

NATIONAL INSTITUTE OF OCCUPATIONAL HEALTH
(Indian Council of Medical Research)
MEGHANI NAGAR, AHMEDABAD-380016.

Applications are invited **upto 7th July 2014** to fill up the following vacancies at this Institute

Sl. No.	Post	No. of Vacancies	Pay scale	Qualifications	
				Essential	Desirable
1.	Office Assistant	Two (1 post un-reserved) (1 post reserved for OBC)	PB-2, Rs. 9300-34800 + GP Rs. 4600	Graduate degree from a recognized University.	1. Five years working experience as Ministerial Staff in GP Rs. 4200 in Central / State Govt. or Public Sector Undertaking 2. Conversant with Central Govt. rules regulation 3. Proficiency in computer application
2.	Personal Assistant	One (Un-reserved)	PB-2, Rs. 9300-34800 + GP Rs. 4600	Graduate Degree from a recognized University and minimum speed of 120 w.p.m. in English shorthand and 40 w.p.m. in typing in English on Computer	(i) Five years working experience as Secretarial Staff in GP Rs. 4200 in Central / State Govt. or Public Sector Undertaking (ii) Diploma in Computer Application. (iii) Proficiency in office automation
3.	Library Clerk	One (Un-reserved)	PB-1, Rs.5200-20200 + GP Rs.1900	(i) Matriculation or equivalent qualification from a recognised institution and (ii) Certificate in Library Science from a recognized institution (iii) Typing speed of 35 wpm on computer.	Diploma in Library Science

4.	Lower Division Clerk	Four (3 posts un-reserved) (1 post reserved for OBC) Posts likely to be increased	PB-1, Rs.5200-20200 + GP Rs.1900	(i) 12 th Class or equivalent qualification from a recognized Board or University (ii) Typing speed of 35 w.p.m. in English on Computer (35 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)
5.	Lower Division Clerk (Hindi Typist)	One (reserved for SC)		(i) 12 th Class or equivalent qualification from a recognized Board or University (ii) Typing speed of 30 w.p.m. in Hindi on Computer. (30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)

The Appointment will be made on the basis of result of competitive examination and interview. For Sl. No. 1 & 3 - the maximum age limit is 28 years. For Sl. No. 2 - the maximum age limit is 25 years and for Sl. No. 4 & 5 - the maximum age limit is 27 years. The Departmental candidates possessing the requisite qualifications will be eligible for age relaxation as per ICMR rules. Age relaxation up to 5 years is allowed for Govt. servants and for SC / ST – 5 years, OBC – 3 years and PH – 10 years in accordance with the orders issued by the Central Govt. from time to time. Crucial date for calculating the maximum age will be last date of receipt of application. Candidates belonging to SC / ST / PH and OBC (Non-Creamy layer) should furnish their certificates in the prescribed format failing which their application will not be considered.

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.

Application form may be downloaded from our website www.icmr.nic.in. or www.nioh.org or can be obtained from the Director, National Institute of Occupational Health, Meghani Nagar, Ahmedabad 380 016. Application form (hard copy) duly completed in all respects along with a crossed demand draft of Rs. 100/- (Rupees One Hundred only) drawn in favour of the Director, NIOH, Ahmedabad payable at SBI Civil Branch, Ahmedabad and attested copies of certificates in support of date of birth, educational qualification, experience, caste verification etc. may be sent to the Director, National Institute of Occupational Health, Meghani Nagar, Ahmedabad 380 016 through **Regd. A.D.**, Speed Post. Application sent by other mode i.e. by Fax/Email etc will not be accepted. SC/ST/PH and Women candidates are exempted from payment of Rs. 100/-. **ICMR employees are not exempted from the payment.** Candidate who wishes to apply for more than one post should apply separately for each post and pay the fee for each post in the prescribed manner. Candidates working in Central / State Govt. / Public Sector Undertakings / Govt. funded Organizations etc. should submit their applications **THROUGH PROPER CHANNEL.**

Note:- Incomplete / late or without demand draft applications will straightaway be rejected. The Director, NIOH, Ahmedabad reserves the right to accept or reject any/all the applications. Since it is not possible to call all the eligible candidates for test / interview / Personal discussion. Only short-listed candidates will be called for test / interview / Personal discussion. No enquiry or correspondence in this regard will be entertained. 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. No TA/DA will be paid to attend the test / interview / personal discussion. The candidates have to make their own arrangement.

DIRECTOR-IN-CHARGE