate who is required for exemption from appearing in the Skill/Type test, should submit a Medical Certificate from the Medical Board attached to VRC for PH persons or from the Medical Board attached to Special Employment Exchange for PH persons, his/her claim for exemption from Typewriting test would be accepted. OH Candidates seeking exemption from Typing test on medical ground must substantiate their claim by furnishing the relevant Medical Certificate (Annexure - III)

before conducting Typing Test. Otherwise their claim for seeking exemption from Typing Test will not be entertained by the ICMR.

(viii) The orthopedically handicapped candidates (other than a candidate afflicted by Cerebral Palsy) who has a locomotor disability (40% or more) wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidate (such deficiency to be indicated in the medical certificate submitted by the candidate), such candidates can also avail the assistance of a scribe and a compensatory time of 20 minutes per hour in the examination, subject to such requests being made in the application form.

10. How to apply:

(i) Eligible and interested candidates would be required to apply online only through "ICMR website "www.icmr.nic.in > Employment > Permanent posts> online Registration for the post of Asstt./PA/UDC in ICMR Headquarters". No other means/ mode of application will be accepted. Their registration will be provisional as their eligibility will be verified only in case they are shortlisted for appearing in Skill Test. Mere issue of Admit card shall not imply acceptance of candidature.

(ii) Before registering their applications on the website, the candidates should possess the following:

- a) Valid e-mail ID, which should remain valid for at least one year.
- b) Candidates should have latest passport size photograph (jpg or jpeg file only upto 50 kb) as well as photograph of signatures in digital format (jpg or jpeg file only upto 20 kb) for uploading with the application form.
- c) Provision to pay examination fee of Rs.300/- for General and OBC male candidates. Candidates can opt to pay through internet banking account or credit/debit card. Transaction charges, as applicable shall be borne by the candidate.

11. The registration process involves following three Steps:

Step 1: Filling up of Application

- Go to ICMR website "www.icmr.nic.in > Employment > Permanent posts> online Registration for the post of Asstt./PA/UDC in ICMR Headquarters".
- Read the Advertisement carefully to be sure about your eligibility.
- Click on the link "Apply".
- Fill up all the required fields.
- Ensure the information provided is correct and then submit.

Step 2: Making Payment

- Click on "Make payment" which will take you to Payment Gateway, which has been authorized to collect the application fee /processing charges on behalf of ICMR.

Step 3: Final Registration & Printing of Provisional Registration Slip

- Once the payment is made, Candidates should retain a photocopy of their e-receipt and Registration Slip as they can be asked to produce them for reference, at any stage of selection process.

- After applying online, candidate is required to download the system generated Provisional Registration Slip with unique registration number and other essential details.
- Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application/processing fee and to fill in the payment details carefully.
- Failed Transaction amount will be automatically refunded to same A/c from which payment was originally made, within 15 working days.
- **IMPORTANT:** All correspondence with candidates shall be done only on their registered e-mail ID provided by candidate. All information regarding examination schedule/admit card etc. shall be provided through email and /or by uploading on ICMR website.
- Responsibility of receiving, downloading and printing of admit card/any other information shall be of the candidate.
- ICMR 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.
- Candidates are not required to send any document to ICMR.
- The candidates will be allowed to appear in the Online Computer based Test only if they possess the valid Photo Admit Card which will be available for downloading from the ICMR website and prescribed original photo identity card.

12. General Instructions:

(i) Candidates possessing the required degree from Govt. Universities or Institutes approved/recognized by UGC will only be eligible to apply. The term departmental candidates mean those candidates who are currently working as permanent employees with Central/State/ UT Government or Central/ State autonomous organization including ICMR.

(ii) While applying, the candidates should enter their full name as it appears on the matriculation/secondary school certificate.

(iii) No TA will be paid to the candidates for appearing in the online test and skill test. However, TA by second class rail fare or bus fare will be paid to only SC/ST/Ex-Servicemen PWD out-station candidates, as admissible, on producing the valid proof of traveling along with Identity proof, proof of SC/ST and residence proof for appearing in the skill test.

(iv) The notified vacancies advertised are tentative. ICMR 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.

(v) Court of jurisdiction for any dispute will be at Delhi.

(vi) Candidates are advised to regularly visit ICMR website for updated information on the selection process. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our website "www.icmr.nic.in > Employment > Permanent posts> online Registration for the post of Asstt./PA/UDC in ICMR Headquarters". No further press advertisement will be notified.

(vii) Canvassing in any form shall be considered a disqualification for employment in the ICMR.

(viii) All candidates, who apply in response to this advertisement by the CLOSING DATE, will be assigned Roll numbers which will be placed on the website of the ICMR (www.icmr.nic.in) at least two weeks before the date of the examination. A candidate must write his/her Registration number/ Post Code No. along with his/her name, date of birth and name of the examination while addressing any communication to the ICMR. Communication from the candidate not furnishing these particulars shall not be entertained.

(ix) The decision of the Competent Authority of ICMR in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s) and typing test, allotment of examination centers, selection will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

(x) Success in the examination confers no right of appointment unless it is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

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Assistant Director General (Admn.)

FORM OF CERTIFICATE TO BE SUBMITTED BY GOVT. EMPLOYEE
SEEKING AGE RELAXATION

(To be filled by the Head of the Office or Department in which the candidate is working)
(Please see Para 6(v) of the Notice)

It is certified that Sh./Smt/Kum..... is a Central Government Civilian employee/ State Govt. employee / employee of autonomous body holding the post of in the Pay Level (Rs.....) of Pay Matrix (as per 7th CPC) with 3 years regular service in the grade as on closing date (i.e the last date for submission of online application).

Place:

Date:

Signature, Name and Designation of the
Competent Authority
SEAL

FORM OF CERTIFICATE TO BE PRODUCED BY SERVING/ RETIRED/
RELEASED ARMED FORCES PERSONNEL FOR AVAILING THE AGE
CONCESSION

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.

ANNEXURE-III

FORM OF MEDICAL CERTIFICATE TO BE PRODUCED BY THE DIVYANG CANDIDATES WHO SEEK EXEMPTION FROM APPEARING IN THE TYPEWRITING TEST FOR THE POST OF UPPER DIVISION CLERK

This is to certify that Sh./Smt./Kum
son/ daughter/ wife of Sh..... is suffering
from.....

Clinical diagnosis as a result of which he/
she has the following disabilities.
(Brief description of his/her disabilities)

.....
.....
.....
.....

Photograph of candidate clearly showing face
with affected portion of the body

This is a permanent disability and the extent of his/her disability works to % of
disability.

This disability is likely to interfere with Typewriting (specify)

.....

Signature of candidate

Signature of Civil Surgeon

Name:
Designation:
Place:
Seal: