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The ICMR – National Institute of Occupational Health (ICMR-NIOH), Ahmedabad is a permanent institute of Indian Council of Medical Research, an autonomous organisation under the Department of Health Research, Ministry of Health & Family Welfare, Government of India. NIOH invites applications in the prescribed format within 45 days from publication in Employment News for the under mentioned regular posts having all over India service Liability. The Age, Essential Qualification, Desirable Qualification, Number of Posts to be filled, Scale of Pay and the Reservation Roster Point are detailed below:-

1. **OFFICE ASSISTANT** – 04 Posts (02 - UR, 01 - SC, 01 - OBC)

Pay Matrix: Level 6 of the Pay Matrix (Min. Pay Rs. 35,400/-) + allowance as admissible under ICMR Rules.

Age: Not exceeding 30 years

Essential Qualification:-

- Minimum Three Years Bachelor's Degree in any discipline from a recognized University/Institution.
- Working knowledge of Computer (MS Office/Power Point)

Job requirement:

- Duties of Office Assistant include pre-check of bills presented by DDO, preparation of budget, compilation of accounts, preparation of balance sheet, audit, scrutiny of financial proposals relating to purchase of stores, equipments, capital etc.

2. **STENOGRAPHER** – 04 Posts (02 - UR, 01 - SC, 01 - OBC)

Pay Matrix: Level 4 of the Pay Matrix (Min. Pay Rs. 25,500/-) + allowance as admissible under ICMR Rules.

Age: 18-27 years

Essential Qualification:-

- 12th Class pass or equivalent qualification from a recognized Board or University with Computer Literacy.
- 80 w.p.m. speed in shorthand in English or Hindi.

Job requirement:

- To take dictation and do the typing work.

- To work any relevant Office job as assigned by the Superior if required so since there may not be sufficient Short Hand work. Candidates are expected to do other office jobs to support office work.

3. UPPER DIVISION CLERK – 01 Post (UR)

Pay Matrix: Level 4 of the Pay Matrix (Min. Pay Rs. 25,500/-) + allowance as admissible under ICMR Rules.

Age: 18-27 years

Essential Qualification:-

- Degree of a recognized University or equivalent.
- Typing speed of 35 w.p.m. speed 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.

General Guidelines for all posts:-

Abbreviation: UR – Unreserved, SC – Schedule Caste, OBC – Other Backward Caste

1. Candidates are required to furnish the following documents along with 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) Departmental Candidate claiming age relaxation should submit a certificate from his/her Employer in the prescribed format

Reservation and Relaxation:

Age will be reckoned on the closing date for receipt of application.

- (i) No age relaxation will be allowed to SC/ST/OBC candidate against the unreserved post (as per GOI Order No. 36011/1/98/Estt(Res) dated 01.07.1998)
- (ii) Reservation and relaxation for SC/ST/OBC 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 candidates.
- (iv) Category (UR/SC/ST/OBC) once filed in the online application form will not be changed and no benefit of other category will be admissible later on.
- (v) 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.

(vi) 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-NIOH.

Selection Criteria:-

For all posts mentioned above the selection/appointment will be made by conducting a competitive written test from the eligible candidates after short listing, who fulfil the eligibility criteria.

In addition to written test, a qualifying test for working knowledge of computer (MS Office or Power Point) will be conducted for post mentioned at Sr. No. 1.

Qualifying Skill test in Shorthand/Typing Speed shall be conducted for the post mentioned at Sr. No. 2.

Qualified candidates in written examination test on merit basis will be called for Type Test (qualifying only) for post mentioned at Sr. No. 3. Typing Test will be conducted in English or Hindi with computer only.

How to apply: -

(i) The candidates applying for the above mentioned posts should go through the detailed advertisement before and ensure that they fulfil the eligibility criteria as laid down in the advertisement. Concealing of information or furnishing false information will lead to rejection of the candidature at any stage of the recruitment. The NIOH-Ahmedabad reserves the right to reject any application without assigning any reason whatsoever.

