

ICMR-NATIONAL INSTITUTE FOR RESEARCH IN TRIBAL HEALTH

Nagpur Road, P.O. - Garha, Jabalpur - 482 003 (M.P.)

Adv. No. ICMR-NIRTH/JBP/Estt/Rectt./2018

Dated, 25.06.2018

ADVERTISEMENT NOTICE**IMPORTANT DATES:**

Website Link opening date	26th June, 2018 (Tuesday)
Last date for filling up of the personal data in the online application form, and uploading the photo and specimen signature	10th August, 2018 (Friday)
Last date for submission of hard copy of duly filled and signed online application form along with self-attested relevant documents at ICMR-NIRTH, Jabalpur	27th August, 2018 (Monday)

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 displayed on the ICMR-NIRTH, Jabalpur website (www.nirth.res.in). Candidates are advised to regularly visit ICMR-NIRTH website for information regarding this recruitment process and changes in the schedule, if any.

2. The ICMR-National Institute for Research in Tribal Health (ICMR-NIRTH), Jabalpur is a permanent institute of Indian Council of Medical Research, an autonomous organization under the Department of Health Research, Ministry of Health & Family Welfare, Government of India. ICMR-NIRTH invites online applications at its website " <http://www.nirth.res.in>>Vacancies> Permanent posts> Apply Now", followed by hard copy of application to be sent by post from eligible candidates as per criteria laid down below for filling up the following posts, on detailed in fair(s) advertisements as below.

ADVERTISEMENT No. 01

(i) Lower Division Clerk (Group-C) (Post Code No. 01)

3. Details of Vacancies/Pay Level & Reservation criteria:

Post Code No.	Name of the Post	Level as per Pay Matrix plus allowances as admissible under the Govt. rules	Total no. of Vacancies	Vacancies reserved for SC/ST/OBC-NCL				
				SC	ST	OBC (NCL)	UR	Divyang/PWD
01	Lower Division Clerk	Level-2 Rs. 19900-63200	03	-	-	01	02	Yes, Except VH

4. Essential and Desirable Qualifications as on the last date for online application i.e. 10th August, 2018:

Sl. No.	Post Code No.	Essential Qualifications	Desirable Qualifications
1	01	(i) 12 th Class pass or equivalent qualification from a recognized Board or University. (ii) 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).	(i) Graduation in any discipline from a recognized University. (ii) One-year Diploma in Computer Application/ Computer Science. (iii) At least one-year experience in a Central/ State government organization.

5. Cut-off date for age limit as on the last date for online application i.e. 10th August, 2018: Between 18 and 27 years, (Relaxable for Govt. Servants/Autonomous organization employee up to 40 years).

ADVERTISEMENT No. 02

3. Details of Vacancies/Pay Level & Reservation criteria:

Sl. No.	Post Code No.	Name of the Post	Level as per Pay Matrix plus allowances as admissible under the Govt. rules	Total no. of Vacancies	Vacancies reserved for SC/ST/OBC-NCL				
					SC	ST	OBC (NCL)	UR	Divyang/PWD
1	21	Technical Assistant [Computer]	Level-6 Rs. 35,400 -1,12,400	01	-	-	-	01	Yes, Except VH
2	22	Technical Assistant [Social Sciences]	Level-6 Rs. 35,400 -1,12,400	02	01	-	01	-	Yes, Except OH & VH
3	23	Technician-1 [Computer]	Level-2 Rs. 19,900-63,200	01	-	-	-	01	Yes, Except VH
4	24	Technician-1 [Engineering Support]	Level-2 Rs. 19,900-63,200	01	-	-	-	01	Yes, Except OH & VH
5	25	Technician-1 [Engineering Support]	Level-2 Rs. 19,900-63,200	01	-	-	-	01	Yes, Except OH & VH
6	26	Lab Attendant-1 [Laboratory/ Animal House]	Level-1 Rs. 18,000-56,900	07	-	-	01	06	Yes, Except OH & VH
7	27	Lab Attendant-1 [Horticulture]	Level-1 Rs. 18,000-56,900	01	-	-	01	-	Not identified

4. Essential and Desirable Qualifications as on the last date for online application i.e. 10th August, 2018:

SI. No.	Post Code No.	Essential Qualifications	Desirable Qualifications
1	21	1 st class three years Bachelor's degree in computer science/application from a recognized University in relevant filed or 1 st class Engineering/Technology degree in relevant subject.	B.E. /B. Tech in Computer Science/ MCA with at least one-year experience in software development and/or hardware maintenance.
2	22	1 st class three years Bachelor's degree in Social Science (Sociology, Social work, Economics, Anthropology, Psychology) from a recognized University in relevant field.	(i)Post graduate (PG) degree in Social Science (Sociology, Social work, Economics, Anthropology, Psychology) with at least one-year experience in carrying out social and health surveys/work. (ii) Proficiency in computer applications.
3	23	12 th class/Intermediate pass in Science subject with 55% marks and at least one-year Diploma in relevant field such as Computer Science/Computer Application from government recognized institution.	(i) Degree in Computer Science/ Computer Application from a recognized University. (ii) Experience in data entry of health/social research surveys/ field works.
4	24	12 th class/Intermediate pass in Science subject with 55% marks and at least one-year Diploma/ITI in Civil/ Draughtsman (Civil) from government recognized institution.	(i) Three years diploma in civil engineering with work experience in construction/ maintenance of civil work from government institutions/ organization. (ii) Knowledge of basic computer operations, preferably engineering related.
5	25	12 th class/Intermediate pass in Science subject with 55% marks and at least one-year Diploma/ITI in Mechanical/ Draughtsman (Mechanical) from government recognized institution.	(i) Three years diploma in mechanical engineering with experience & knowledge of operation & maintenance of AC/Ref. plants. (ii) Knowledge of basic computer operations, preferably engineering related.
6	26	10 th class pass with 50% marks in aggregate from a recognized board plus one year working experience in Govt. recognized/approved/registered Laboratory in respective filed.	(i) 12 th pass with biological/ social science subjects, (ii) Diploma in Medical Laboratory Technology/ Social work/ Paramedical work from a recognized organization/institute or three-year degree in any biological sciences/ social sciences/ social work from a recognized University, (iii) Experience of working in a government recognized/approved/ registered laboratory.
7	27	10 th class pass with 50% marks in aggregate from a recognized board plus one year working experience in gardening/ horticulture/agriculture field work in Govt. recognized/approved/registered organization/ institution.	12 th pass with science subject with working experience in horticulture/ agriculture field work in government recognized/ approved/ registered organizations/ institutions, or degree in Agriculture/ diploma in horticulture.

5. Cut-off date for age limit as on the last date for online application i.e. 10th August, 2018:

For Post Code No. 21 & 22: Not exceeding 30 years.

For Post Code No. 23, 24 & 25: Not exceeding 28 years.

For Post Code No.26 & 27: Between 18 and 25 years.

Persons working in ICMR projects continuously shall also be eligible for age relaxation upto five years provided he/she has entered into project service within prescribed age limit for the post.

ADVERTISEMENT No. 03

(i) Library and Information Assistant (Group-B)(Post Code No. - 31)

3. Details of Vacancies/Pay Level & Reservation criteria:

Post Code No.	Name of the Post	Level as per Pay Matrix plus allowances as admissible under the Govt. rules	Total no. of Vacancies	Vacancies reserved for SC/ST/OBC-NCL				
				SC	ST	OBC (NCL)	UR	Divyang/PW D
31	Library and Information Assistant	Level-6 Rs. 35,400 -1,12,400	01	-	-	-	01	Yes, Except OH & VH

4. Essential and Desirable Qualifications as on the last date for online application i.e. 10th August, 2018:

SI. No.	Post Code	Essential Qualifications	Desirable Qualifications
1	31	(i) Bachelor's Degree in Library Science or Library and Information Science of a recognized University/ Institute. (ii) Two years' professional experience in a Library under Central/ State Government / Autonomous or Statutory organization/ PSU/ University or Recognized Research or Educational Institution.	(i) Master's Degree in Library Science or Library and Information Science of a recognized University/Institute. (ii) Diploma in Computer Applications from a recognized University or Institute. (iii) Experience in digitization of Library/ISDN classification.

5. Cut-off date for age limit as on the last date for online application i.e. 10th August, 2018:

For Post Code 31: Not exceeding 30 Years.

(Relaxable for Government servant up to 5 years in accordance with the instructions or orders issued by the Central Government).

ADVERTISEMENT-04

(i) Staff Car Driver (Ordinary Grade) (Group-C) (Post Code No. - 11)

3. Details of Vacancies/Pay Level & Reservation criteria:

Post Code No.	Name of the Post	Level as per Pay Matrix plus allowances as admissible under the Govt. rules	Total no. of Vacancies	Vacancies reserved for SC/ST/OBC-NCL				
				SC	ST	OBC (NCL)	UR	Divyang/PWD
11	Staff Car Driver (Ordinary Grade)	Level-2 Rs. 19900-63200	04	-	-	01	03	Not identified

4. Essential and Desirable Qualifications as on the last date for online application i.e. 10th August, 2018:

SI. No.	Post Code	Essential Qualifications	Desirable Qualifications
01	11	Matric/S.S.C or equivalent from a recognized board with valid driving license issued by RTO of any State and authorized to drive Light Motor Vehicles (Goods & Passenger) and Two wheeler with/without Gear and two years experience in recognized organization/ Institute. Preference will be given to those who have license other than above to drive Heavy Motor Vehicle (Goods & Passenger) and Three Wheelers (Auto Rickshaw)	(i) 12 th pass or equivalent from a recognized Board or University, (ii) License to drive Heavy Motor Vehicle (goods and passenger) and three wheelers (auto rickshaw), in addition to license to drive Light Motor Vehicle.

5. Cut-off date for age limit as on the last date for online application i.e. 10th August, 2018: Not exceeding 25 Years.

Candidates working on projects in ICMR Institutes/ Centres shall be given one time age relaxation for posts advertised under Direct Recruitment provided they meet the essential qualifications and experience prescribed for the post, with a view to provide them opportunity to compete with other candidates.

General Guidelines for all the Posts:

Abbreviation: SC –Scheduled Castes, ST- Scheduled Tribes, OBC-NCL–Other Backward Classes (non-creamy layer),UR – Unreserved, Divyang/PWDs –Persons with Disabilities.

Abbreviation for PWD: OH- Orthopedically Handicapped, VH- Visually Impaired.

1. Candidates are required to furnish the following documents at the time of verification of documents (to be submitted alongwith hard copy of the application):
 - (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) Departmental candidate, claims age relaxation should submit a certificate from his/her Employer in the prescribed format as in **Annexure- I**
 - (vi) Candidates already working in Central/State Govt. Departments/Public Sector Undertakings should submit 'No Objection Certificate' from the respective Office/ Department.
 - (vii) Ex-Serviceman candidates, seeking age relaxation should submit the fill-in format as per prescribed format as in **Annexure- II**

2. Selection criteria:

- (i) **(Post Code No. 01)**-Eligible candidates will be required to appear in **Written Examination Test**, information for which will be provided in the Admit card. For the posts of Lower Division Clerk, the qualifying marks for written examination test shall be 50% for UR/OBC category candidate and 40% for SC/ST/PH candidates, respectively of the total marks prescribed. Qualified candidates in the written examination test on merit basis will be called for Computer knowledge test and Type Test (qualifying only). Typing Test will be conducted in English or Hindi with computer only.
(Post Code No.-21 to 27)-Except post of Technical Assistant (Social Sciences, post code no. 22), the qualifying marks for written examination is 50% for UR/OBC category candidate and 40% for SC/ST candidates. For the post of Technician-1 (Computer, post code - 23 qualified candidates in the written examination test on merit basis will be called for Computer skill test /Type Test (qualifying only).
(Post Code No.-31)-For the post of Library and Information Assistant, the qualifying marks for written examination is 50% for UR/OBC category candidate and 40% for SC/ST candidates.
(Post Code No.-11)-For the posts of Staff Car Driver (Ordinary Grade), the qualifying marks for written examination is 50% for UR/OBC category candidates and 40% for SC/ST candidates. Qualified candidates in the written examination test on merit basis will be called for Trade Test and/ or Interview.
Selection of candidates shall be made on the basis of merit list in written examination test followed by Skill/Trade test wherever applicable. 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) Candidates 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 (**for Post Code No.-01 & 21 to 27**), Document Verification (**for Post Code No.-31**) and Trade Test and or Interview/Document Verification (**for Post Code No.-11**). Otherwise, their claim for SC/ST/OBC/ PH/Ex-Servicemen 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.

- (iii) After the written examination and the Computer Knowledge Test and Typing Test (**for Post Code No.-01**), the Skill Test/Type Test/Document verification (**for Post Code No.-21 to 27 and 31**) and the Trade Test and or Interview/Document verification (**for Post Code No.-11**) wherever applicable, the ICMR-NIRTH will draw up the Merit List for each category of post.
- (iv) 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.
- (v) 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.
- (vi) Successful candidates will be selected for a post after completing out others and for this, she/he has to face different examinations. Therefore, all candidates 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-NIRTH.
- (vii) Tie cases will be resolved by applying one after another, as applicable, till the tie is resolved: -
 - (a) Marks in the written examination test
 - (b) Date of Birth, with older candidate placed higher
 - (c) Alphabetical order in which the first names of the candidates appear

8. Reservations and relaxations:

- (i) No age relaxation will be allowed to SC/ST/OBC candidates against the unreserved posts. (as per GOI order No. 36011/1/98/Estt(Res.) dated 01.07.1998)
- (ii) Reservation and relaxation for SC/ST/OBC/Divyang/PWD/Ex-servicemen candidates in age will be provided as per Government guidelines.
- (iii) The upper age limit is relaxed by 5 years for SC/ST, 3 years for OBC (Non Creamy Layer) candidates. The upper age limit is also 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.
- (iv) Age relaxation will be provided as, Ex-Servicemen (Unreserved) – 03 years, 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 online application.
- (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 submit 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 candidates requiring exemption from appearing in the Skill/Type test, should submit a Medical Certificate from the Medical Board attached to VRC (Vocational Rehabilitation Centres) 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. The Orthopedically Handicapped (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-NIRTH.
- (viii) The OH 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.
- (ix) Identified posts for PWD:
 - a) For Post Code No.-01, 21 & 23 :- All except VH (Visually Impaired)
 - b) For Post Code No.-22, 24, 25, 26 & 31 :- All except Orthopedically Handicapped and VH- Visually Impaired
 - c) For Post Code No.- 11 & 27 :- Not identified for PWD persons.

9. Written examination test

The examination centres of examination will be in Jabalpur, Madhya Pradesh, India.

10. Application Fee:

- (a) Male candidates belonging to Unreserved and OBC categories are required to pay a fee of Rs. 100/- (One hundred only) in the form of a crossed demand draft drawn in favor of “**Director, ICMR-NIRTH**” payable at “**Jabalpur**”.
- (b) No examination fee to be paid by SC/ST/Divyang/PWD/Female candidate.
- (c) Applications without the prescribed fee will not be considered and summarily rejected.
- (d) Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection. Candidate are required to verify their eligibility before paying the examination fee.

11. General Instructions:

- (i) Candidate appointed or deemed to have been appointed in the cadre shall be liable to serve anywhere in India and/or abroad.
- (ii) 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.
- (iii) Candidates applying for more than one posts, should apply separately for each post and submitted hard copies with relevant documents and fee for each post.
- (iv) Any 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.
- (v) Candidates who have applied for any of the above mentioned posts based on the earlier advertisement in 2017 are instructed

to apply afresh. Please note that the earlier advertisement has been cancelled due to administrative reasons.

