

INDIAN COUNCIL OF MEDICAL RESEARCH
Division of Reproductive Biology Maternal and Child Health

Personal Discussion via video Conferencing

(EMPLOYMENT NOTIFICATION)

Applications are invited from eligible candidates for the following post to be filled purely on temporary basis for a period of one year for the New Multicentre Task Force project entitled: "Phase III, Multicentre, Randomized, Double-Blind, Placebo-Controlled Study to Evaluate Efficacy of Probiotic Supplementation for Prevention of Neonatal Sepsis in 0-2 Months old Low Birth Weight Infants in India", under Dr. Anju Sinha, Scientist 'F' funded by UKRI MRC, JGHT. Applications will be received from the individuals on email probioticmrc@gmail.com till 24th July, 2020 (5:30 pm). The Candidates may download the application form from website www.icmr.nic.in. Late applications will not be entertained under any circumstances. Shortlisted candidates would be sent a link for personal discussion via video conferencing on 30th July, 2020.

1.	a) Name of the post	Assistant (UR)
	b) No of vacancy	One Post
	c) Essential Qualifications	<ul style="list-style-type: none"> • Bachelor's degree in any discipline from a recognized University. • Minimum 5 years experience in dealing with Accounts/ Finance/Administration work. • Working Knowledge of Computer and MS-office.
	Desirable Qualifications	<ul style="list-style-type: none"> • CA/CWA (Intermediate) having knowledge of PFMS and FCRA 2010. • Preference will be given to those having experience in dealing with accounts and finance in Govt./ Semi Govt./ Autonomous Organization.
	d) Age	Not exceeding 30 years on 30 th July, 2020
	e) Nature of duties	<ul style="list-style-type: none"> • To assist in preparation of all necessary documents of the budget report for the funding agency. • Assist in organizing meeting and preparation of minutes of the meeting • Data Management, Secretarial Assistance • To assist in any other work related to the project or other technical activities • Budgeting work • Preparation of Bills. • Analysis of FCRA Grant and financial statements in M.S office/Excel.
	f) Consolidated Emoluments	<ul style="list-style-type: none"> • Consolidated Rs. 32,000/- per month (Fixed). • No other allowances will be payable.
	g) Tenure	<ul style="list-style-type: none"> • One year(may be renewed annually based on performance till the end of the project

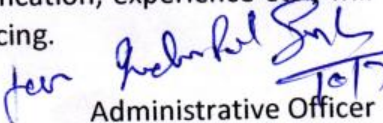
	h) Place of work	<ul style="list-style-type: none"> • ICMR Hqrs., New Delhi.
	i) Date & Time of personal discussion via Video Conferencing	<ul style="list-style-type: none"> • 30th July, 2020 • 10:00 AM onwards

Posts is to be filled on purely temporary basis till the project lasts. The appointment can be terminated with one month notice from either side without assigning any reason. The age, qualification and experience may be relaxed for deserving candidates. Since the post is purely temporary, the incumbents selected will have no claim for regular appointment under ICMR/DHR or continuation of his /her list services in any other project. No benefit of provident fund, HRA, CCA, Leave Travel Concession, MEDICAL CLAIM, is admissible. No TA/DA will be paid to attend the interview.

Desired applicants may submit their application along with a copy of their bio-data & supporting documents before the specified deadline.

Selection procedure: A personal discussion via video conferencing (Link to be provided by ICMR) will be conducted for the eligible and shortlisted candidates after verification of the application on the prescribed form and certificates submitted .

GENERAL CONDITIONS: The conditions for employment will be the same as that of the project staff on contract basis. The candidates have no right to claim for any regular employment. The appointing authority has the right to accept/ reject any application without assigning any reason(s) and no correspondence in this matter will be entertained. Age, Qualification, experience etc. will be reckoned as on, the date of personal discussion via video conferencing.

for 
 Administrative Officer
 Division of RBMCH

APPLICATION FORM

Post applied for:.....

1. Name of the applicant (in full block letters)
2. Father's /Husband's Name
3. Date of Birth
4. Age as on 30.06.2020.....
5. Gender (Male/Female)
6. Present Address (with pin code)

Scan copy of
recent
passport size
photograph

-
7. Permanent address (with pin code)
 -
 8. Email ID
 9. Mobile No
 10. Academic & professional Qualification (Starting From Higher Secondary)

No.	Name of the Exam	Board/University /College	Year of Passing	Percentage of Marks
1				
2				
3				
4				
5				

11. Details of experience – starting with the current/ most recent one

No.	Organization Name	Designation	From	To	Roles and Responsibility	Last Salary Drawn

*Additional information may be provided on separate row/Column/sheets.

12. Total experience (in years).....
13. Knowledge of computer
14. Any other information
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DECLARATION

It is certified that the information provided as above is true & complete in all respects and to the best of my knowledge & Belief. If anything found wrong/Incorrect, my candidature stands cancelled.

(Signature of the Application)

Name.....
Place.....