

(I.C.M.R.) NATIONAL INSTITUTE OF MEDICAL STATISTICS
Ansari Nagar, Medical Enclave, New Delhi-29

VACANCY CIRCULAR

Applications are invited upto 15.02.2019 from the eligible candidates of ICMR Hqs./Institutes/Centres to fill up the post of **Administrative Officer** (Unreserved) at NIMS New Delhi in Pay Level 10 (Pre-revised PB-3 Rs.15600-39100+Grade Pay Rs.5400/- plus allowances as admissible under the rules. The Eligibility Criteria as per the Recruitment Rules are given as under:

Educational and Other Qualifications:

Administrative Officer (Jr. Grade) with 2 years service, Section Officer with 3 years regular service in the grade, and Private Secretary with 3 years regular service in the grade out of which minimum one year service in Admn./Accountant Section, shall be eligible for consideration for promotion.

Eligible candidates are requested to apply through proper channel in the prescribed format annexed herewith.

The filled in application along with documents in support of Educational Qualifications, Experience, Vigilance Clearance Certificate and APAR Dossiers for the last five years duly attested by the Director/Director-in-charge of the concerned Institute should reach the undersigned on or before 15.02.2019.

Sd/-
Director

To

The Director/Director-in-charge
All Permanent Institute/Centers of ICMR