

ICMR-NATIONAL INSTITUTE OF TRADITIONAL MEDICINE

(Formerly Regional Medical Research Centre)

Indian Council of Medical Research

Department of Health Research, Ministry of Health & Family Welfare, Govt. of India

Nehru Nagar, Belagavi-590010

Applications for the following temporary posts likely to be continued are invited at this Institute.

Sl. No.	Name of the post	Pay Band & Grade Pay	No. of vacancies & reservation category	Age limit	Qualification		Job description
					Essential	Desirable	
1.	Lower Division Clerk	Level 02 of pay matrix Rs.19900-38000 (pre-revised 6 th CPC scale PB-1 Rs.5200-20200 + GP-1900)	01 - OBC	18-27 years	<ul style="list-style-type: none"> 12th passed or equivalent qualification from a recognized Board or University Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (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). 	Knowledge of computer and experience in Accounts / Establishment/ Stores will be preferred.	<ul style="list-style-type: none"> Should be able to carry out job in any section of Establishment, Accounts, and Stores/purchases.
2.	Lab Attendant -1 (MTS)	Group I [Grade (1)] in the pay scale of Level 01 of pay matrix. Rs.18000 -56000 (pre-revised 6 th CPC scale (PB-1 Rs.5200-20200 + GP-1800)	01-UR	18-25 years	10 th pass with 50% marks in aggregate from recognized board plus one year working experience in a Govt. recognized/approved/registered Lab.	HSC in Science plus two years working experience in Scientific / Research Institutions will be preferred and knowledge of computer will be treated as added qualification.	<ul style="list-style-type: none"> To assist the technical staff in handling of special instruments like HPLC, HPTLC, GC / Mol. Bio lab equipments / Herbaria preparation and maintenance / Museum maintenance / Gardening work etc.

General Terms:

1. Govt. Servant/ in service candidates will be allowed 5 years relaxation. Ex-Servicemen and PwD will be allowed relaxation as per GOI rules issued from time to time. Age will be reckoned as on closing date of advertisement.
2. 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.
3. OBC candidates are directed to submit the OBC (Non creamy layer) 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.)
4. Benefits of new defined pension contributory system will be admissible as per the provision contained in the Ministry of Finance, Department of Economics Affairs (ECB & PR Division), Notification No. 51712003-ECB & PR dated 22-12-2003 effective from 01.01.2004.
5. Pay of the selected candidates will be fixed as per the guidelines issued by DG ICMR vide letter no: 16/71/2016/Admn-II dated: 18.04.2017.

How to apply:

1. Application form available at the ICMR website under Employment Opportunities tab at <http://www.icmrnitm.res.in> may be downloaded.
2. The duly filled form should be submitted to the **Director-in-Charge, ICMR-National Institute of Traditional Medicine, Nehru Nagar, Belagavi – 590010** along with a Demand Draft for **Rs. 300/-** non-refundable drawn in favour of "**Director, ICMR-National Institute of Traditional Medicine, Belagavi**" (No application fee for SC/ST/PWD/Ex-Servicemen/women candidates are exempted for application fees. ICMR employees are not exempted for payment of application fees) so as to reach on or before 23.03.2018. Envelope should be superscribed with Sr. No. and the name of the post applied for.

3. Separate Application should be submitted if the candidate wants to apply for more than one post.
4. Application should be submitted in the prescribed format only.
5. Incomplete, unsigned or applications without demand draft will not be entertained.
6. Applications received after the last date will not be considered.
7. Employed candidate should submit their applications through proper channel and not directly to ICMR-NITM, Belagavi.
8. A preliminary screening will be made and shortlisted candidates will be called for test. A written examination consisting of objective type questions on Maths, General Science, Accounts, General Knowledge, Commerce, etc. according to the nature of job will be conducted. In addition to written test, a qualifying Skill Test/ Typing test will be conducted for the post of LDC. Only qualified candidates will be shortlisted.
9. Attested copies of relevant documents must be attached with the application.
10. The number of vacancies mentioned is only tentative and may vary.
11. No enquiry in this regard will be entertained.
12. Date of written examination will be communicated to the eligible candidates through call letters only and no enquiry in this regard will be entertained.
13. No TA/DA will be admissible to attend the test/interview.
14. 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 inquires/correspondence will be entertained.
15. The Director-in-Charge of the Centre reserves the right to reject the applications or to cancel the notification without assigning any reasons thereof.

**ICMR – National Institute of Traditional Medicine
Indian Council of Medical Research
Nehru Nagar, Belagavi**

Application form for vacant post 2018

**Latest
photograph of
the candidate**

DD details: DD. no. _____ **Date:** _____

1. Name of the Post applied : _____
2. Name of the Applicant : _____
(IN BLOCK LETTERS) : **(First Name) (Middle name) (Surname/Last Name)**
3. Father's/spouse Name : _____
4. Present Address : _____
Tel/Mobile no., Email ID : _____
5. Permanent Address : _____
Tel/Mobile no., Email ID : _____
6. Date of Birth* : _____ **Age:** _____
7. Place of Birth : _____
State : _____
8. Gender : _____
9. Marital status : _____
10. Category : _____
11. (SC/ST/OBC/PwD/Ex-serviceman) : **Caste:** _____

12. Languages known:

Read only	Speak only	Read and Speak

13. Particulars of qualification / all examinations passed (including professional, technical) and degree obtained. Attach attested photocopies of all certificates.

Educational*:

Exam passed	Course	Year of passing	Subjects	Board/ University	Division/ Class	% of Marks
10 th						
10+2 (12 th)						
Graduation						
Diploma/ ITI						
Computer proficiency (if any)						
Any other						

14. Work Experience*:

SL. NO.	PERIOD		POST HELD & SCALE OF PAY	NAME OF THE EMPLOYER	NATURE OF DUTIES	REASON FOR LEAVING
	FROM	TO				

15. (a) Please indicate Total experience _____ years _____ months

(b) Whether experience is relevant and suitable to the post applied: Yes/No

16. If selected the time required to join the post: _____

17. Have you ever been declared unfit by a Medical Board/Court for appointment in any Govt. Service?
Yes/No (If yes, details) _____

18. Any other information you wish to add: _____

19. List if enclosures: (i)

(ii)

(iii)

(iv)

(v)

(vi)

20. Declaration:

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief and no related information is concealed. I am aware that if any of the above statement are found to be incorrect or false or any material/information or particulars of relevance have been misstated or suppressed, I am liable to be disqualified for appointment and if appointed, mu appointment will be liable to be terminated.

Date:

Place:

Signature of the Candidate

*Considered only if attested copies of supporting documents attached.