

NATIONAL INSTITUTE OF PATHOLOGY (ICMR)
Safdarjang Hospital campus
New Delhi – 110029

National Institute of Pathology (ICMR), an Autonomous Body under Department of Health Research, Ministry of Health & Family Welfare, Govt. of India invites applications for two posts (General) of Upper Division Clerk (UDC) on Direct Recruitment basis. The details are as under:

Name of Post : Upper Division Clerk

Scale of Pay : PB-1 + GP Rs.2400/- (7th CPC Pay Matrix level 04)

Age: Between 18 and 27 years of age (relaxable for Govt. servants upto 40 years in accordance with the instructions or orders issued by the central Govt.)

Essential Qualification:

- a) Degree from a recognized University or equivalent

Desirable Qualification:

- a) At least three year's work experience in ministerial work in Govt./Semi Govt./Public Sector Undertaking / autonomous bodies / Institutions. Knowledge of office routine.

Complete details and the application form can be downloaded from our website:
www.instpath.gov.in

Last date: 30 days from the date of publication in the Employment News

Poonam
DIRECTOR-IN-CHARGE

डा० पूनम सलोत्रा / Dr. POONAM SALOTRA
कार्यकारी निदेशक / Director in-Charge
राष्ट्रीय विकृति विज्ञान संस्थान (आई.सी.एम.आर.)
National Institute of Pathology (ICMR)
सफदरजंग अस्पताल परिसर
Safdarjung Hospital Campus
नई दिल्ली-110 029 / New Delhi-110 029

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Recruitment for the post of Upper Division Clerk in PB-1 Rs.5200-20200 + GP of Rs.2400/- (Two posts (General)).

GENERAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES

Applicants are advised to read all the instructions carefully before filling up their applications.

1. The applicant must be a citizen of India.
2. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. Before applying, they are advised to satisfy themselves that they possess essential criteria laid down for the post. No enquiry asking as to eligibility will be entertained.
3. Mere fulfilling the minimum prescribed qualifications and experience do not entitle candidates to be called for written test. The decision of the Director-in-Charge, National Institute of Pathology (NIP) will be final in this regard.
4. The period of experience rendered by a candidate on part time basis, daily wages will not be counted while calculating the valid experience.
5. The upper age limit, qualification and experience will be reckoned as on the closing date for receipt of the application.
6. The candidates serving in Central/State Govt./Autonomous/Statutory bodies/Universities should apply only through proper channel and their **duly forwarded application should also reach the National Institute of Pathology on or before closing date**. They should submit '**NO OBJECTION**' certificate from their employer at the time of submission of application.
7. The number of vacancies advertised is provisional and are liable to vary. This is subject to change without any notice.
8. Director-in-Charge, National Institute of Pathology reserves the right to make any amendment, cancellation and changes on this advertisement, in whole or in part, at any time, without assigning any reason thereof.
9. Any corrigendum / order regarding this advertisement will be issued on the website of the Institute only. Candidates are advised to remain in touch with the website for this purpose. No separate corrigendum etc. will be published in Employment News or in any other Newspaper.
10. Applicants will be fully responsible for accuracy of the information they furnish. Any information furnished by the candidate, if found, wrong at any stage, will result in his / her disqualification and / or dismissal from the service at any stage and no correspondence will be entertained at all.
11. The call letter for the written test, in the case of shortlisted candidates, shall be sent by speed post. However, the Institute shall not be responsible for any postal delay / lapse whatsoever. The date of written test will be displayed in the Institute's website. The candidate can also update themselves with the information pertaining to written test / admit card/ Roll no. etc.
12. The candidate shall have to appear for written test, if called for, at his / her own cost.
13. The appointment carries with it the liability to serve anywhere in India.
14. No Correspondence or personal enquiries shall be entertained.
15. Canvassing in any form will be treated as a disqualification for the post.
16. Date of birth will be reckoned as per the entries in High School certificate/ Date of Birth (D.O.B) certificate.
17. In case the Institute observes any false information or discrepancy in the certificates, the candidature will be rejected summarily. No correspondence will be entertained at all.

Application Fee (by Bank demand draft (DD) only)

1. Rs.300/- (Rupees Three hundred only) for General category. SC/ST/OBC/ PH and women candidates are exempted from payment of fees.
2. Fee should be paid in the form of Demand Draft drawn in favor of Director, "National Institute of Pathology" and payable at New Delhi.
3. Any other mode of payment viz. cash, money order, cheque & Postal order will not be accepted.
4. On the overleaf of DD, the candidate must mention – candidate's name and post applied for.
5. Fee once paid will not be refunded under any circumstances.

MODE OF SELECTION

Candidates will be shortlisted on the basis of their educational qualifications, experience, etc. The shortlisted candidates will have to attend a written test at his / her own cost. The written test will be followed by skill test in Computer – a typing speed of 35 w.p.m. in English. Final selection list would be prepared in order of merit as the aggregate marks (marks of written test and skill test) finally awarded to each candidate taking into account the number of vacancies.

HOW TO APPLY

1. Application form can be downloaded from the Institute's Website. The application should be strictly in the prescribed format. Application in any other format will be rejected.
2. Candidates should read carefully the essential Qualification required for the post and ensure that they fulfill the same. **Documents (self attested copies) in support of Essential Qualifications / experience / No Objection Certificate should invariably be sent along with the application. Do not enclose any Original certificate with the application.**
3. Paste your recent passport size photograph on the space specified in the Application form. Do not staple and do not get the photo attested. Application without photograph shall be rejected summarily
4. Please do sign in running hand. Unsigned applications will be rejected.
5. The application form, duly signed should be sent in an envelope superscribed "**Application for the post of Upper Division Clerk**", to

The Director-in-Charge
National Institute of Pathology
Safdarjang Hospital Campus
Post Box No.4909
New Delhi – 110029

Documents to be enclosed along with each Application
(Only self-attested copies of documents are to be enclosed)

1. Demand Draft for the prescribed amount, **in original**.
2. One recent passport size colour photograph pasted on the space provided in the Application Form.
3. Copies of certificates showing age (10th class) / D.O.B. certificate, no other document will be accepted as proof of age.
4. No Objection Certificate.
5. Copies of essential educational qualification certificates, degree certificates.
6. Documents in support of Experience.

Invalid Applications

Candidates are advised to read all the instructions carefully before sending their applications, otherwise their applications are likely to be rejected on one or more of the following reasons in terms of the notifications:

1. Applications received after the closing date.
2. Applications not in prescribed format.
3. Application without documentary proof for change in name, surname / initial etc. if the name entered in the application form is different from the name shown in 10th / 12th Certificate.
4. Applications without the signature of the candidate.
5. Applications sent through e-mail.
6. Applications without latest photo not being pasted on the space provided.
7. Applications without documents (**self attested photocopies**) in proof of Date of birth, Educational Qualification, Reservation Category, Experience etc.
8. Candidates who are overage as on last date of submission of application.
9. Application without the requisite fee (in original), if applicable.
10. Applications of employees serving in Central / State Govt. / PSUs / Autonomous Bodies / Universities not received through proper channel before the closing date.

Last date for receipt of the filled in application

1. Thirty days (30 days) from the date of publication of this advertisement in 'Employment News'.
2. The Institute will not be responsible for the postal delay.

Poonam

DIRECTOR-IN-CHARGE

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कार्यकारी निदेशक / Director in-Charge
राष्ट्रीय विकृति विज्ञान संस्थान (आई.सी.एम.आर.)
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Application for the post of Upper Division Clerk (UDC)

Affix one
passport size
colour
photograph

1. Name in full (in CAPITAL letters)
(Enter the name as given in Matric/SSLC
Certificate. If there is any change in the name,
Including initials, attach documentary proof) :
2. Father's / Husband's Name :
3. Address in CAPITAL letters with pin code
Permanent :
- Correspondence :
4. Email id :
5. Mobile / landline phone number :
6. Date of Birth (as per Matric / SSLC / HSC) :

7. Educational Qualifications
(Attach self attested copies of relevant documents)

Examination	Name of the Degree / Diploma	Name of the Board / University
10 th		
12 th or equivalent		
Bachelor's degree		
Typing / Computer Applications		
Any other		

8. Experience:
(Attach self-attested copies of relevant documents)

Post held	Name of the Institution / Organization	Duration from ---to ----	Actual duration (years & months)	Scale of pay	Nature of duties

9. Particulars of Fees paid :
(DD in original should be enclosed) : DD in favour of Director, National Institute of Pathology payable at New Delhi

Name of the Bank and Branch	DD No. and date	Amount

10. Other information, if any
(Enclose separate sheet, if required) :