

**NATIONAL INSTITUTE OF OCCUPATIONAL HEALTH**  
**(Indian Council of Medical Research)**  
**MEGHANI NAGAR, AHMEDABAD-380016.**

Applications are invited on or before 15<sup>th</sup> July, 2016 to fill up the following vacancies at this Institute and its Regional Centres.

Sl. No.	Post	Pay scale	Qualifications	Experience	Age
1.	<b>Accounts Officer</b>  <b><u>One Post</u></b> (Un-Reserved)	Pay Band-3 Rs.15600- 39100 + Grade Pay Rs.5400/- p.m.	<b><u>Essential</u></b> :- A University degree in Commerce from recognized University.  <b><u>Desirable</u></b> : - 3 months ISTM Training in Cash & Accounts / SAS passed.	10 years experience of which atleast 3 years should be in supervisory capacity as Section Officer in a Govt. / Semi Govt. / Autonomous Body of Government.	Below 45 yrs
2.	<b>Section Officer</b>  <b><u>One Post</u></b> (Un-Reserved)	PB-2 Rs. 9300- 34800 + GP Rs. 4600	<b><u>Essential</u></b> :- Graduate degree from recognized University.  <b><u>Desirable</u></b> :- Five years working experience as Ministerial Staff or equivalent in Central/State Govt. or Public Sector Undertaking.	--	Below 35 yrs
3.	<b>Office Assistant</b>  <b><u>One Post</u></b> (Un-Reserved)	PB-2 Rs. 9300- 34800 + GP Rs. 4600	<b><u>Essential</u></b> :- Graduate degree from recognized University.  <b><u>Desirable</u></b> :- Five years working experience as Ministerial Staff or equivalent in Central/State Govt. or Public Sector Undertaking.	--	Below 28 yrs
4.	<b>Library Information Assistant</b>  <b><u>One Post</u></b> (Un-Reserved)	PB-2 Rs. 9300- 34800 + GP Rs. 4200	<b><u>Essential</u></b> :- (i) Bachelors Degree in Library Science or Library and Information Science of a recognized University /Institute.  (ii) Two years professional experience in a Library under Central Govt./ Autonomous or Statutory organization/ PSU / University or Recognized Research or Educational Institution.  <b><u>Desirable</u></b> :- (i) Diploma in Computer Application from a recognized University or Institute.	--	Below 30 yrs

5.	<b>Stenographer (English)</b>  <u>Three Posts</u>  One - Reserved for SC  Two- Reserved for OBC <b>(Back log vacancies)</b>	PB-1 Rs 5200-20200 + GP Rs 2400	<b>Essential</b> :- 12 <sup>th</sup> pass or equivalent Minimum speed of 80 w.p.m in shorthand and 40 w.p.m in typewriting correspond to 10500 KDPH on an average of 5 key depressions for each word.	--	Below 25 yrs
6.	<b>Lower Division Clerk</b>  <u>Three Posts</u>  Two (Un-Reserved)  One – Reserved for OBC	PB-1 Rs.5200-20200 + GP Rs.1900	<b>Essential</b> :- (i) 12 <sup>th</sup> Class or equivalent qualification from a recognized Board or University.  (ii) Typing speed of 35 w.p.m. in English on Computer.  (35 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).	--	Below 27 yrs

**Job Requirement:- For Post No. 1** Duties of Accounts Officer include pre-check of bills presented by DDO, preparation of budget, compilation of accounts, preparation of balance sheet, audit, scrutiny of financial proposals relating to purchase of stores, equipments, capital etc. Tendering financial advice to the head of the Institute, **For Post No. 2 & 3** Duties of Section Officer/Office Assistant include pre-check of bills presented by DDO, preparation of budget, compilation of accounts, preparation of balance sheet, audit, scrutiny of financial proposals relating to purchase of stores, equipments, capital etc. & **For Post No. 5** To take the dictation and do the typing work.

**GENERAL CONDITIONS:-**

- (i) **For post mentioned at Serial No. 1** - The selection/appointment will be made on the basis of competitive written examination or interview or both depending upon the number of candidates applied.
- (ii) **For post mentioned at Serial No. 2 to 6** - The selection/appointment will be made by conducting a competitive written test for the eligible candidates after short listing, who fulfill the eligibility criteria.
- (iii) **For post mentioned at Serial No. 5 to 6** - In addition to written test a qualifying skill test in Shorthand/Typing speed shall be conducted to those candidates who will qualify in written test. The shorthand/typing speed tests shall be qualifying only.

For posts at Serial No. 1,2,3,5 & 6, the Departmental candidates possessing the requisite qualifications will be eligible to compete and there will be no age restriction in their case as per ICMR rules.

Age relaxation up to 5 years for Govt. servants, SC / ST and 3 years for OBC candidates in accordance with the instruction/orders issued by the Department of Personnel and Training from time to time in this regard. Crucial date for calculating the maximum age will be last date of receipt of application. Candidates belonging to SC / ST / PH and OBC

(Non-Creamy layer) should furnish their certificates in the prescribed format failing which their application will not be considered.

Pay & other allowances are admissible as per ICMR rules. Benefit of new restructured defined contributory Pension Scheme is admissible for new entrants as per provision contained in the Ministry of Finance, Dept. of Economic Affairs (ECB & PR Divn.). Notification No. 5/7/2003-ECB & PR dated 22.12.2003 effective from 01.01.2004. The appointee will not be covered under existing GSIL Scheme till the new GSIL Scheme is re-launched by GSIL authorities.

Application form may be downloaded from our website [www.icmr.nic.in](http://www.icmr.nic.in) or [www.nioh.org](http://www.nioh.org) or can be obtained from the Director, National Institute of Occupational Health, Meghani Nagar, Ahmedabad 380 016. Application form (hard copy) duly completed in all respects along with a crossed demand draft of Rs. 100/- (Rupees One Hundred only) drawn in favour of the Director, NIOH, Ahmedabad payable at SBI Civil Hospital Branch, Ahmedabad and self attested copies of certificates in support of date of birth, educational qualification, experience, caste certificate etc. may be sent to the **Director, National Institute of Occupational Health, Meghani Nagar, Ahmedabad - 380 016** preferably through Regd. A.D. / Speed Post. Application sent by other mode i.e. Fax/Email will not be accepted. SC/ST/PH and Women candidates are exempted from payment of Rs. 100/-. ICMR employees are not exempted from the payment. Candidates working in Central / State Govt. / Public Sector Undertakings / Govt. funded Organizations etc. should submit their applications **THROUGH PROPER CHANNEL.**

Note:- Incomplete / late or without demand draft applications will straightaway be rejected. The Director, NIOH, Ahmedabad reserves the right to accept or reject any / all the applications. Since it is not possible to call all the eligible candidates for test / interview / Personal discussion, only short-listed candidates will be called for test / interview / Personal discussion. No enquiry or correspondence in this regard will be entertained. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection / recruitment shall be a disqualification. No TA/DA will be paid to attend the test / interview / personal discussion. The candidates have to make their own arrangement.

**DIRECTOR-IN-CHARGE**