



icmr | **RMRCNE**
INDIAN COUNCIL OF
MEDICAL RESEARCH | REGIONAL MEDICAL RESEARCH
CENTRE, DIBRUGARH

आई सी एम आर – क्षेत्रीय आयुर्विज्ञान
अनुसंधान केन्द्र
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

ICMR - Regional Medical Research Centre
NE Region
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

Advt. No. RMRC/DIB/ADM - Consultant/2019-20/3374

Dated : 04.12.2019

NOTIFICATION FOR ENGAGEMENT OF CONSULTANTS

I. The Indian Council of Medical Research, ICMR- Regional Medical Research Centre, North East Region, Dibrugarh, 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 the following positions at ICMR-RMRC NE, Dibrugarh to be filled purely on contract basis for a period of one year and will be renewed annually with periodical evaluation and also depending upon the requirement of the Institute.

(i) Consultant (Administration) (Post Code No.01)

(ii) Consultant (Finance) (Post Code No.02)

II. Details of Posts:

Post Code	Name of post	Consolidated Remuneration	Total number of posts	Maximum Age limit
01	Consultant (Administration)	Rs. 60,000/- per month (fixed) depending upon experience and knowledge	1	70 years
02	Consultant (Finance)	Rs. 60,000/- per month (fixed) depending upon experience and knowledge	1	70 years

III. Essential qualification:

Sl. No	Post Code	Essential Qualification	Desirable Qualification
1	01	Retired employees of Govt. /Autonomous bodies with Bachelor degree in any discipline drawing pay in the Pay Band of Rs.9300-34800+Grade Pay of Rs 5400/- as per pre-revised scale and above at the time of retirement and having atleast 10 years work experience in Administrative field with sound knowledge of the Fundamental and Supplementary Rules and such orders concerning to the service conditions of employees issued by the Government of India from time to time.	Applicant possessing practical knowledge of computer applications.



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2	02	Retired employees of Govt. /Autonomous bodies with Bachelor degree in any discipline drawing pay in the Pay Band of Rs. 9300-34800+Grade Pay of Rs.5400/- and above as per pre-revised scale at the time of retirement and having atleast 10 years work experience in Finance and Accounts with preparation of bills, pre-check of bills, preparation of budget compilation of accounts (including Statement of Expenditure, Utilization Certificate (UC, purchase of stores/capital equipment works and rendering financial advice.	Applicant possessing practical knowledge of computer applications.
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IV. Cut off date and age limit as on 03.01.2020

Upper age limit for the post of Consultant (Administration) (Post code 01) and Consultant (Finance) (Post code 02) is not exceeding 70 years as on 03.01.2020.

The crucial date for the ascertainment of upper age limit is 03.01.2020

V. Other Details:

1. Method of Selection :-

Sl. No	Post Code	Selection criteria
1	01	Personal Discussion/Interview
2	02	Personal Discussion/Interview

2. Date of Personal Discussion/Interview will be communicated to the candidates fulfilling the eligibility criteria through call letters. The call letters along with the admit card will be sent in the self-addressed envelope enclosed by the applicants during the time of submission of the application. The information of the examination will also be uploaded on the websites of ICMR and RMRC, Dibrugarh and no enquiry/request by any other mode in this regard will be entertained.

3. How to apply:-

A. The application form and other details can be downloaded from the website of ICMR/RMRC i.e. www.icmr.nic.in or www.rmcne.org.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, experience, , proof for date of birth 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-RMRC NE, Dibrugarh**"



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- C. The applications should reach to the address “The Director, ICMR-RMRC NE, Lahoal, Dibrugarh-786 010” through **Speed Post/ Registered Post only**, latest by 03.01.2020
- D. Applications received without the superscription on the envelopes will be rejected.
- E. Persons applying for both the posts i.e., for post code 01 as well as Post code 02 have to submit separate application for each post.

If an applicant applies for both the posts and encloses both applications in the same envelope, the applications will be rejected.

- 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-RMRC, Dibrugarh 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. 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. 03.01.2020. In case, at any stage of recruitment or thereafter, it comes to the notice that any candidate who do not fulfill the required qualification or is not eligible otherwise, his/her candidature will be cancelled without assigning any reason or notice thereof.

VI. Other Conditions:-

- A. Crucial date for calculating the maximum age will be the closing date for application.
- B. No TA/DA will be admissible for attending the interview.
- C. Date of interview 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 or RMRC, Dibrugarh 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-RMRC, Dibrugarh will not be responsible if the candidates skip any important information regarding recruitment, uploaded on the website referred above.



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- D. Any change in the address for communication should be intimated to ICMR-RMRC, Dibrugarh by the candidate immediately.
- E. The contract of Consultant is a temporary nature and can be terminated by giving not less than one month's notice on either side at any time without citing any reason. However the Director reserves the right to terminate the contract without assigning any reason anytime without giving any notice.
- F. The decision of the Director ICMR-RMRC, Dibrugarh in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of interview, Increase/ decrease the number of vacancies, rectify any inadvertent error or omission in the advertisement at any stage of the Recruitment Process by notifying it on the ICMR-RMRC, Dibrugarh website will be final and binding on the candidates and no enquiry/correspondences will be entertained in this regard.
- G. 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 Assam and the Courts/Tribunals/Forums at Assam only shall have the sole and exclusive jurisdiction.
- H. 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.
- I. No enquiry or correspondence will be entertained on the issue related to selection process.

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


04/12/2019

Administrative Officer
For Director

ICMR- REGIONAL MEDICAL RESEARCH CENTRE N.E REGION

DIBRUGARH, ASSAM -786 010

Application No. _____ Date of Receipt _____ (For Office Use Only)

APPLICATION FORM

Advertisement No. _____ Date _____

Post applied For _____

Post Code _____

NOTE: - 1. APPLICATION FORM SHOULD BE FILLED IN CAPITAL LETTERS ONLY IN APPLICANT'S OWN HANDWRITING.

2. PLEASE GO THROUGH VACANCY NOTIFICATION BEFORE FILLING THE APPLICATION FORM.

Space for photograph duly signed by the candidate (please cross sign)

1		Applicant's Name in full (in Block Letters)	
2		Father's/Husband's Name	
3		Mother's Name	
4		Sex (Male/Female/Transgender)	
5	a)	Date of Birth (Date/Month/Year)	
	b)	Present Age (As on last date of receipt of Application i.e. 03.01.2020)	_____ Years _____ Months _____ Days

6	a)	Category Whether UR/SC/ST/OBC (Non-Creamy Layer)/EWS/PWD	
7	a)	Postal Address (Present)	
	b)	Permanent Address	
	c)	Email ID (mandatory)	
	d)	Mobile No./Telephone No.	
8		Marital Status	

9. Educational/Technical/Professional Qualifications: (Enclose a separate sheet if space is not sufficient)

Examination Passed	Year of Passing	Name of the Board/University	Class/Percentage Obtained	Subjects Studied
X th				
XII th				
Graduation				
Post Graduation				
Other Qualification, if any				

10. Previous Service Details: (Chronologically stating from the Present Employer)
 (Enclose a separate sheet if space is not sufficient)

S. No	Name of the Employer (Name of the office/Institution)	Period (Date/month/year)		Post held and responsibilities
		From	To	

12. Additional Information, If any _____

DECLARATION/UNDERTAKING

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)