

ICMR-REGIONAL MEDICAL RESEARCH CENTRE

CHANDRASEKHARPUR, BHUBANESWAR-751023

Advt. No. RMRC/Estt./LDC/2017/

Date : 14.09.2017

ADVERTISEMENT

Applications are invited upto **10.10.2017 - 05:00 PM** for filling-up of the vacant posts of **Lower Division Clerk -2 Nos.** (Adhoc) (Group-C, Ministerial) (OBC-1 & UR-1) in the pay matrix - Level-2, Rs.19,900/- - 63,200/- (7th CPC) and usual allowances as admissible as per Government norms at ICMR-Regional Medical Research Centre, Chandrasekharpur, Bhubaneswar - 751 023.

Eligibility Criteria :

- (i) Minimum 12th class pass or equivalent qualification from recognised board or university.
- (ii) Typing speed of 35 wpm in English or 30 wpm in Hindi on computer (35 wpm and 30 wpm correspond to 10500 KDPH/ 9000 KDPH on an average of 5 key depressions for each word).

Age Limit :

- (i) Age not below 18 years & not exceeding 27 years as on 10.10.2017. Relaxable for Govt. Servants/ Autonomous organisation employees upto 40 years.
- (ii) One time age relaxation will be given to the candidates working (as on the date of notification) on long term projects in ICMR institutes/centre.
- (iii) General relaxation clause : Age relaxation shall be allowed to other categories as per Govt. of India rules applicable from time to time.

Other Service Conditions

- (a) Benefits of New restructured defined contributory Pension system are admissible as per the provision contained in the Ministry of Finance, Department of Economic Affairs (ECB & PR Division), Notification No.5/7/2003-ECB & PR dated 22.12.2003 effective 1.1.2004.
- (b) Application fees for Rs.100.00 should be submitted in shape of crossed IPO drawn in the name of the Director, ICMR-RMRC, Bhubaneswar. Women candidates are exempted for application fees. ICMR employees are not exempted for payment of application fee. IPO obtained prior to the notification of advertisement will not be entertained.

- (c) Applications from employees working in Central/State Govt. Departments/ Public Sector Undertakings and Govt. funded research agencies must be forwarded through proper channel. Advance copies of application will be considered subject to the conditions that a "No Objection Certificate" from the employer should be produced at the time of verification of certificates/ testimonials.
- (d) Only short-listed candidates will be called for **written test, typing test & interview** and no correspondence will be entertained in this regard.
- (e) Incomplete/late application shall be not be entertained.
- (f) The Director, ICMR-RMRC, Bhubaneswar reserves the right to reject the applications or cancel the notification without assigning any reason thereof.
- (g) Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection/recruitment shall liable for disqualification.

How to apply

The applicant can apply for the above post in the prescribed application form. For details about applying the above posts please visit ICMR website www.icmr.nic.in or RMRC website www.rmrcbbsr.gov.in

1. Self attested copies of documents to be submitted along with the application form.
 - a. Proof of Date of Birth
 - b. Educational Qualifications & Technical qualification (Typing)
 - c. Experience if any
 - d. Crossed Indian Postal Order (IPO) for Rs.100/- (Rupees One hundred only).
2. Closing date for submission of application upto 5.00 P.M. on or before 10.10.2017
3. Application form duly completed in all respects and signed by the applicant alongwith attested copies of certificate/testimonials in support of qualification, age, caste, experience and application fee should be sent to the **Director, ICMR-Regional Medical Research Centre, Chandrasekharpur, Bhubaneswar, Odisha - 751023, by Speed Post/ Regd. Post.** *The envelop should be superscribed as "Application for the post Lower Division Clerk".*

**Sd/-
Administrative Officer
For Director**

ICMR-REGIONAL MEDICAL RESEARCH CENTRE
CHANDRASEKHARPUR, BHUBANESWAR-751023

APPLICATION FORM FOR THE POST OF LOWER DIVISION CLERK

Note: All answers must be given in words and not by dashes and dots.
No columns should be left blank.

**Affix recent
Passport Size
Photograph
duly signed**

Name of the post applied for _____

Postal Order No. _____ Date _____

Name of Post Office: _____ Amount _____

1. Name in Full: Mr/Miss/Mrs/Dr. _____

(IN CAPITAL LETTERS) _____

2. Father's /Husband's Name : _____

3. Address:(i) Present: _____

(ii) Permanent: _____

(iii) Contact Telephone No. _____ & Mobile No. _____

(iv) E-Mail address: _____

4. Date of Birth: _____ (In words) _____

5. Marital Status: Married/Un-married: _____
6. Nationality: _____
7. Gender (Male/Female/Others) _____
8. Caste _____ Religion _____
9. Particulars of all examinations passed and degree and technical qualifications obtained (commencing with HSC or equivalent examinations). Attach attested copies of all certificates.

Examination Passed	Name of the Board/ University	Class or Division	Subject taken	Year of Passing

DECLARATION

1. I hereby declare that the entries in this form and the additional particulars, if any, furnished herewith are true to the best of my knowledge and belief.
2. I have informed my Head of Office/Department in writing that I am applying for this post and shall produce "No objection" certificate at the time of the interview.

Signature of Candidate

Place:

Date: