

ICMR-NATIONAL AIDS RESEARCH INSTITUTE
Indian Council of Medical Research, Department of Health Research (DHR)
Ministry of Health and Family Welfare
Plot No. 73, G – Block, Bhosari, Pune – 411026
Phone No. 27331200, Fax.020-27121071, Email: recruitment.nari@gmail.com

Ref: NARI/Estt/ endTB trials /2022-23

Date: 28/12/2022

Online applications are invited up to **17 Jan. 2023** for the following posts under the project entitled endTB trials. The post is purely temporary basis. In case of OBC, Non-creamy layer certificate from the competent authority is empowered to issue such a certificate. The Date for Personal discussion via Skype/ video call will be confirmed to the shortlisted candidates through phone or email

Sr. No	Name of the post	No. of post	Age	Duration	Essential Qualification	Desirable Qualification	Job Requirement	Consolidated Salary
1	Upper Division Clerk (UDC)	1 post	28 years	6 months	<ul style="list-style-type: none"> 12th pass or equivalent from a recognized board, with 5 years' experience of administrative work OR Graduate in any discipline with 2 years' experience of administration work A typing speed of 35 WPM in English or 30 WPM in Hindi 	<ul style="list-style-type: none"> Graduate in any discipline with experience in the Government Administration section Knowledge of computers (Tally/Accounting/salary related software) 	<ul style="list-style-type: none"> Preparing salary bills of the staff, travel bill settlements purchase proposal processing, all administrative and account work Managing accounts of all projects Helping in making contracts 	Rs. 17000/-

It is mandatory:

Age concession to the extent of service rendered in other research projects will be admissible for experienced and skilled persons. Government servants should apply through proper channel or enclose 'No Objection Certificate' from the present office/employer along with their application. Any canvassing by on behalf of the candidates or bringing political or other influence with regards to the selection shall be considered as a disqualification. The selected candidate should be willing to join immediately. Local candidates will be given preference. Director, ICMR-NARI reserves the right to shortlist the candidates to be interviewed. The appointing authority has the right to accept/reject any application without assigning any reason(s) and no correspondence in this matter will be entertained. [Link for online application: https://www.nari-icmr.res.in/nari/career](https://www.nari-icmr.res.in/nari/career)

Sd/-
Principal Investigator

Sd/-
Sr. Administrative Officer

Sd/-
Director