

ICMR - NATIONAL INSTITUTE OF EPIDEMIOLOGY
R-127, Second Main Road, TNHB, Ayapakkam, Chennai – 600 077
Contact No.044-26136260

No.NIE/ESTT/DR-UDC/2017/

Dated: 26.11.2017

Applications are invited up to 18th December 2017 (Monday) from the eligible candidates for two (2) posts of Upper Division Clerk (1-Un-Reserved & 1-Other Backward Class category) at ICMR's National Institute of Epidemiology, Chennai, as per the details given below:

Name of the post	:	Upper Division Clerk – 2 Posts [One post for Un-Reserved (UR) & One post for Other Backward Class (OBC)]
Pay Scale	:	Level-4 in the Pay Matrix under VII CPC [Pre-revised (PB-1) Rs.5200-20200 + GP 2400
Essential and other qualifications	:	(i) Degree of a recognized University or equivalent. (ii) Typing speed of 35 w.p.m. in English on Computer. (35 w.p.m. correspond to 10500 KDPH on an average of 5 key depressions for each word).
Age limit	:	18 to 27 years as on the last date mentioned above.
Age Relaxation	:	Age relaxation for Reserved category (SC/ST/OBC) applicant is admissible only in case of vacancies reserved for such categories as per GoI Orders/ICMR norms. The Reserved categories applicants, who apply against posts meant for UR category are not entitled for age relaxation.

Allowances as per ICMR Rules are admissible on the above pay scale. 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 with effect from 01.01.2004. (For in-service candidates, who are already having pensionary benefits, the existing pension scheme will be followed).

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A Demand Draft / Indian Postal Order (IPO) for Rs.300/- (Rupees Three hundred only) in favour of “The Director, National Institute of Epidemiology” payable at Chennai, being the application fee, should be enclosed along with the application. SC/ST, Women and Physically Handicapped (PH) candidates are exempted from the payment of application fee. The Council’s employees are not exempted from the payment of application fee for Direct Recruitment posts.

Application from the employees working in ICMR Institutes must be forwarded through proper channel. Interested eligible candidates may submit their application in the prescribed format (given below) giving full details viz., Name, Address, Age, Educational Qualification, Technical Qualification (Typing), Community (Latest OBC Certificate) etc., to **the Director-in-Charge, National Institute of Epidemiology, Second Main Road, Tamil Nadu Housing Board, Ayapakkam, Chennai – 600 077**, along with self attested copies of the above relevant certificates, on or before the last date mentioned above.

Eligible candidates will be invited for a Written Test conducted by NIE. Qualifying marks for written test shall be 50% and 40% for UR/OBC and SC/ST/PH candidates respectively of the total marks prescribed. Short-listed candidates shall be called for Typing test, which will be qualifying only. Final selection will be based on the performance in the Written Test. Admission to written test however does not guarantee selection of candidates.

Applications received after the due date will not be considered. Unsigned / incomplete application, application without Demand Draft / IPO, or applications without documents in support of age, educational and technical qualification (Typing), community (latest OBC Certificate) etc. will be summarily rejected. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection shall lead to disqualification. The post is with all India transfer liability under ICMR.

The selection to the post will be subject to fulfillment of eligibility criteria and certificates being intact on physical verification of originals.

Director-in-Charge

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PHOTO

Application for the post: _____

1)	Name (full in block letters)	
2)	Designation	
3)	Date of birth (dd/mm/yyyy) & Age	
4)	Sex	
5)	Community (SC/ST/OBC)	
6)	Are you Physically handicapped	
7)	Address for communication with Pin code	
8)	Mobile / Phone No.	
9)	Email ID, if available	
10)	DD / IPO details	

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11) Educational Qualifications

No.	Exam Passed	Board / University	Year of Passing	% of Marks

12) Experience

No	Name of the Institution	Nature of employment	Date of joining	Date of leaving	No. of years

(Additional information may be given on separate sheets)

13) Whether any relative is employed
in ICMR. If yes, please give details. :

14) Any other information :

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any of the information provided by me are found false or incorrect at any stage, my candidature / appointment shall be liable for cancellation / termination without notice or any compensation in lieu thereof.

Place:

Date:

(Signature of the candidate)