

Walk-in-interview

Date : 12-10-2018 Time : 10.00 AM
Place : ICMR-National Institute of Medical Statistic, ICMR, New Delhi

Interested candidates are invited to attend walk-in-interview/written test for **Administrative Assistant and Data Entry Operator** under the “**Impact Evaluation of ART under NACP**” project. These are purely temporary posts and for the period till 31st Oct 2018 which is likely to get extended up to 31 March 2019.

- 1. Post : Administrative Assistant**
Number of posts : One
Remuneration : Rs. 35,200/-
- Essential Qualification :** 1. Graduate degree in any discipline
2. English Typewriting: 40 W.P.M.
3. Computer Certificate (MSCIT) or Diploma in Computer Applications
4. Five years' experience
- Desirable Qualification :** Post graduate degree Experience in Government Organization as Clerical Assistant in Administration/Accounts/Establishment/Purchase/Stores
- Age :** Up to 28 years
- Place of work :** ICMR-NIMS, New Delhi
- Responsibilities :** To assist Project Administration, Preparation of bills, Audit, Maintaining the documents, Tour and travel management, Staff leave management and other HR, Secretarial work, Meeting minutes, Logistics support
- 2. Post : Data Entry Operator**
Number of post : One
Remuneration : Rs. 18,700/-
- Essential Qualification :** Intermediate or 12th Pass in science stream from recognized board with DOEACC 'A' level from a recognized institute and or 2 years experience in EDP work in Government Autonomous, PSU or any Other recognized Organization. A speed test of not less than 15000 key depressions per hour through speed test on computer.
- Age:** : Up to 28 years
- Place of work :** ICMR-NIMS, New Delhi
- Responsibilities :** Data entry of primary/secondary data received as hard copies from the field.

Note:

1. The above position is purely temporary and is co-terminus with above mentioned project. The engagement may be terminated at any time without notice.
2. No TA/DA will be paid for attending the interview and discussion.
3. Candidates belonging to OBC should enclose the OBC Non –Creamy/ Creamy Layer certificate for appointment under Government of India (from the competent authority empowered to issue such certificate) at the time of Interview.
4. The candidate engaged for above position will have no claim for regular appointment in ICMR-NIMS or the ICMR or any other institute of the council. These positions do not carry any other benefits.
5. Government Servants should bring 'No Objection Certificate' from the present office/employer along with the application.
6. Director, ICMR-NIMS reserves the right to shortlist the candidates to be interviewed. Any canvassing by or on behalf of the candidates or bringing political or other influence with regards to the selection shall be considered as a disqualification. Age and experience are relaxable in deserving candidates. This post is to be filled for defined project period only.