



NATIONAL INSTITUTE OF IMMUNOLOGY
(An Autonomous Research Institute)
Aruna Asaf Ali Marg, New Delhi 110 067

National Institute of Immunology is an Autonomous Scientific Research Institute under the administrative control of Department of Biotechnology, Ministry of Science and Technology, Govt. of India. The Institute invites applications from eligible candidates for filling the following positions :

- 1. Name & No. of post(s):** Junior Assistant-I, 3 Posts (1-OBC-Central List, non creamy layer, 2-UR)
- Pay Band & Grade Pay:** Pay Band- I of Rs 5200-20200 with GP of Rs 2400
- Essential Qualification & Experience:** Graduate with 1 years' experience. Commerce Graduates will be preferred for Accounts post. Knowledge of computer/word processor operation is essential.
- Job description:**
- Admn (01 post UR)** –Maintenance of files, putting up cases to supervisors, dealing with attendance, leave, LTC, bonus, grant of incentives, probation period, keeping office record, telephone bills, typing work and any other work as may be assigned.
- Accounts (01 post UR)** – Preparation of CVs, cheques, drafts, vouching of bills, writing cash books, ledgers, typing work and any other work as may be assigned.
- Store (01 post OBC)**- Receipt/Issue of stores, maintenance of purchase files, docketing of papers, assist in physical verification of stocks, typing work and any other work as may be assigned.
- Upper Age Limit:** 30 years.
- 2. Name & No. of post(s):** Staff Car Driver (Ordinary Grade), 1 post (UR)
- Pay Band & Grade Pay:** Pay Band-I of Rs 5200-20200 with GP of Rs. 1900
- Essential Qualification & Experience:** (i) VIII Pass;
(ii) Must possess valid driving license for light and heavy vehicles;
(iii) Knowledge of Motor Mechanism (should be able to remove minor defects in vehicles); and
(iv) Experience of driving a motor car for at least three years
- Job description :** Driving Staff Car and attend to minor defects in vehicles as and when required.
- Upper Age Limit :** 30 years.

3. **Name & No. of post(s):** Technician-I, 1 post (UR)

Pay Band & Grade Pay: Pay Band-I of Rs 5200-20200 with GP of Rs.2800

Essential Qualification & Experience: (i) Matric with Science
(ii) Two years full time Diploma in Medical Lab Technology course
(iii) Three years experience after MLT

OR

(i) B.Sc. with One year experience in R & D Laboratory

Job description : Prepare common laboratory reagents, handle and maintain equipments used in modern biology research lab, maintain computer inventory of lab reagents and other records, should be able to handle animals, carry out cell culture, operate lab equipments and any other work as may be assigned.

Upper Age Limit: 30 years.

4. **Name & No. of post/(s):** Technician-II, 2 posts (1-OBC-Central List, non creamy layer and 1- UR)

Pay Band & Grade Pay: Pay Band-I of Rs 5200-20200 with GP of Rs.2000/-

Essential Qualification & Experience: (i) Matriculate;
(ii) ITI certificate in Electrical trade;
(iii) 3 years experience in a reputed lab /Industrial establishment including apprenticeship in a recognized workshop

Job description : Install, maintain, and repair electrical wiring, equipments, fixtures, operation of DG set, switchgear operation, operation and maintenance of water distribution system and any other work as may be assigned

Upper Age Limit: 30 years.

1. General Terms and Conditions:

- a) Appointment will be made initially on contract for a period of 5 years with an initial probation period of one year which may be extended or curtailed at the discretion of the Appointing Authority. Further continuation, if any, will depend on candidate's performance during the initial period of five years.
- b) The pay and allowances etc. are admissible as per the Govt. of India Rules (6th Pay Commission). Other benefits include NPS, Medical Reimbursement, LTC etc. as per rules of the Institute.

2. Applicants may kindly note the following before applying:

- a) The Upper Age limit is for General Category and age relaxation for reserved categories would be provided against the reserved vacancies in accordance with GOI rules. For claiming reservation benefits, applicants should provide a copy of Caste Certificate/Disability Certificate issued by the Competent Authorities in the prescribed format, applicable for services under the Government of India.

