



आई सी एम आर - राष्ट्रीय जैव आयुर्विज्ञान जंतु संसंधान सुविधा
ICMR-NATIONAL ANIMAL RESOURCE FACILITY FOR BIOMEDICAL RESEARCH

भारतीय आयुर्विज्ञान अनुसंधान परिषद
Indian Council of Medical Research
Department of Health Research
Ministry of Health & Family Welfare, Government of India
ICMR- National Institute of Nutrition campus,
Behind Metro Station, Tamaka, Hyderabad-500007, Telangana State

EMPLOYMENT NOTIFICATION

Advt. No. NARFBR/Emp/ADMN/01/2018-19

Date: 9th January 2019

**Closing Date: 25th February 2019
upto 5-00 P.M.**

Applications are invited from eligible candidates for filling up of the following Administrative Posts under Direct Recruitment at National Animal resource Facility for Biomedical Research, Hyderabad as detailed below:

ASSISTANT	
Post Code:	ADMN-01
Pay Matrix	Pay Matrix Level-6 of 7 th CPC (Rs.35400-112400)
No. of Vacancies & Reservation Category	2 Posts (UR-2) One post is earmarked for person(s) with benchmark disability under the category (a) i.e., Blindness and Low Vision of DoPT OM No.36035/02/2017-Estt(Res), 15-01-2018.
Age Limit:	Not exceeding 30 years.
Essential Qualification	1) Minimum three years Bachelor's Degree in any discipline from a recognized University / Institution. 2) Working knowledge Computer (MS Office / Power Point)
Desirable Qualification	1. Post Graduation in Commerce/ Information Technology. 2. At least Five years of work experience in a Central/ State government organization in Administration / Accounts. 3. Well-versed with the Feed and Animal supply correspondence and maintenance of Accounts, Projects records and organizing Training programs.

UPPER DIVISION CLERK	
Post Code:	ADMN-02
Pay Matrix	Pay Matrix Level-4 of 7 th CPC (Rs.25,500 - 81,100)
No. of Vacancies & Reservation Category	2 Posts (UR-2)
Age Limit:	18 to 27 years.
Essential Qualification	1) Degree of a recognized university or equivalent. 2) 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.
Desirable	1) One-year Diploma in Computer Application/ Computer

Qualification	Science. 2) At least Two years of experience in Central/ State government organization in Administration / Accounts.
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1. **Vacancies / Reservation:** Vacancy position indicated above is tentative. The Institute reserve the right to increase / decrease the number of posts at the time of selection and make appointments accordingly. The institute is not liable to compensate the applicant for any consequential damage / loss thereof.

2. **Reservations and Relaxations:**

a) No age relaxation will be allowed to SC/ST/OBC candidates against the unreserved posts. (as per GOI order No. 36011/1/98/Estt(Res.) dated 01.07.1998)

b) Age is relaxable for PWD/ Ex-Service candidates and for Government Servants in accordance with the instructions issued by the DoPT from time to time in this regard.

c) Age relaxation will be provided for, Ex-Servicemen as per GOI rules.

d) **Person(s) with benchmark disability under the category of a,b,c & e of DoPT OM No.36035/02/2017-Estt(Res), 15-01-2018 are as follows:**

a) Blindness and low vision

b) Deaf and hard of hearing

c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy

d) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness

e) Departmental candidates will also be eligible to compete.

f) Age, will be relaxed in deserving cases (at the discretionary off Screening Committee) based on provisions stipulated by ICMR for these Administrative Posts.

g) Age will be reckoned as on last date of the receipt of application i.e., **25th February 2019.**

3 **Application fee and Examination fee: Rs. 300/-**

a) Candidates belonging to SC/ST/PWD/Ex-Servicemen and Women are exempted from payment of fee.

b) Candidates are hereby directed to submit separate applications for each post separately along with application fee individually.

c) ICMR employees are not exempted for payment of application and examination fee.

d) Fee once paid will not be refunded under any circumstances.

e) Mode of payment: Demand Draft in favour of '**DIRECTOR, NARFBR, HYDERABAD**' from any Nationalized Banks in India.

