

**ICMR - NATIONAL INSTITUTE OF VIROLOGY
(INDIAN COUNCIL OF MEDICAL RESEARCH)
20-A, DR. AMBEDKAR ROAD, POST BOX NO.11, PUNE 411 001.**

APPLICATIONS are invited through online up to **21.05.2018** to fill up the following vacancies at National Institute of Virology and its Units at different parts of the Country on All India Service Liability.

Sl. No.	Cadre	Group	Pay (as per 7th CPC)	Vacancy	Reservation				Essential Qualification	Desirable Qualification	Job Requirement	Age Maximum years excluding any relaxations
					UR	SC	ST	OBC				
1	Administrative Officer	A	Level 10 of Pay Matrix 56100-177500	1	01	-	-	-	1) Three years Bachelor's Degree in any discipline 2) Three years working experience in Administration & Finance in Govt./Autonomous/ PSU Organization as Section Officer or equivalent.	1) Post Graduate Degree in relevant subjects (OR) MBA in HR / MPM 2) Knowledge of rules and regulations of a Central Govt organization 3) Knowledge of computer applications	1) To act as a link between Scientific, Technical, Engineering & Administrative Staff 2) Supervise the entire administrative activities & staff and act as DDO 3) Co-ordinate the meetings & trainings 4) Follow up procurement files, proper fund flow, compliance of all laws related to safety & security of staff and equipments, maintenance of activity calendar. 5) Special co-ordination during epidemics, endemics and emergent situations.	Below 35 years

Sl. No.	Cadre	Group	Pay	Vacancy	Reservation				Essential Qualification	Desirable Qualification	Job Requirement	Age Maximum years excluding any relaxations
					UR	SC	ST	OBC				
2	Accounts Officer	A	Level 10 of Pay Matrix 56100-177500	1	01	-	-	-	1) Three years Bachelor's Degree in any discipline 2) Three years working experience in Finance/Accounts as Section Officer/Assistant or equivalent in Central/ State Govt./Autonomous Organization etc.	1) Post Graduate Degree in relevant subject (OR) CA/ICWA (Inter) (OR) MFM / MBA (Fin) / MBS (Fin) (OR) SAS / 2) ISTM C & A or equivalent 3) Knowledge of rules and regulations of a Central Govt organization 4) Knowledge of computer applications 5) Knowledge of operating and submitting final accounts through accounts packages / softwares like Tally etc.	1) To act as a link between Scientific, Technical, Engineering & Administrative Staff 2) Act as PAO 3) Coordinate the procurement of spares, reagents, stationery etc. 4) Ensure proper fund flow. 5) Special coordination during epidemics, endemics and emergent situations.	Below 35 years

(Please read the following instructions carefully)

- ABBREVIATION:** UR - Un-Reserved, SC – Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Classes (non creamy layer), PwDs – Persons with Disabilities
- Only Online Applications will be accepted.
- Age relaxation will be in accordance with the orders issued by the Central Government from time to time. Govt. Servants with three years regular service applying for Group A vacancies are given 05 years age relaxation.

Crucial date for calculating the maximum age will be the closing date for online application. Such age relaxation shall be extended only for the reserved vacancies (SC/ST/OBC) and no age relaxation against the Unreserved vacancies as per Govt. of India order No.36011/1/98/Estt(Res.) dated 01.07.1998.

- 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 Affair (ECB & PR Divn.), Notification No. 5/7/2003-ECB & PR dated 22.12.2003 effective from 01.01.2004.

5. Educational qualification and experience should be from a recognized Board / Organization / Institute of repute. Experience will count after the date of acquiring prescribed essential qualifications.
6. No TA/DA will be paid to attend the online written test and the candidates will have to make their own arrangement.
7. Separate application should be submitted for each post.
8. Online application form is available at website : niv.erecruitment.co.in . Candidates (other than exempted) have to pay the application fee of Rs.500 during the process of online application. The payment provision is available in the online link. No copy of certificate / testimonial is required at this stage. SC/ST/PwDs and Women candidates are exempted from payment of application fee. ICMR employees are not exempted from the payment.
9. Initially, only online applications will be accepted. Hard copy of online applications with enclosures will be obtained from those who qualify the online written test and called for interview. Original Certificates / Testimonials will be verified from the candidates at the time of interview and candidates belonging to SC/ST/OBC (Non-Creamy layer)/ PwDs should furnish their latest certificates in the prescribed format as per GOI instructions, failing which their candidature will not be considered.
10. Those working in Central / State Govt. / Public Sector Undertakings / Govt. funded organizations etc. should submit their online applications with the prior permission of the employer. In such cases, 'No Objection Certificate' from the present employer must be produced at the time of interview / personal discussion, failing which their candidature will not be considered.
11. Mode of Selection will be through online written test and interview at Pune.
12. Application once made will not be allowed to withdrawn and fees once paid will NOT be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
13. Vacancies shown are tentative and may vary.
14. Suppression or any wrong or misleading information in the application may forfeit the candidature either during the process or thereafter.
15. Incomplete / late or without application fee (except for the exempted candidates) applications will straight away be rejected.
16. 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.

NOTE : The Director, NIV reserves the right to accept or reject any / all the applications. For further updates / amendments, please refer to niv.erecruitment.co.in / NIV / ICMR websites. No enquiry or correspondence in this regard will be entertained.

DIRECTOR