



Ref.No. ICMR-RMRC/Admin/2025

Date: 19.02.2025

DETAILED VACANCY NOTIFICATION FOR DIRECT RECRUITMENT TO VARIOUS ADMINISTRATIVE POSTS

The ICMR-REGIONAL MEDICAL RESEARCH CENTRE, SRI VIJAYA PURAM (ICMR-RMRC SVP), a research institute under the aegis of the Indian Council of Medical Research, Department of Health Research, Ministry of Health & Family Welfare, Government of India invites online applications from eligible Indian Citizens for various posts under Administrative cadre. Only those applications filled through online mode using the link provided herewith and are found in order will be accepted. Candidates should go through the detailed notification carefully before applying for the post and ensure that they fulfill the eligibility conditions indicated in this notification. Candidature of the applicants not meeting the eligibility conditions will be cancelled at any stage of the recruitment process without any notice. The candidature of the applicants shall be purely PROVISIONAL at all stages of the recruitment process. Details are as follows:

Important timelines for the examination/test for all the posts will be as under:

Website Link opening date for online registration & submission of online applications	Will be provided soon
Last date for online registration & submission of online applications	Will be provided soon
Opening date for availability of admit cards for downloading from ICMR-RMRC SVP website	Will be announced post the closing date of applications
Date of Computer Based Test(CBT) and Computer Proficiency/Skill Test	Will be intimated later

Details of vacancies with essential qualification:

Name of the Post	Assistant
Post Code	ASST01
Classification of Post	Group-B
Pay Matrix	Pay Matrix Level: Pay Level 6 of 7 th CPC (Rs.35400 – 112400)
Age Limit	Not exceeding 30 years
No. of Vacancies & Reservation Category	2 posts (UR-2)*
Educational and other Qualification	i. Minimum 3 years Bachelor's degree in any discipline from a Recognized University/ Institution and ii. Working Knowledge of Computer (MS Office/ Power Point).

Name of the Post	Upper Division Clerk
Post Code	UDC02
Classification of Post	Group-C
Pay Matrix	Pay Matrix Level: Pay Level 4 of 7 th CPC (Rs.25500 - 81100)
Age Limit	Not exceeding 27 years i.e. Age must be between 18 and 27 years
No. of Vacancies & Reservation Category	2 post (UR-2)*
Educational and other Qualification	i. Degree from a recognized University or equivalent. ii. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m in English or 30 w.p.m in Hindi correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word)

Name of the Post	Lower Division Clerk
Post Code	LDC03
Classification of Post	Group-C
Pay Matrix	Pay Matrix Level: Pay Level 2 of 7 th CPC (Rs.19900 - 63200)
Age Limit	Not exceeding 27 years i.e. Age must be between 18 and 27 years
No. of Vacancies & Reservation Category	2 posts (UR-2)*
Educational and other Qualification	i. 12th class pass or equivalent qualification from a recognized Board or University ii. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m in English or 30 w.p.m in Hindi correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word)

***The Director, ICMR-RMRC SVP reserves the right to increase/decrease the number of vacancies in any category at any stage of recruitment.**

ABBREVIATIONS:, UR – Unreserved,

HOW TO APPLY

- Candidates should apply only through online mode. The link will be available soon in the ICMR-RMRC SVP website. (<https://www.icmr.gov.in> and <https://www.rmrc.res.in>)
- Valid email id and mobile number are mandatory for online application process.
- Application fee (non-refundable) as mentioned below shall be applicable for applications to appropriate posts:

Name of post	UR/OBC/EWS	SC/ST/WOMEN
Assistant	Rs.2,000/-	Rs.1,600/-
Upper Division Clerk		
Lower Division Clerk		

- ICMR employees are not exempted from payment of application fee.
- Application fee is to be paid by candidates through online mode only during the application process. The fee once deposited will neither be refunded under any circumstances, nor can the fee be held in reserve for any other examination or selection.
- Candidates interested to apply for different posts should submit separate applications for each post and pay the applicable fees separately.
- The candidates need to upload scanned copies of the following documents (original) along with their application as applicable:-
 - Proof of Date of Birth.
 - Proof of Educational Qualifications from Class-X onwards.
 - Proof of Work Experience clearly mentioning start dates and end dates for each position held
 - No Objection Certificate for Government employees (**Annexure-I**)
 - Proof of Experience for age relaxation for Central Government employees in the prescribed format (**Annexure-II**)
 - Other documents, if any
- All correspondences with the candidates shall be done only through their registered email id. All information regarding examination schedule/admit card etc. shall be provided through email and/or by uploading on Institute's website.
- Responsibility of receiving, downloading and printing of admit card/any other information shall be of the candidate.
- ICMR-RMRC SVP will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or for delay/non-receipt of information if a candidate fails to access his/her mail/website in time.
- The candidates will be permitted to appear in the online computer-based test only if they possess a valid photo admit card.
- In the event of any false information furnished or suppression of any material in the application coming to notice, at any time during the recruitment process or thereafter, of a person, his/her candidature/services would be liable to be terminated.

SELECTION PROCEDURE FOR THE POST OF ASSISTANT (ASST01)

The screening examinations for the post of Assistant consisting two tiers (Tier -1: A Computer Based Test of MCQs and Tier-2: Computer Proficiency Test) will be held.

- The computer-based test (CBT) will be of MCQ type with a total of 100 questions as given below:

Sl. No.	Name of the post	Topic		Number of Questions	Marks	Remarks
1.	Assistant	Section - A	English Language	20	20	Cumulative time of 90 mins. There will be no section wise qualifying marks
		Section - B	General Knowledge including Current Affairs	20	20	
		Section - C	General Intelligence and Reasoning	20	20	
		Section - D	Computer Aptitude	20	20	
		Section - E	Quantitative Aptitude	20	20	
Total				100	100*	

*The CBT carries negative marking; 1 mark shall be awarded for each correct answer, and 0.25 marks shall be deducted for every incorrect answer. Questions from the subject matter will be of a level commensurate with the essential qualification.

- The minimum essential qualifying marks (Pass marks) to be obtained by the candidates in the CBT for the post of Assistant are given below:

Category	Minimum essential qualifying marks
UR	50%

- Candidates shortlisted based on their performance in CBT shall be called for Computer Proficiency Test of 20 marks which is **qualifying in nature**. The minimum essential qualifying marks for test shall be 50% of the total marks prescribed (i.e. 10 marks) for all the candidates.

Name of the Test	Skill Set	Marks	Duration
Computer Proficiency Test	<p>Word Processing, Excel Sheet, Generation of Slides etc. The Test will include:</p> <ol style="list-style-type: none"> 1. Typing of a passage and/or other word processing exercises including a typing test in the speed of 45 w.p.m. in English or 40 w.p.m. in Hindi (13500 KDPH and 12000 KDPH respectively). 2. Preparation of Excel Sheet. 3. Preparation of Power Point Presentation and related exercises which are required in the normal day to day functioning of an Office. 	20 marks	Cumulative time of 60 mins

- **Weightage for 'Post Qualification Experience' (Maximum 5 marks)** – In addition, up to 5 marks will be accorded to candidates who possess 'Post Qualification Experience' in any Government recognized or approved or registered Organization. The weightage marks for experience will be accorded as below:

Post Qualification Experience weightage table	
Relevant Experience	Weightage (marks)
>1 and upto 2 years	1
>2 and upto 4 years	2
>4 and upto 6 years	3
>6 and upto 8 years	4
>= 8 years	5

IMPORTANT NOTE regarding the post of Assistant:

- The CBT and Post Qualification Experience will carry a cumulative weightage of 100% and the Computer Proficiency Test is qualifying in nature.
- The Candidates based on their performance in CBT shall be called for Computer Proficiency Test in 1:10 ratio (10 candidates for every vacancy in respective category).
- The Scores of candidates in CBT will be considered for the final merit list only if the candidate qualifies the Computer Proficiency Test.
- The CBT scores carries a weightage of 95% and up to a maximum of 5 marks will be accorded for Post Qualification Experience. The sum arrived will have a weightage of 100% and shall be the final scores, from which the final merit list will be prepared.

SELECTION PROCEDURE FOR THE POST OF UPPER DIVISION CLERK (UDC02) AND LOWER DIVISION CLERK (LDC03)

The screening examinations for the post of Upper Division Clerk and Lower Division Clerk consisting two tiers (Tier -1: A Computer Based Test of MCQs and Tier-2: Computer Skill Test) will be held.