- b) All the qualifications should be from a recognised Board/University.
- c) The experience requirement specified should be relevant and should have been acquired after obtaining the minimum qualifications required for the post.
- d) Eligibility of applicants working in Autonomous Institutions/Public Sector Undertakings /Quasi Govt. Organisations/ Universities/recognised Research Institutions etc. would be determined on the basis of comparable duties, level of responsibilities handled and emoluments drawn in the present organisation.
- e) In respect of the candidates otherwise qualified, age limit, qualifications and other requirements may be relaxed by the Controlling Authority as per rules.
- f) Persons working in Govt. Autonomous Institutions/Quasi Govt. Organisation / Public Sector Undertakings/Universities/Recognised Research Institutions should apply through proper channel or produce 'No-Objection Certificate' at the time of appearing for written test/skill test, failing which the candidates shall not be allowed to appear for such written test/skill test.
- g) Outstation SC/ST candidates called for written test/skill test would be paid to and fro second class (ordinary) railway fare or bus fare, as per rules.
- h) Canvassing in any form will be a disqualification. No enquiries or correspondence will be entertained.
- i) Mere fulfilment of the minimum prescribed qualifications will not vest any right on a candidate for being called for written test/skill test. Only the candidates shortlisted by a duly constituted Screening Committee will be called for a written test/skill test. In case a large number of applications are received, the Screening Committee may limit the number of candidates to those possessing higher qualification or alternatively fix criteria as deemed fit. The decision of the Institute in this regard shall be final. No interim inquiries in this regard will be entertained.
- j) **Incomplete/Illegible/Ineligible/Unsigned** applications will be deemed invalid and rejected without intimation. Late applications will stand summarily rejected.
- k) Selections would be made on the basis of performance in written test/skill test.

3. **How to Apply** – Eligible candidates who are interested may submit their duly completed applications in the format given below latest by **13.01.2017 to the Controller of Administration, NII Post Box No. 10548, JNU Post Office, New Delhi - 110067** along with attested copies of certificates of date of birth, qualifications, present position and past experience, valid Caste/PH certificate, wherever applicable, in the format prescribed by Govt. of India and a recent colour passport size photograph.

Format of Application: (1) Sl. No. and Name of the post & Category applied for (2) Full Name of the candidate (in Block letters) (3) Parent's / Husband's name; (4) Gender; (5) Date of Birth & Age; (6-i) Caste-General/SC/ST/OBC (please tick the appropriate); (6-ii) Caste Certificate enclosed – Yes/No (please tick the appropriate); (7-i) Whether PH-Yes/No (please tick the appropriate); (7-ii) If yes, PH certificate enclosed-Yes/No (please tick the appropriate); (8) Permanent & Correspondence Address; (9) e-mail, fax and telephone No.(s), if any; (10) Details of Qualifications; (11) Details of Past experience & Present Employment; (12) Present pay scale / present basic pay / total emoluments drawn;

(13) Names and complete addresses of three independent responsible persons **(not relatives / friends)** alongwith e-mail, fax & phone nos. as referees who can comment on the candidate's suitability and temperament; (14) Signature with date.

- Note:**
- (i) The applicants may enclose separate Annexures wherever required.**
 - (ii) The applicants must ensure that the information furnished on the application form is true and correct. If any discrepancy is observed at any stage, the candidature shall be liable for cancellation even after appointment.**
 - (iii) Those desirous of applying for more than one post are required to apply separately.**

WOMEN CANDIDATES FULFILLING THE REQUIREMENTS ARE ENCOURAGED TO APPLY

"In case of any discrepancy in Hindi Language, the English version as contained in the English Advertisement will be treated as final"

Note:- Institute's advertisement published in Employment News dated 09.01.2016, 02.07.2016 and 06.08.2016 inviting applications for the posts of Technical Assistant (01-UR), Junior Management Assistant (01-OBC) and Junior Management Assistant (01-UR, 01-SC) respectively stands withdrawn due to administrative reasons.

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APPLICATION FORMAT

- (1) SI.NO & Name of the post and Category applied for
- (2) Full Name of Candidate (in Block letters):
- (3) Parent's / Husband's name:
- (4) Gender:
- (5) Date of Birth & Age:
- (6-i) Caste- GENERAL/SC/ST/OBC
- (please tick the appropriate)
- (6-ii) Caste Certificate enclosed - Yes/No
- (please tick the appropriate)
- (7-i) Whether PH – Yes/No
- (please tick the appropriate)
- (7-ii) If yes, PH certificate enclosed – Yes/NO
- (please tick the appropriate)
- (8) Permanent Address:
- & Correspondence Address:
- (9) E-mail, fax and telephone No.(s), if any :
- (10) Details of Qualifications
- (Separate sheets may be enclosed as Annexure)**
- (11) Details of Past experience &
- Present Employment
- (Separate sheets may be enclosed as Annexure)**
- (12) Present pay scale/present basic pay/
- Total emoluments drawn:
- (13) Names and complete addresses along- (i).....
- with e-mail, fax and telephone nos. (ii).....
- of three referees who can comment
- on the candidate's suitability and temperament **(not relatives/friends)**: (iii).....

(14) **DECLARATION**

Ihereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature /appointment shall be liable to cancellation even after appointment.

Place:.....
.....

Signature of the Candidate

Date: