



Advt.No.NIRT/Estt./DR/2019/

Date: 03.08.2019

EMPLOYMENT NOTICE NO.02/2019

- I. The Indian Council of Medical Research, ICMR-National Institute for Research in Tuberculosis, Chennai an Autonomous Organization under Department of Health Research, Ministry of Health & Family Welfare, Government of India invites applications from eligible candidates as per criteria laid down below for filling up the following posts:

- (i) Personal Assistant (Post Code No.01)
- (ii) Assistant (Post Code No.02)
- (iii) Upper Division Clerk (Post Code No.03)
- (iv) Lower Division Clerk (Post Code No.04)

II. **Details of Vacancy of Post**

Post Code	Name of Post	Pay Level as per 7 th CPC Pay Matrix	Total Number of Tentative Vacancies	Vacancies reserved for SC/ST/OBC /EWS	Vacancy against
01	Personal Assistant (Group B Ministerial)	Pay Level-6 Rs.35400-112400	02	UR – 02	NIRT-01 (UR) NIRT, Epid Unit-01 (UR)
02	Assistant (Group B Ministerial)	Pay Level-6 Rs.35400-112400	01	UR – 01	NIRT, Epid Unit-01 (UR)
03	Upper Division Clerk	Pay Level-4 Rs.25500-81100	05	UR – 04 OBC – 01	NIRT-04 (UR-03, OBC-01) NIRT, Epid Unit-01 (UR)
04	Lower Division Clerk	Pay Level-2 Rs.19900-63200	03	UR – 02 OBC - 01	NIRT-01 (UR) NIRT, Epid Unit-02 (UR-01, OBC-01)

III. **Essential Qualification**

Post Code	Educational Qualification
01	a. Minimum Three years Bachelor's degree in any discipline from a recognized University / Institute with Computer Literacy b. 120 w.p.m. speed in Shorthand (English or Hindi)
02	a. Minimum Three years Bachelor's degree in any discipline from a recognized University / Institution b. Working knowledge of Computer (MS Office / Power Point)
03	a. Degree of a recognized University or equivalent b. Typing speed of 35 w.p.m. 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)

04	<p>a. 12th class pass or equivalent qualification from a recognized Board or University.</p> <p>b. Typing speed of 35 w.p.m. 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).</p>
----	---

IV. **Cutoff date and age limit as on 30.08.2019**

- a. Upper age limit for the post of Personal Assistant & Assistant (Post code 01 & 02) is not exceeding 30 years as on 30.08.2019. The upper age limit for departmental candidate is 35 years for the post of Personal Assistant and Assistant.
- b. Age limit for the post of Upper Division Clerk and Lower Division Clerk (Post code 03 & 04) is between 18 and 27 years. The departmental employees who completed 03 years of regular service will be eligible for age relaxation upto 40 years for the post of UDC. The upper age limit for Government Servants / Autonomous Organization employees is 40 years for the post of LDC.
- c. The departmental candidate, who requires age relaxation, should submit a certificate from his / her Employer in the prescribed format Annexure – I.

V. **Other Details**

1. Method of Selection:

Post Code	Selection Criteria	Qualifying marks for Written Exam
01	<ol style="list-style-type: none"> i. Written Examination / test ii. Skill Test (Qualifying Only) 	50 percent of total marks
02	<ol style="list-style-type: none"> i. Written Examination / test ii. Skill Test / Test on Working Knowledge of Computer (MS Office / Power Point) (Qualifying Only) 	50 percent of total marks
03	<ol style="list-style-type: none"> i. Written Examination / test ii. Typing Test (Qualifying Only) 	50 percent of total marks
04	<ol style="list-style-type: none"> i. Written Examination / test ii. Typing Test (Qualifying Only) 	50 percent of total marks

The candidates will be selected on the basis of merit in the Written Examination subject to the condition of qualifying the Skill Test or Typing Test.

2. Date of written test will be communicated to the candidates fulfilling the eligibility criteria through call letters. The call letters along with the admit card will be sent to the candidates. The list of candidates shortlisted for Written test will also be uploaded on the websites of ICMR-NIRT, Chennai and no enquiry / request by any other mode in this regard will be entertained.
3. In pursuance to the orders issued by DoPT, the practice of holding of interviews as part of selection process for Junior Level posts (Group B&C posts) in Administrative and Technical Cadre accordingly has been dispensed with. **Therefore, only written test will be held followed by Skill Test / Typing Test and this Test will be of qualifying nature only and no Interview / Personal discussion will be held for the above said posts.**

4. **Probation:**

- A. Selected candidates will be on probation for a period of 2 years from the date of his / her joining.
- B. Other terms and conditions regarding probation will be as per rules of ICMR issued from time to time.

5. **Reservation and Relaxation:**

A. For Post Code (01 & 02):

- (i) The crucial date for determination of eligibility of age will be the last date of receipt of applications i.e. 30.08.2019.
- (ii) The posts being reserved for UR & OBC category, no age relaxation is admissible for SC/ST & OBC candidates against the Unreserved vacancy as per Government of India order No.36011/1/98/Estt (Res.) dated 01.07.1998.

B. For Post Code (03 & 04):

- (i) The crucial date for determination of eligibility of age will be the last date of receipt of applications i.e. 30.08.2019.
- (ii) The upper age limit is relaxed by 3 years for OBC (Non Creamy Layer) candidates.
- (iii) The candidates are required to submit a valid / latest requisite OBC (Non-Creamy Layer) certificate in prescribed format of Government of India, from a competent authority as per Annexure-II.

Age relaxation for Divyang / PwD / Ex-servicemen will be as per the instructions issued by Government of India on the subject from time to time. They should submit a certificate in the prescribed format in (Annexure – III & IV).

Further, OBC-NCL candidates will have to give a self-undertaking indicating that they belong to OBC-NCL category also at the time of joining, in case selected.

6. **How to apply:**

- A. The application form and other details can be downloaded from the website of ICMR & NIRT i.e. www.nirt.res.in and www.icmr.nic.in.
- B. Applicants should legibly indicate the post applied for on the first page of prescribed "APPLICATION FORM" and affix one passport size photograph. Application form (hard copy only) accompanied with self-attested copies of necessary supporting documents (Certificates / Testimonials, Degree, Diploma, Experience, Caste Certificate, Proof for Date of Birth, NOC from present employer, Application Fee etc.) should be sent in a sealed cover envelope superscribing on the top of envelope "**Application for the post of (Name of Post and Post code) at ICMR-NIRT, Chennai**".

- C. The applications are to be sent to the address “The Director, ICMR-National Institute for Research in Tuberculosis, 01 Mayor Sathyamoorthy Road, Chetpet, Chennai-600031” latest by 30.08.2019 along with **Non-refundable Application Fee** of Rs.300/- (Rupees Three Hundred Only) in the form of Indian Postal Order (IPO) / Demand Draft from a Nationalized Bank, payable at Chennai drawn in favour of “Director, ICMR-NIRT, Chennai”. The SC/ST candidates, persons with Disabilities (PwD) and Women candidates are exempted from payment of the application fee. The application fee is payable by all other candidates including ICMR and allied Institutes’ employees. The fee once deposited will not be refunded.
- D. Applications received without the superscription of the post on the envelopes will be rejected.
- E. Persons applying for different posts i.e., for post code 01, 02, 03 and 04 have to submit separate application for each post.
If an applicant applies for more than one post and enclose applications in the same envelope, the applications will not be considered for any post.
- F. The application forms must be neatly and cleanly filled in CAPITAL LETTERS in Candidate’s own hand writing failing which the application form will be liable to be rejected.
- G. It is mandatory for the candidates to furnish their email address in the appropriate column of the application form.**
- H. Unsigned/Incomplete applications, applications filled in vague handwriting or application without supportive documents, without requisite fee, applications received late, applications not in the prescribed format, applications received by fax / e-mail, etc. will be summarily rejected. **ICMR-NIRT, Chennai will not be responsible for late receipt of applications due to postal delay / wrong delivery and no correspondence will be entertained in this regard.**
- I. Application forms of employees working in Central / State Government departments / Public Sector Undertakings etc. must be forwarded through proper channel with “No Objection Certificate” clarifying vigilance clearly stating that in the event of their selection, they will be relieved within one month. Advance copies of application will be considered subject to the receipt of a copy through proper channel within the time limit.
- J. The applicants applying in response to this advertisement, in their own interest, should satisfy themselves regarding their eligibility criteria as on the last date of receipt of applications i.e., 30.08.2019. In case, at any stage of recruitment or thereafter, it comes to the notice that any candidate who do not fulfil the required qualification or is not eligible otherwise, his / her candidature will be cancelled without assigning any reason or notice thereof irrespective of the marks obtained in the written test / qualifying the skill test whatsoever it is, and no enquiry / request / correspondence will be entertained in this regard.

