



क्षेत्रीय आयुर्विज्ञान अनुसंधान केंद्र  
REGIONAL MEDICAL RESEARCH CENTRE

भारतीय आयुर्विज्ञान अनुसंधान परिषद

Indian Council of Medical Research

नेहरु नगर, बेलगाम - ५९० ०१०.

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**FOR WEBSITE**

Applications are invited **up to 10.03.2014** from eligible candidates for filling up the following vacancies at Regional Medical Research Centre under the Administrative control of Indian Council of Medical Research, New Delhi.

Sr. No.	Name of the post	Pay Band & Grade Pay	No. of Vacancies & Reservation Category	Age Limit	Qualification		Job Description
					Essential	Desirable	
1	Stenographer	Pay Band-1, Rs. 5200-20200 + Grade Pay Rs. 2400	01 (UR)	18-27 years	<ul style="list-style-type: none"><li>• Matriculation or its equivalent examination</li><li>• Certificate from Govt. recognised board with 80 w.p.m. in Shorthand and 40 w.p.m. in English/Hindi typing</li></ul>	<ul style="list-style-type: none"><li>• Graduate</li><li>• Degree/Diploma in computer application</li><li>• Two years Experience</li></ul>	In addition to regular steno's work, one should be able to carry out additional job in any section of Administration.
2	Lower Division Clerk	Pay Band-1, Rs. 5200-20200 + Grade Pay Rs. 1900/-	03 (UR)	18-27 years	<ul style="list-style-type: none"><li>• 12th Passed or Equivalent qualification from a recognized Board or University.</li><li>• A typing speed of 30 w.p.m. in English or 25 w.p.m. Hindi on Manual Typewriter OR A typing speed of 35 w.p.m. in English or 30 w.p.m. in</li></ul>	<ul style="list-style-type: none"><li>• Graduate</li><li>• Degree/Diploma in computer application</li><li>• One year Experience in relevant field.</li></ul>	Should be able to carry out job in any section of Administration, Library/Scientific data entry.

					Hindi on computer (35w.p.m. & 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)		
3	Driver (OG)	Pay Band-1, Rs. 5200-20200 + Grade Pay Rs. 1900/-	02 (UR)	18-25 years	<ul style="list-style-type: none"> <li>• Matric/S.S.C or equivalent from a recognized board.</li> <li>• Valid driving license issued by RTO of any State and authorized to drive LMV (Goods and passenger) and Two wheeler with /without gear.</li> <li>• 2 years experience in recognized organization/institute.</li> </ul>	<ul style="list-style-type: none"> <li>• License to drive Heavy Motor Vehicle and Three Wheeler in addition to essential.</li> <li>• Capable of handling minor repairs.</li> </ul>	To drive office vehicles with passengers and/or goods. Pick up and dropping of scientific personnel and guests. Cleaning and maintenance of vehicles, maintenance of log books, records, etc.
4	Multi Tasking Staff (Technical)	Pay Band-1, Rs. 5200-20200 + Grade Pay Rs. 1800/-	03 UR-2 OBC- 1	18-25 years	<ul style="list-style-type: none"> <li>• Matric/ High School or equivalent from a recognized Board</li> </ul>	<ul style="list-style-type: none"> <li>• HSC in Science</li> <li>• Working experience in Scientific/ Research Institutions will be preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• To assist the technical staff in handling of special instruments like HPLC, HPTLC, GC/Mol Bio lab equipments/Animal house/Herbaria preparation and maintenance/Museum maintenance /Gardening work etc.</li> </ul>

## INSTRUCTIONS:

- Govt. Servant/ in service candidates will be allowed 5 years relaxation. OBC, Ex-Servicemen and PWD will be allowed relaxation as per GOI rules issued from time to time. Age will be reckoned as on 10.03.2014.
- Candidates working on the long term projects in ICMR Institutes/Centers will be given One Time age relaxation provided they meet essential qualification and experience for the post with a view to provide them an opportunity to compete with other candidates.
- Age relaxations will be granted as per Govt. of India norms.
- OBC candidates are directed to submit the caste certificate as per GOI instructions latest by 3 years old as on date of publication of this notification from the DC/AC/ Revenue Officer/Thasildar, as applicable, in the format “Certificate to be produced by other backward classes applying for appointments to posts under the Government of India.”  
(**Abbreviations:** UR – Unreserved, OBC - Other backward Classes, PWD – Persons with Disabilities.)
- Benefits of new restricted defined contributory pension system are admissible as per the provision contained in the Ministry of Finance, Department of Economics Affairs (ECB & PR Division), Notification No. 5/7/2003-ECB & PR dated 22-12-2003 effective from 01.01.2004.
- Pay of the selected candidates will be fixed as per Ministry of Finance, Department of Expenditure notification dated 29 th August 2008, under section II Table.
- Application form available at the ICMR website under “Employment Opportunities” Tab at <http://www.icmr.nic.in> may be downloaded and duly filled form should be submitted to **Director-in-Charge, Regional Medical Research Centre, ICMR, Nehru Nagar, Belgaum 590010**. It should be submitted along with a Demand Draft/IPO for Rs.100/- (No application fee for SC/ST/PH/ Ex-Servicemen candidates provided they submit supporting document) drawn in favour of “Officer-in-Charge, Regional Medical Research Centre, Belgaum.” so as to reach **on or before 10.03.2014**. Envelope should be superscribed with Sr. No. and the name of the post applied for.
- Separate applications should be submitted if the candidate wants to apply for more than one post.
- Application should be submitted in the prescribed format only. Incomplete, unsigned or applications without demand draft will not be entertained. Applications received after the last date will not be considered. Employed candidate should submit their applications through proper channel and not directly to RMRC, Belgaum. The Director-in-Charge of the Centre reserves the right to reject the applications or to cancel the notification without assigning any reasons thereof. A preliminary screening will be made and shortlisted candidates will be called for test. A written examination consisting of objective type questions on general knowledge, commerce, etc. according to the nature of Job will be conducted. In addition, Shorthand/Typing test for Stenographer, Typing test for LDCs and Driving test for Drivers will be conducted. Only qualified candidates will be shortlisted and called for interview.
- Attested copies of relevant documents must be attached with the application.
- The number of vacancies mentioned is only tentative and may vary. No enquiry in this regard will be entertained.
- Date of test / interview will be communicated to the eligible candidates through call letters only and no enquiry in this regard will be entertained.
- No TA/DA will be admissible to attend the test/ interview.
- Canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection/recruitment shall be a disqualification. No inquiries/correspondence will be entertained.