- 4 Last Date for submitting completed applications is **25th February 2019** upto 5:00 pm
- 5 **Selection Procedure:**
The selection process is based on the written test.
- a) **Examination Centre: NARFBR, NIN Campus, Tarnaka, Hyderabad, Telangana State.**
- b) Date and syllabus of Examination: Will be intimated to the shortlisted candidates through Admit Card/Hall Ticket.
- 6 Mobiles, earphones connected cards and other electronic gadgets are banned within the premises of the examination centers. Possession of such equipment whether in use or in switch off mode, during the examination will be considered as use of unfair means. Candidature of such candidates will be cancelled.
- 7 No TA/DA will be paid to the candidates for appearing for the written test.
- 8 Educational qualifications should be from a recognized Board / University / Organisation.
- 9 PWD certificate should be issued by Competent Medical Authority.
- 10 Those working in Central/State Govt. / Public Sector Undertaking / Government funded Organizations etc., should submit their applications **THROUGH PROPER CHANNEL**. However, candidates are advised to send "advanced copy" of the application to meet the deadline i.e., on or before **25th February 2019**.
- 11 Pay & other allowances are admissible as per ICMR Rules. In case of any revision of pay scales by ICMR with regard to any post, will affect the selected candidates from the date of implementation of the order. Benefits of new restructured defined contributory pension system are admissible as per the provisions 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 01-01-2004.
- 12 Pay fixation to in-service candidates will be as per the ICMR/ GOI rules from time to time.
- 13 The Institute is currently operating from NIN Campus, Tarnaka, Hyderabad. Later it will be shifted to Genome Valley, Shameerpet, Hyderabad, Telangana State. The selected candidates will have to be aware of this information.
- 14 Candidates are advised to regularly visit ICMR-NARFBR, Hyderabad 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 website "www.narfbr.org".
- 15 All candidates, who apply in response to this advertisement by the CLOSING DATE, will be assigned Roll numbers which will be placed on the website of the ICMR-NARFBR, Hyderabad (www.narfbr.org) at least two weeks before the date of the examination.

- 16 Please note that the Screening process will be carried out on the basis of information furnished in the application submitted by you. At any stage during the screening/selection process and even after joining, if it is detected that you are not eligible for the post(s) as per the stipulated criteria and / or ICMR/GOI rules and guidelines, your candidature may be summarily rejected without assigning any reason
- 17 Success in the examination confers no right of appointment unless it is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.
- 18 Any canvassing by or on behalf of the candidates or trying political or other outside influence with regard to selection / recruitment shall be a disqualification.
- 19 Application form is available at NARFBR website www.narfbr.org and may be downloaded. The filled-in application form along with **DEMAND DRAFT** for Rs. 300/- drawn in favour of "**Director, NARFBR**" payable at Hyderabad, enclosing self attested copies of certificates in support of Date of Birth, Educational Qualification, Caste, Physically disability etc., should reach in a sealed envelope-cover superscribing the "Application for the post of _____ Post Code: _____" to the Director, National Animal Resource Facility for Biomedical Research, NIN Campus, Jamai Osmania Post, Tarnaka, Hyderabad - 500 007 on or before the Last date i.e., **25th February 2019** till 5:00 PM
- 20 Candidate applying for more than one post, should submit a separate application for each post.
- 21 Applications received after the due date i.e., **25th February 2019** and Incomplete/late applications without demand draft, photograph or without required copies of certificates will not be entertained and will be out rightly rejected. The Director, NARFBR reserves the right to accept or reject any / all the applications. Short listed candidates will be called for written test / skill test. The vacancies shown are tentative and may vary. No enquiry or correspondence in this regard will be entertained.
- 22 The decision of the Director-in-Charge and Appointing Authority in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of test, allotment of posts to selected candidates, etc., will be final and binding on the candidates and no enquiry or correspondence will be entertained in this matter


DIRECTOR-IN-CHARGE