VI. **Other Conditions:**

- A. Crucial date for calculating the maximum age will be the closing date of application.
- B. No TA/DA will be admissible for attending Written Test or Shorthand/Typing Test.
- C. Appointment will be subject to Medical Fitness and verification of character and antecedents from civil authorities.
- D. Benefits of new restructured 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.
- E. Date of written test will be communicated to the shortlisted candidates through call letters and no enquiry / request by any other mode in this regard will be entertained. Candidates are advised, in their own interest, to visit ICMR-NIRT websites from time to time till the finalization of recruitment process for the updated status of the recruitment process as all relevant information will be uploaded on the website and ICMR-NIRT, Chennai will not be responsible if the candidates skip any important information regarding recruitment, uploaded on the website referred above.
- F. The decision of the Director ICMR-NIRT in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of examination(s) and shorthand, typing test, allotment of examination hall / centre, selection, Increase / decrease the number of vacancies, cancel the advertisement fully or partially, rectify any inadvertent error or omission in the advertisement at any stage of the Recruitment Process by notifying only it on the ICMR-NIRT website will be final and binding on the candidates and no enquiry / correspondences will be entertained in this regard.
- G. Candidates selected and appointed to any post shall be liable to serve anywhere in India.
- H. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Tamil Nadu and the Courts / Tribunals / Forums at Tamil Nadu only shall have the sole and exclusive jurisdiction.
- I. Any Canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection / recruitment process shall be treated as disqualification and the candidature of such candidates will be summarily rejected.

J. No enquiry or correspondence will be entertained on the issue related to selection process.

Applicants are advised to regularly visit ICMR-NIRT website for updated information on the selection process. Any corrigendum / addendum / errata in respect of the above advertisement shall be made available on our websites i.e., www.nirt.res.in and www.icmr.nic.in. No further press advertisement will be notified. ICMR-NIRT, Chennai will not be responsible if any candidate skips any important recruitment information due to not visiting the websites.

Director-In-Charge

**FORM OF CERTIFICATE TO BE SUBMITTED BY GOVT. EMPLOYEE
SEEKING AGE RELAXATION)**

(To be filled by the Head of the Office or Department in which the candidate is working)
(Please see Para 6(v) of the Notice)

It is certified that Sh./Smt/Kum.....is a Central Government Civilian employee / State Govt. employee / employee of Autonomous Body holding the post ofin the Pay Level (Rs.....) of Pay Matrix (as per 7th CPC) with 03 years regular service in the grade as on closing date (i.e. the last date for submission of online application).

Place:

Date:

Signature, Name and Designation of the
Competent Authority
SEAL

FORMAT OF CERTIFICATE BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that son/daughter of of village District/Division in the State belongs to the Community which is recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary - Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India - Extraordinary-part I, Section-I, No. 210, dated the 11th
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.

Shri and/or his family ordinarily reside(s) in the District/Division of the State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993 and modified vide Govt. of India Department of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 & 14.10.2008.

Dated:
Seal:

District Magistrate or
Deputy Commissioner etc.

Note-I

(a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificate are indicated below:-

- (i) District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate /Additional Chief Presidency Magistrate/Presidency Magistrate
- (iii) Revenue Officer not below the rank of Tehsildar
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

Note-II

The **closing date for receipt of application** will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per Annexure-II issued by the competent authority on or before the Closing Date as stipulated in the Notice.

**FORM OF CERTIFICATE TO BE PRODUCED BY SERVING / RETIRED / RELEASED
ARMED FORCES PERSONNEL FOR AVAILING THE AGE CONCESSION**

1. It is certified that No.....Rank
Name whose date of birth
is has rendered service from to
..... in Army/Navy/Air Force.

2. He has been released from military services:

% a) On Completion of assignment otherwise than

(i) By way of dismissal, or

(ii) By way of discharge on account of misconduct or inefficiency, or

(iii) On his own request, but without earning his pension, or

(iv) He has not been transferred to the reserve pending such release

% b) On account of physical disability attributable to Military Service.

% c) On invalidment after putting in at least five years of Military Service.

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Place:

Date:

Signature, Name and Designation of the
Competent Authority**

SEAL

% Delete the paragraph which is not applicable

**FORM OF MEDICAL CERTIFICATE TO BE PRODUCED BY THE
DIVYANG CANDIDATES WHO SEEK EXEMPTION FROM APPEARING IN THE
TYPEWRITING TEST**

This is to certify that Sh./Smt./Kum
son/daughter/wife of Sh..... is suffering
from

Clinical diagnosis as a result of which he/
she has the following disabilities.
(Brief description of his/her disabilities)

.....
.....
.....
.....

Photograph of candidate clearly showing face
with affected portion of the body

This is a permanent disability and the extent of his/her disability works to
% of disability.

This disability is likely to interfere with Typewriting (specify)

.....

Signature of Candidate

Signature of Civil Surgeon

Name:
Designation:
Place:
Seal: