



ICMR-NATIONAL INSTITUTE OF VIROLOGY

Department of Health Research,
Ministry of Health & Family Welfare, Government of India
20-A, Dr. Ambedkar Road, PB No.11, Pune 411001 (India)
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Advt. No. 01/NIV/Admn/ Contract/2020-21

Date: 23.07.2020

Applications are invited in the prescribed format attached herewith for the following temporary contract positions at ICMR-NIV and its Units for COVID-19 related activities. The applications in the standard format should reach us for specific location through e-mail at the following IDs :

- 1) Location – Pune : recruitmentniv@gmail.com
- 2) Location – Mumbai : nivmumbaiunit@gmail.com
- 3) Location – Bangalore : nivbng@gmail.com
- 4) Location – Kerala : nivkeralaoffice@gmail.com

The applications without enclosures in the standard format should reach the above location wise e-mail ID up to 05:00 PM on 30.07.2020. The relevant documents should not be attached at this stage. The appointment to the respective contract posts will be initially for a period of **SIX MONTHS** which may be further extended as per requirement, if any on case to case basis.

VACANCY NOTIFICATION FOR TEMPORARY CONTRACTUAL POSITIONS [COVID-19]

Sr. No.	Name of the Contract Post	No. of Contract Positions/ Location	Monthly Emoluments (Consolidated)	Educational Qualifications and Experience	Age limit
1	Contract Technician	08-Pune 02-Mumbai 02-Bangalore 02-Kerala	Rs.18,000/-	12 th pass with Science subject and DMLT	30 years
2	Contract Technical Assistant	03-Pune 01-Mumbai 02-Bangalore	Rs.31,000/-	Graduate in Life Science* Subjects relevant to the present need, with three years work experience or Master's Degree in those subjects.	30 years
3.	Contract Technical Officer	08-Pune 02-Mumbai	Rs. 32,000/-	Graduate in Life Science* Subjects relevant to the present need, with five years work experience or Postgraduate Degree in those subjects	30 years
4	Contract Data Entry Operator	03-Pune 01-Mumbai 03-Kerala	Rs.17,000/-	Intermediate or 12 th pass. A speed test of not less than 15000 key depressions per hour through speed test on computer.	25 years
5.	Contract Junior Clerk (Admin)	06-Pune 01-Mumbai	Rs.16,000/-	Intermediate or 12 th pass. Typing speed of 35 wpm in English or 30 wpm in Hindi or 10500 KDPH in English or 9000 KDPH in Hindi	25 years
6.	Contract Multi Tasking Staff (MTS)	01-Mumbai	Rs.15,800/-	High School (SSC) or equivalent	25 years

*Note * : Specialization Required for Life Science: Microbiology, Biotechnology, Zoology, Botany, Entomology, Bio Chemistry, Epidemiology, Molecular Biology, Pathology, Veterinary, Virology.*

For all the contract positions above, it is desirable to possess experience in Govt., autonomous, PSU etc. or any other recognized organization and knowledge of computer applications.

PROCEDURE FOR RECRUITMENT:

1. Candidates meeting the age criteria and possessing the required qualifications, experience, etc. and willing to work for COVID-19 related activities may apply and fill the Application Form in the prescribed format only and send it to the location wise email ID on or before the last date and time of receipt of applications as mentioned above **without any enclosures. There is no need to send hard-copy of any application form/documents at this stage.**
2. Candidate should type "Application for the post of _____ and Location _____" in the subject line while sending their application through e-mail. Candidates applying for more than one post / location should SEPARATELY apply for each post/location. Failing to do so, the application/s will be rejected.
3. The list of shortlisted candidates will be displayed on the website of ICMR-NIV and these candidates will be called for interview/personal discussion (online). The final list of selected candidates will be displayed on the website after personal interview and document verification.
4. Keeping in view of the various precautions and non availability of Transport Services due to COVID-19, the interview/personal discussion will be conducted through **Skype/video call only. Details will be published on 'www.niv.co.in'**.
5. **Late and incomplete applications or applications not submitted in the prescribed format or without photo and signature will not be considered.**
6. Number of contract vacancies may vary.
7. These positions will be filled purely on temporary CONTRACT appointment basis.
8. Due to the lockdown, travel barriers and urgency of shouldering the workload, preference will be given to regional/local candidates so as to join immediately.
9. The advertised posts are tentative without commitment for its filling. Recruitment will depend upon requirement of the Institute and approval of the competent authority.
10. Emoluments: The rates of emoluments/stipend shown in this advertisement are as per ICMR guidelines and may vary according to the sanction of ICMR.
11. Age Concession: Age relaxation is admissible in respect of SC/ST/OBC, Physically Handicapped candidates, ICMR project employees and ex-Servicemen in accordance with the instructions issued by ICMR from time to time.
12. Cut-off date for age limit will be the closing date of applications i.e. **30.07.2020.**
13. Reserved category candidates must produce their Caste Validity Certificate. OBC candidates must possess a latest valid non-creamy layer certificate. On selection, these may be produced before the joining during document verification.
14. Separate application should be submitted for each post/location. Engagement of applicant for a particular position/location will be decided by selection committee/appointing authority.
15. Qualification & experience should be in relevant discipline/field and from an Institution of repute. Experience should have been gained after acquiring the minimum essential qualification.
16. Mere fulfilling the essential/educational qualification does not guarantee the selection.
17. Persons already in regular time scale service under any Government Department / Organizations are not eligible to apply.

18. The institute reserves rights to consider or reject any application/candidature.
19. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
20. Contract appointee cannot be permitted to register for Ph.D., due to time constraints.
21. Contract appointee will be posted as per the requirement of the Institute. If required, they are liable to serve in any part of the country.
22. Contract appointee shall **not** have any claim on a regular post in this institute or any other ICMR Institute or in any Department of Government of India and their contract service will not confer any right for further assignment or transfer to any other project or appointment/absorption in funding agency or in this institute. Benefits of Provident Fund, Pension Scheme, Leave Travel Concession, Medical claim, etc. are **not** admissible. An undertaking to that effect must be submitted at the time of joining.
23. Initial contract appointment will normally be for a period of six months and further continuation/extension of the service will depend on requirement of the Institute, performance evaluation and approval of the competent authority in case to case basis.
24. In the event of selection, a candidate must produce all documents or certificates in original relating to (1) Educational qualifications (2) Date of Birth (3) Experience certificates (4) One recent passport size photograph (5) Identity proof i.e. Adhar/PAN/Voter ID/Driving License etc. (6) One set of self-attested photocopies of all documents (7) SC/ST/OBC/Disability Certificate, if applicable, for verification at the time of joining the post.
25. Candidates who fail to bring the original certificates at the time of joining and if any discrepancy is found in the documents such candidates will not be allowed to join the selected contract post and the position will be offered to the waiting list candidates.
26. Speed test on computer in English/Hindi will be conducted as qualifying criteria for Contract Data Entry Operator and Contract Junior Clerk (Admin) after verification of essential qualification at the time of joining. In case it is not found satisfactory, offer of appointment will be terminated.
27. The Appointing authority reserves the right to terminate the service of the contract personnel even during the agreed contract period or extended contract period without assigning any reason. Leave shall be as per the Institutional policy for contract staff and ICMR guidelines in this regard.
28. ICMR-NIV reserves the right to cancel/modify the recruitment process at any time, during the process, at its discretion.
29. The decision of the Director, ICMR-NIV will be final and binding.
30. Canvassing in any form will be a disqualification.
31. Corrigendum/addendum/further information; if any; in respect of this advertisement, will be published on our website (www.niv.co.in) only.
32. No correspondence in this regard will be entertained.

Director
ICMR-National Institute of Virology, Pune

1. Name of the Contract Post applied For : _____
2. Name of the Project : COVID-19 CONTRACT POSITIONS
3. Name in full (IN BLOCK LETTERS) : _____
4. Name in full (in Devnagari script) : _____
 (Surname) (Name) (Father/Husband)
5. Mother's Name : _____
 Father's Name : _____
 Husband's Name : _____
6. Address for Correspondence : _____

 Mobile No: _____ E-mail ID: _____
7. Permanent Address : _____

8. Date of Birth :

DD / MM / YYYY		

 Age as on 30/07/2020: _____ Years _____ Months
9. Whether SC/ST/OBC/General : _____ Caste: _____
10. Whether Physically Handicapped : Yes/No _____ If Yes percentage of disability _____
 Type of disability _____
11. Marital Status : Married / Unmarried/ Divorced/Widow
12. Educational Qualifications (SSC Onwards) (attach additional sheet if required):

SR. NO.	EXAM PASSED	GRADE	YEAR OF PASSING	BOARD/ UNIVERSITY	SPECIALIZATION
1					
2					
3					
4					
5					
6					

13. Work Experience starting from latest (Total Experience _____ Years _____ Months) :

SR. NO.	PERIOD		POST HELD & SCALE OF PAY	NAME OF THE EMPLOYER	REASON FOR LEAVING
	FROM	TO			
1					
2					
3					
4					

14. Employment Exchange Registration details, [if available]: No.: _____ Exchange: _____
15. If selected what period would you require joining the post: _____
16. Have you ever been declared unfit by a Medical Board/Court for appointment in any Govt. service?
 _____ Yes / No _____ (If yes, details) _____

I hereby declare that the particulars furnished in this form by me are true to the best of my knowledge and belief. If any of the above information is found to be incorrect or misleading, I am liable to be disqualified for the recruitment process.

Date: _____

Place: _____

Signature of the Candidate