

**NATIONAL INSTITUTE OF MALARIA RESEARCH  
(Indian Council of Medical Research)  
Sector-8, Dwarka, New Delhi:110077.**

Applications are invited upto **10.10.2016** for the post of **Lower Division Clerk (Hindi Typist) one(UR) PB-1** Rs.5200-20200+GP 1900 (as per 6<sup>th</sup> CPC pre revised scales) at NIMR, Delhi

- Essential: i) 12<sup>th</sup> Class or equivalent qualification from a recognized Board or University
- ii) A typing speed of 30 w.p.m. in Hindi on computer.( 30 w.p.m. correspond to 9000 KDPH an average of 5 key depressions for each word to be tested by NIMR by conducting a type test on Computer Only. No separate certificate of typing speed is required to be submitted.

- Desirable: i) Knowledge of computer operation;
- ii) Three years' experience in any organization dealing with Hindi publications.

Age : Between 18 and 27 years(age relaxable for Government Servants/Departmental candidates with 3 years continuous service upto 40 years in accordance with the instructions or orders issued by the Central Government). Age will be reckoned as on last date for receipt of applications mentioned above. In case of SC/ST/OBC/Ex-Serviceman candidates, the age relaxation will be considered as per DOPT Rules.

Pay and 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, Deptt. Of Economic Affairs (ECB & PR Division) Notification No. 5/7/2003-ECB & PR dated 22.12.2003 effective from 1.1.2004. The appointee will not be covered under existing GSIL Scheme till the new GSLI Scheme is re-launched by GSLI authorities.

1. The application format can be downloaded from Institute's website [www.nimr.org.in/vacancy.htm](http://www.nimr.org.in/vacancy.htm) Applications in the prescribed format alongwith self-attested copies of testimonials in support of date of birth, educational qualification, experience, caste certificate etc. may be sent to the **Director, National Institute of Malaria Research, Sector-8, Dwarka, New Delhi - 110077** within the stipulated date, preferably through Regd./Speed Post/By hand. Application sent by other mode i.e. Fax/Email will not be accepted. The candidates who have applied against this Institute's previous advertisement, for the post of LDC(Hindi Typist), which has been cancelled needs to apply afresh and their previous application would not be considered.
2. One time age relaxation will be allowed to the staff working in long term Projects at ICMR Institutes/Centres. The Temporary Status Workers possessing the required qualification and 3 years regular service in the grade pay of Rs.1800 will also be given age relaxation as per rules.
3. The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling all the eligibility criteria as on the closing date of applications, failing which their application/candidature will be rejected irrespective of their marks obtained in Test.

4. Candidates working in Central/State Govt/PSUs/Govt. funded organizations etc should submit their applications **THROUGH PROPER CHANNEL.**
5. The selection will be made through merit in the Written Test & passing typing test on required speed. The Typing test will be of qualifying in nature and the candidates on merit in written test must qualify the Typing Test at the required speed failing which his/her candidature will not be considered successful. No interview will be held in compliance to the DOPT Order No. 39020/01/2013-Estt(B)-Part dated 29.12.2015.
6. After declaration of final result, the Selected candidate will be called to bring all original testimonials/ certificates alongwith their duly attested copies of i) Certificate of Qualification/ Date of Birth ii) Caste Certificate for SC/ST/OBC Category issued by the Competent Authority iii) Disability Certificate vi) No objection certificate, if in regular employment vii) Experience Certificate etc., as applicable in their case..
7. **Applicants are advised to remain in touch with the website of the Institute ([www.nimr.org.in/vacancy/html](http://www.nimr.org.in/vacancy/html)) for any information related with the recruitment since beginning until the recruitment process is completed.**
8. In case, at any stage of recruitment or thereafter, it has come to the notice that candidate do not fulfill the required qualifications, his candidature will be cancelled without any notice, irrespective of marks obtained in Written Test/ qualifying Typing speed test etc.
9. Any dispute in regard to any matter referred to herein shall be subject to jurisdiction of Delhi Court alone.

