



INDIAN COUNCIL OF MEDICAL RESEARCH ANSARI NAGAR, NEW DELHI

Applications are invited in the prescribed Format for the Post of "Assistant" & "Data Entry Operator" (Grade "B") on purely temporary basis at ICMR Hqrs office, New Delhi under Coordinating Centre for "IMPRINT Scheme" at Division of ITR, ICMR Hqrs, New Delhi

A)

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| 1. Name of the Post | : | "Assistant" |
| 2. No. of Post | : | 1 (One) |
| 3. Category | : | O.B.C |
| 4. Maximum Age | : | Not exceeding 30 years |
| 5. Age Concession | : | Age relaxation is admissible in respect of OBC Candidates , Age concession to the extent of service rendered in other research projects will also be admissible for experienced and skilled persons. |
| 6. Salary | : | Rs: 32,000/- PM (Consolidated) |
| 7. Essential Qualifications | : | Graduate in any discipline with 5 years experience in administration / finance and accounts work. |

B)

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|------------------------------------|---|---|
| 1. Name of the Post | : | "Data Entry Operator (Grade B)" |
| 2. No. of Post | : | 1 (One) |
| 3. Category | : | General |
| 4. Maximum Age | : | Not exceeding 28 years |
| 5. Age Concession | : | Age relaxation is admissible in respect of SC/ST/OBC candidates, Age concession to the extent of service rendered in other research projects will also be admissible for experienced and skilled persons. |
| 6. Salary | : | Rs: 18,000/- PM (Consolidated) |
| 7. Essential Qualifications | : | Intermediate or 12th pass in science stream recognized board with DOEACC "A" level from recognized institute and / or 2 years experience in EDP work in Government, Autonomous, PSU or any other recognized organization. |

A speed test of not less than 15000 key depressions per hour through speed test on Computer.

The Post is to be filled on purely temporary basis till the project lasts. The appointment can be terminated with one month notice from either side without assigning any reason. Since the post is purely temporary, the incumbents selected will have no claim for regular appointments under ICMR or continuation of his / her services in any other project. No benefits of provident fund, HRA, CCA, Leave Travel Concession, Medical Claim are admissible. **No TA/DA will be given to attend the written test / interview.**

The interested candidates possessing of the above qualification may fill Application, in the following prescribed Format, and should send by email to : headitr@gmail.com by (21 days of date of placed at ICMR website) i.e 14th November'2017 upto 05:30 pm. Applications received after the Last Date or Applications incomplete in any respect will be summarily rejected without any intimation. Working Station for above mentioned is post Indian Council of Medical Research (ICMR) is located on the Ring Road adjacent to NML /AIIMS Campus.

T Ramani
Sr Administrative Officer
For Director-General
Division of ITR

**INDIAN COUNCIL OF MEDICAL RESEARCH
ANSARI NAGAR, NEW DELHI**

Application for the Post: _____

1. Name of the Candidate: _____

2. Father's Name: _____

3. Date of Birth: _____

4. Address for Communication: _____

5. Telephone/**Mobile No:** _____

6. Email ID: _____

7. Category (Gen/SC/ST/OBC/PH etc.): _____

8. Sex (Male / Female): _____

9. Nationality: _____

10. Marital status (Unmarried / Married): _____

11. Educational Qualification:

Examinations Passed	University / Board	Year of Passing	Subjects	Division / Percentage
10th				
12th				
Graduation				
Certificate Course /Diploma Course In Computer				

12. Experience:

Name of Organization	Name of the post held	Period		No of years experience	Nature of Duties
		----- From	To		

13. Additional Information, if any:

Declaration

I hereby declare that the information furnished above are true to the best of my knowledge and belief.

Signature of Candidate

Date:

Place: