

ICMR - NATIONAL AIDS RESEARCH INSTITUTE

(Indian Council of Medical Research)

(An Autonomous Unit under Govt. of India, Dept. of Health Research, Ministry of Health & Family Welfare)

Plot No.73, 'G' Block, M. I. D. C., Bhosari, PUNE – 411 026.

Telephone : 020-27331200, 27331335. Fax No.91-20-27121071.

Applications are invited in prescribed format up to 10/07/2018 for the following posts at the National AIDS Research Institute, Pune.

Sr. No.	Name of the Post	No. of Post	Post Reserved for	Pay as per 7 th CPC Per month	Essential Qualification	Age Maximum years excluding any relaxation.
1.	Private Secretary	1	UR	(Pay Level 7 Plus usual allowance as admissible under the rule)	I) Minimum 3 years Bachelor degree in any discipline from a recognized University/ Institute II) 100 w.p.m. in English shorthand.	30 years

Other Service Conditions :

- Allowances as per Central Government Rules are admissible on the respective Pay Matrix.
- 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 effective from 1.1.2004.
- Applications from employees working in Central / State Govt. Departments/Public Sector Undertakings and Govt. funded research agencies must be forwarded through proper channel. Advance copies of application will be considered subject to the conditions that a "No Objection Certificate" from the employer should be produced at the time of written test/ personal discussion. Application received after the closing date will not be considered.

Selection Procedure:

The applications will be screened by a Screening Committee as per the criteria adopted by ICMR. The eligible candidates will be invited to take written examination (objective type).

Selection by Direct Recruitment shall be on the basis of Competitive Test. Only Candidates qualified in Written Test shall be called for Skill Test on the basis of merit based on marks obtained in the written test. The final decision to select will be based on the criteria adopted by ICMR.

How to apply:

- Application forms and other information can be obtained from ICMR's website www.icmr.nic.in
- Application forms duly completed in all respects and signed by the applicant should be sent to the **Director, ICMR-National AIDS Research Institute, Plot No. 73, "G" Block, MIDC, Bhosari, Pune- 411 026** on or before the **closing date. NARI will not be responsible for late receipt of the application due to postal delay.**
- Documents to be enclosed with the application form (Self-attested copies)
 - Proof of Date of Birth
 - Education qualifications
 - Experience (proof for all experience mentioned in the application)
 - Crossed Indian Postal Order (IPO) or Demand Draft from a nationalized bank for Rs.300/- (Rupees Three hundred Only) payable to the Director, National AIDS Research Institute, Pune. SC/ST/Women and Physically Handicapped candidates (PH) are exempted from the application fee upon submission of attested copies of certificates. IPOs/DD are payable by all other candidates. **Government / ICMR employees are not exempted from the payment.**

NOTE :

- No TA/DA will be paid to attend the written test / interview and the candidates will have to make their own arrangement.
- Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to the selection / recruitment shall be grounds for disqualification.
- These posts are with all India transfer liability under the Council.
- Age, qualification and experience will be relaxed in deserving cases as per communication from ICMR pertaining to recruitment of Administrative Cadres from time to time.

For activities of the above-mentioned Institute / Centre, please refer to ICMR's website at www.icmr.nic.in and www.nari-icmr.res.in


Director
30/may/2018