**Note : Incomplete/ late or delayed applications will straightaway be rejected. The Director, NIMR reserves the right to accept or reject any/ all the applications. Only short listed candidates will be called for the tests. No enquiry or correspondence in this regard will be entertained. No TA/DA will be paid to attend the Written/Type Test etc., the candidates have to make their own arrangement. Any canvassing on behalf of the candidate or attempting to bring external influence with regard to selection/recruitment shall be considered as DISQUALIFICATION**

Admn. Officer

**National Institute of Malaria Research  
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**Note : This application form should be filled in by the candidate's own handwriting. All answers must be given in words and not by dashes and dots. No column should be left Blank.**

Application for the Post of :.....

1. Name of Candidate (In block letters) .....

2. Father's/Husband's Name :.....

3. Date of Birth :Date.....Month.....Year.....

AGE :..... Years.....Months.....Days

4. Mobile No.....

5. Email ID .....

6. Gender.....

7. Nationality.....

8. Religion.....

9. Present Address with Pin Code Number :.....

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10. Permanent Address with Pin Code Number .....

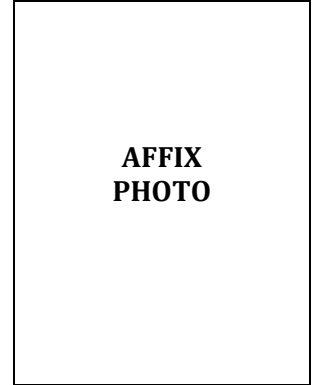
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11. Whether Married/ Unmarried .....

12. Are you belongs to Schedule Caste/ Tribe /OBC (Non Creamy Layer) : Yes/ No. ....

13. Are you physically Handicapped. : Yes/ No.....



14. If yes, % of disability .....

(If the answer is Yes for 12 & 13, give particulars and attach attested copy of Certificate issued by Competent Authority in support of your claim).

15. Particulars of all examination passed and technical qualifications obtained (commencing from Matriculation or equivalent examination). Attach self attested copies of all Certificates.

<b>Examination or Degree Obtained.</b>	<b>Board/ University</b>	<b>Class or Division</b>	<b>Subjects</b>	<b>Year of passing</b>

16. Typing Speed/Computer Proficiency etc.

Hindi Typing Speed on Computer.....

Computer Proficiency/ Certificate etc. obtained.....

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17. Work Experience. Have you ever been employed? Give particulars below:- (if employed in Govt. Service, application must be sent through proper channel).

<b>Name &amp; Address of Employer</b>	<b>Post held with pay scale/Pay band + Grade Pay</b>	<b>Date of Joining</b>	<b>Date of Leaving</b>	<b>Nature of Duties</b>	<b>Relevant experience suitable for the post applied for</b>

18. Please state below clearly whether in the light of entries made by you in the previous column, you possess the essential and desirable qualification laid down in the advertisement.

ESSENTIAL	DESIRABLE	If not, reasons

19. If selected, what notice period would you require before joining.....

**DECLARATION**

1. I hereby declare that the entries in this form and the additional particulars, if any furnished herewith are true to the best of my knowledge and belief.
2. I have informed my Head of Office/ Department in writing that I am applying for this post and shall produce "No Objection Certificate" at the time of Selection (applicable in case of Govt. Servants).

**(Signature of Candidate)**

Place: .....

Date: .....

Note : -

1. Application received after the closing date for whatever reasons is liable to be rejected.
2. If it is found now or later at anytime during the service of a person that false information has been furnished or that there has been suppression of any material facts in the application form, his /her services would be liable to be terminated.
3. Application not signed by the candidate is liable to be rejected.
4. Candidates who are employed should submit "No objection Certificate" from their employer at the time of selection. In case, they do not furnish the same for some reasons or others, their candidature will straight way be rejected.

**(Signature of Candidate)**