

DESERT MEDICINE RESEARCH CENTRE
(Indian Council of Medical Research)
New Pali Road, Jodhpur – 342005

VACANCY CIRCULAR

Desert Medicine Research Centre, a permanent research centre under Indian Council of Medical Research, Department of Health Research, Ministry of Health & Family Welfare, Govt. of India, invites applications from suitable Indian Nationals for appointment on the following posts **up to 04.09.2018**:

S.No.	Name of Post	Pay Matrix	No. of Vacancies & Reservation Category	Upper Age Limit	Essential Qualification	Job Description
1.	<u>Assistant</u>	Pay Rs.35,400-1,12,400 Level 06 (Pre-revised Pay Band-2 Rs. 9300-34800+ Grade Pay Rs. 4200)	One Post Unreserved	Not exceeding 30 Years	Essential qualifications: 1. Minimum three years Bachelor's degree in any discipline from a recognized University/ Institutions. 2. Working Knowledge of Computer (MS Office/ Power Point)	Job Requirement: Dealing Administrative matters including cases of recruitment ,personal & service records etc. Scrutinize proposals related to Finance & Accounts, Material Management, and Infrastructure etc.
2.	<u>Upper Division Clerk</u>	Pay Rs.25,500-81,100 Level 04 (Pre-revised Pay Band-1 Rs.5200-20200+ Grade Pay Rs. 2400)	One Post (Reserved for OBC)	Age 18-27 Years	Essential qualifications: i) Degree of a recognized University or equivalent. ii) 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.)	1. Maintenance of Service Books and Personal files and Pension. 2. Maintenance of Earned /Medical leaves account. 3. Preparation of Pay Bills. 4. Scrutiny and submission of other claims viz. T.A. Medical reimbursement, withdrawal/ advance from GPF, LTC claims etc. 5. Compilation, preparation and submission of different monthly, quarterly and annual returns. 6. To deal with the pay fixation cases. 7. Care taking and store keeping.

1. Age relaxation.

(A) 3 years age relaxation will be given for OBC candidates against the post reserved for OBC candidates (UDC). Five years relaxation will be given Government servants and 10 years for Physically Handicapped (PH) candidates.

2. Other Service Conditions:

- A Allowances as per Central Government Rules are admissible on the above mentioned pay scale
- B. 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 from 1.1.2004.
- C. **Probation:-**
 - a. Selected Candidates will be on a probation 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/GOI issued from time to time.
- D Application forms of employees working in Central/State Govt. Departments/ Public Sector Undertaking etc. must be forwarded through proper channel with “No Objection Certificate” clarifying vigilance clearance and last 5 years’ ACR dossiers clearly stating that in the event of their selection, they will be relived within one month. Advance copies of application will be considered subject to the conditions that a ‘No Objection Certificate’ from the employer is produced at the time of written test.
- E Departmental candidates holding regular post only (excluding long term and short term project staff) with three years continue service, presently holding the regular post and possessing the requisite qualifications will be eligible to compete for the post of UDC and Assistant and they will be given age relaxation to 40 years of age as per DoPT OM No. 15012/2/2010-Est.(D) dated 27.03.2012. and Recruitment Rules as amended from time to time.

3. Application fee:

- A. General/OBC Candidates are required to pay non-refundable application fees of Rs. 300/- (Rupees Three Hundred only) payable in favour of “The Director, Desert Medicine Research Centre, payable at Jodhpur in form of Demand Draft/IPO only which should be enclosed along with application and should reach to this office on or before closing date. The SC/ST/Women/physically handicapped candidates (PH)/Ex-Servicemen are exempted from the application fee. All other / ICMR employees are not exempted from the payment of application fee. On the over leaf of demand Draft, the candidate must mention his/her name and post applied for. Fee once paid will not be refunded under any circumstances. Any other mode of payment viz. cash, money order and cheque will not be accepted.

4. How to apply

1. Application forms enclosed as Annexure-I and other information can be obtained from DMRC website www.dmrkjodhpur.nic.in
 - a. The application duly signed by the applicant should be submitted to The Director, Desert Medicine Research Centre, New Pali Road, Jodhpur-342005 along with self-attested copies of the certificates
 - b. Proof of Date of Birth
 - c. Educational qualification
 - d. Experience certificates/testimonials
 - e. One-self attested recent passport size photograph
 - f. ID Proof (Ex. PAN/Voter ID/Driving License etc.)
 - g. One set of self-attested photocopies of all documents
 - h. Application fee in the form of Demand Draft/IPO
 - i. Last Date for submitting completed applications **in Hardcopy: 04 September, 2018 up to 5:30 pm**

5. Selection Procedure:

Method of Selection

- A. The Selection Procedure will be of Two Stage exam/test comprising of:-
 - (i) Written Examination/test consisting of Objective Type Questions (100 questions) with duration of 100 minutes (1 Hour and 40 Minutes) on the basic knowledge of:
 - a) General Knowledge (including current affairs)- 20 marks
 - b) General English- 20 marks
 - c) General Mathematics & Quantitative Aptitude – 20 marks
 - d) Reasoning & Analytical Ability – 20 marks and
 - e) Basic Computer Knowledge- 20 marks
 - AND**
 - (ii) Computer Skill Test which will be qualifying nature in case of Assistant and Typing Skill Test of Qualifying nature in case of UDC post. The candidates will be selected on the basis of merit in the written examination subject to the condition of qualifying the skill test.

- B. The Director DMRC & The Director General ICMR , New Delhi reserves the right to :-
- a) Fix criteria for screening the applications so as to limit the number of candidates to be called for written test.
 - b) Increase/ decrease the number of vacancies.
 - c) Fill up or not fill up any/ all of the advertised positions without assigning any Reasons thereof.
 - d) To rectify any inadvertent error or omission in the advertisement at any stage of the Recruitment Process by notifying it on the DMRC/ICMR website.
- C. Although syllabus and marking question papers for all the posts will be same, the level of question for each post will vary based on the optimum essential qualification of the post i.e. Graduation. There will be no negative marking in written examination.
- D. The Computer Course Certificate/Typing Speed certificate is not mandatory while applying for the post as shortlisted candidates will have to undergo and qualify the Computer/Skill Test prescribed for the post, before they considered for appointment.
- E. Ties cases will be resolved by applying one after another, as applicable, till the tie is resolved:-
- a. Marks in the written examination test
 - b. Date of Birth, with older candidate placed higher
 - c. Alphabetical order in which the first names of the candidate appear.

Assistant (Unreserved)

The qualifying marks for Written Test shall be 50% of the total marks prescribed. Only shortlisted candidates based on merit in the written examination will be called for Computer Knowledge Test.

Upper Division Clerk (OBC)

The qualifying marks for Written Test shall be 50% of the total marks prescribed. Only shortlisted candidates based on merit in the written examination will be called for Skill/Typing Test.

5. General Instructions:

- 1 The post is with all India transfer liability under the Council.
- 2 The envelope containing applications should be super scribed – Application for the post of ‘Assistant or Upper Division Clerk.
- 3 OBC candidates are requested to submit the caste certificate in prescribed format (Annexure-I) issued as per the Government of India inspection by Competent Authority for appointment to posts under Government of India, which shall not be more than 3 years old from the last of receipt of application **i.e. 04.09.2018.**

- 4 Date of written test/Skill Test will be communicated to the eligible candidates through call letters and as well as information will be uploaded on the website DMRC only, and no enquiry in this regard will be entertained.
- 5 No TA/DA will be admissible to attend the written test/Skill Test.
- 6 Canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection / recruitment shall be treated as disqualification
- 7 Any Addendum/Corrigendum in respect of above vacancy notice shall be issued on our websites www.dmrcjodhpur.nic.in . Applicants are requested to regularly visit our website to keep themselves updated.
- 8 The Crucial date for determination of eligibility of age will be the last date of receipt of application i.e. **04.09.2018**.
- 9 The Application form must be filled in CAPITAL LETTERS and neat and clean in candidates own hand writing failing which the application form will be liable to be rejected.
- 10 Unsigned/ Incomplete applications, application filled in vague handwriting or applications 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. Separate Application form should be used for each post. ICMR-DMRC will not be responsible for late receipt of applications due to postal delay/wrong delivery and no correspondence will be entertained in this regard.

Note: All applications have to be accompanied by duly signed along with necessary documents so as to reach DMRC Jodhpur before last date.

Last Date for submitting completed applications in hard copies 04th September 2018 up to 5:30 pm. Application received after the closing date will not be considered.

Further information on DMRC its Mission/Function can be viewed on the DMRC website (www.dmrcjodhpur.nic.in)

DIRECTOR
Desert Medicine Research Centre
Jodhpur