(ii) Application form for above mentioned posts can be downloaded from the web site of ICMR(www.icmr.nic.in) and NIOH(www.nioh.org). Applicants should indicate the post applied for on the first page of prescribed Application Form and affix one passport size photograph. The application form should be supported

with necessary documents (degree, diploma, experience, caste certificate, proof for date of birth, NOC from present employer, etc). Application should be sent in a sealed cover super scribing 'the name of the post applied for' on the envelope to Director, ICMR – National Institute of Occupational Health(NIOH), Meghani Nagar, Nr. Raksha Shakti University, Ahmedabad – 380016 through Speed Post within 45 days from the date of advertisement in Employment News edition.

(iii) Separate application form should be submitted for each post along with **application fee of Rs. 300/-(Rupees three hundred only)** through NEFT in favour of "Director, National Institute of Occupational Health (State Bank of India, Civil Hospital Branch, Account No-10106975123, IFSC Code – SBIN 0003043, MICR Code: 380002011). Payment can also be made in form of IPO/DD in favour of "Director, National Institute of Occupational Health, payable at Ahmedabad. SC/ST, Physically Handicapped (PH) and women candidates are exempted from the application fee. Demand Draft are payable by all other candidate including ICMR employees. Candidates are requested to mention their transaction number in their application form for verification of payment of Application fees. Applications without the prescribed fee will not be considered and summarily rejected.

(iv) Unsigned/Incomplete application or application without supportive documents, without requisite fee, application received late, application not in the prescribed format, application received by Fax/e-mail etc will be summarily rejected.

(v) Any canvassing by the candidate by himself or on his behalf or to bring political or other outside influence with regard to selection/recruitment shall be considered as disqualification.

(vi) Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

(vii) Date of Written Test will be communicated to the eligible candidates through Call Letters and no enquiry in this regard will be entertained. Candidates are advised to visit ICMR and NIOH Website and their registered e-mail id from time-to-time for getting latest information regarding recruitment process.

(viii) Any change in the address for communication should be intimated to NIOH Ahmedabad by the candidate immediately.

(ix) Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection. Candidates are required to verify their eligibility before paying the examination fee.

(x) 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.

Additional/General Conditions

1. Candidates belonging to SC/ST and OBC Communities will have to furnish Certificate form prescribed authority in the required format failing which they will not be entitled to the concession admissible to them if any.

2. The number of vacancies to be filled may vary at the time of actual selection. In the event of non-availability of suitable candidates for the advertised posts, the positions can be filled up at lower level. Allowances as per Central Government rules are admissible on the prescribed pay scales. Benefits of new restructures defined contributory Pension system are admissible as per the provision contained in the Ministry of Finance, Department of Economic Affairs (ECD & PR Division), Notification No.5/7/2003-ECD & PR Dated 22.12.2003 effective from 1.1.2004.

3. Application from employees working in Centre/State Government Department/Public Sector Undertaking & Govt. Funded research agencies must be forwarded through proper channel along with the certificate of the employer that the applicant will be relieved within three months of his/her receipt of appointment orders and '**No Objection certificate**' must be attached with application. Application received after the closing date will not be considered.

4. No TA/DA will be paid to the candidates for appearing in the written examination test.

5. Court of jurisdiction for any dispute will be at Ahmedabad.

6. Candidates are advised to regularly visit ICMR-NIOH, Ahmedabad 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.nioh.org. No further press advertisement will be notified.

7. 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-NIOH, Ahmedabad (www.nioh.org) at least two weeks before the date of the examination. A candidate must write his/her Roll Number/Post while addressing any

communication to the ICMR-NIOH, Ahmedabad. Communication from the candidate not furnishing these particulars shall not be entertained.

8. The decision of the Competent Authority of ICMR-NIOH, Ahmedabad 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 centres, selection etc. will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

9. 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.

10. Mobiles, earphones connected cards and other electronic gadgets are banned within the premises of the examination centre. 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-NIOH, Ahmedabad for upto 3 (three) years.

11. Written examination test:

The examination centre of examination will be in Ahmedabad, Gujarat, India.

Note: Candidates who have applied for any of the above mentioned posts based on the earlier advertisement in 2017 need not to apply afresh. All the eligible candidates will be given opportunity to attend the written test.

Those who applied earlier against the old Advertisement will be given age relaxation.

Director