- (vi) While applying, the candidates should enter their full name as it appears on the matriculation/secondary school certificate.
- (vii) The online generated hard copy of the applications from the employees working in the Central/State Govt. Departments, Public Sector Undertaking and Government funded research agencies must be forwarded through proper channel. However, candidates are advised to send “**advanced copy**” of the application to meet the deadline of **27th August, 2018**.
- (viii) Applications received after **27th August 2018** and incomplete applications without demand draft, photograph or without required copies of certificates will not be entertained and will be out rightly rejected.
- (ix) No admit card/call letter for ‘written examination test’ and/or ‘Computer Knowledge Test and Typing Test’ will be sent by the post. Candidates have to download their call-letters for the above mentioned test from the ICMR-NIRTH, Jabalpur website i.e., www.nirth.res.in and this office will not be responsible for any delay/lapse or if a candidate fails to access this institute website in time.
- (x) Responsibility of receiving, downloading and printing of admit card/any other information shall be of the candidate.
- (xi) No TA/DA will be paid to the candidates for appearing in the written examination 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 ‘Computer Knowledge Test and Typing Test’.
- (xii) The notified vacancies advertised are tentative. Director, ICMR-NIRTH, Jabalpur reserves the right to cancel/decrease/increase/modify the requirements as advertised, if need so arise, without assigning any further notice or assigning any reason thereto.
- (xiii) Court of jurisdiction for any dispute will be at Jabalpur.
- (xiv) Candidates are advised to regularly visit ICMR-NIRTH, Jabalpur 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.nirth.res.in > Vacancies”. No further press advertisement will be notified.
- (xv) 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-NIRTH, Jabalpur (www.nirth.res.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-NIRTH, Jabalpur. Communication from the candidate not furnishing these particulars shall not be entertained.
- (xvi) The decision of the Competent Authority of ICMR-NIRTH, Jabalpur 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 etc. will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
- (xvii) 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.
- (xviii) Mobiles, earphones connected cards and other electronic gadgets are banned within the premises of the examination centers. Possession of such equipment whether in use or in switch off mode, during the examination will be considered as use of unfair means. Candidature of such candidates will be cancelled. They will be liable for further action, including initiation of criminal proceedings and debarment from appearing for examinations for different positions at ICMR-NIRTH, Jabalpur for upto 3 (three) years.

- (xix) Pay & other allowances are admissible as per ICMR rules. Benefit of new restructured defined contributory Pension Scheme is admissible for new entrants as per provision contained in the Ministry of Finance, Dept. of Economic Affairs (ECB & PR Divn.), Notification No. 5/7/2003-ECB & PR dated 22.12.2003 effective from 01.01.2004.

12. How to apply:

Candidates to ensure their eligibility for the post: Candidates applying for any of the above advertised post should ensure that they fulfil all essential qualifications and eligibility conditions for the post applied for. The eligible candidates should follow the following steps to submit their application:

(1) Firstly, a candidate has to fill the online application at **www.nirth.res.in**. After submitting online application, candidate should then take print out of the online generated filled-in application. The deadline of submitting the online application is on or before 5:30 PM, 10th August, 2018 (Friday). AND

(2) Secondly, the candidate should send the hard copy (print out of the online generated filled-in application) with application fee and self-attested photo copies of all relevant documents and two passport size photographs in support of her/his claim on educational qualifications and experiences to “**The Director, ICMR-National Institute for Research in Tribal Health, Nagpur Road, Garha, Jabalpur(M.P.)- 482003**”. The application duly completed in all respect should reach (through SPEED POST/ REGD. POST/ COURIER/ BY HAND) to the office on or before 5:30 PM, 27th August, 2018 (Monday).

DIRECTOR, ICMR-NIRTH, JABALPUR