- The computer-based test (CBT) will be of MCQ type with a total of 100 questions as given below:

S. N o.	Name of the post(s)	Topic		Number of Questions	Marks	Remarks
1.	Upper Division Clerk & Lower Division Clerk	Section - A	English Language	20	20	Cumulative time of 90 mins. There will be no section wise qualifying marks
		Section - B	General Knowledge including Current Affairs	20	20	
		Section - C	General Intelligence and Reasoning	20	20	
		Section - D	Computer Aptitude	20	20	
		Section - E	Quantitative Aptitude	20	20	
Total				100	100*	

* The CBT carries negative marking; 1 mark shall be awarded for each correct answer, and 0.25 marks shall be deducted for every incorrect answer. Questions from the subject matter will be of a level commensurate with the essential qualification.

- The minimum essential qualifying marks (Pass marks) to be obtained by the candidates in the CBT for the post of Upper Division Clerk and Lower Division Clerk are as follows:

Category	Minimum essential qualifying marks
UR	50

- Computer Skill Test for the post of Upper Division Clerk and Lower Division Clerk will be **qualifying in nature** as below:

Name of the Test	Typing Speed	Key Depression
Computer Skill test (Typing)	35 w.p.m. in English or 30 w.p.m. in Hindi	(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word

- **Weightage for 'Post Qualification Experience' (Maximum 5 marks)** – In addition, up to 5 marks will be accorded to candidates who possess 'Post Qualification Experience' in any Government recognized or approved or registered Organization. The weightage marks for experience will be accorded as below:

Post Qualification Experience weightage table	
Relevant Experience	Weightage (marks)
>1 and upto 2 years	1
>2 and upto 4 years	2
>4 and upto 6 years	3
>6 and upto 8 years	4
>= 8 years	5

IMPORTANT NOTE regarding the post of Upper Division Clerk and Lower Division Clerk:

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| <ul style="list-style-type: none"> • The CBT and Post Qualification Experience will carry a cumulative weightage of 100% and the computer skill test is qualifying in nature. • The Candidates based on their performance in CBT shall be called for Computer Skill Test in 1:10 ratio (10 candidates for every vacancy in respective category) • The Scores of candidates in CBT will be considered for the final merit list only if the candidate qualifies the computer skill test. • The CBT scores will be converted to 95% and up to a maximum of 5 marks will be accorded for Post Qualification Experience. The sum arrived will have a weightage of 100% and shall be the final scores, from which the final merit list will be prepared. |
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SYLLABUS:

CBT syllabus for the post of Assistant, Upper Division Clerk and Lower Division Clerk	
Topics	Syllabus
English language	Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, spotting error in sentences, Grammar - Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of "A", "AN" and "THE", Idioms and Phrases.
General Knowledge including Current Affairs	Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Science and Scientific Research, Awards, Sports, National and International Organizations/Institutions including ICMR, Current Affairs - India & World.

General Intelligence and Reasoning	Analogies - Symbolic/Number Analogy, Semantic Analogy, Figural Analogy, Similarities and differences, word building, relation concepts, visual memory, discrimination, observation, relationship concepts, Arithmetic number series, Semantic series, Number series. Coding and Decoding-small & Capital Letters/numbers coding, decoding and classification.
Computer Aptitude	Characteristics of Computer, Computer Organization including RAM, ROM, File System, Input Devices, Computer Software - Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power Point), Information Technology Act, Digital Signatures, Application of Information Technology in Government for E-Governance, Mobile/Smartphone's Information Kiosks.
Quantitative Aptitude (Maths)	Number System, Decimals, fractions, LCM, HCF, Ratio and Proportions, Percentage, Average, Profit and Loss, Simple & Compound Interest. Time and work, Time and distance, Mensuration (2D and 3 D), Algebra, Data interpretation, Table & Graphs etc.

Note: The Syllabus for the all the posts are identical. However, the difficulty level of the examination will be of a level commensurate with the essential qualification.

CITIES /CENTRES FOR COMPUTER BASED TEST

- The list of exam centres will be announced later through ICMR/ICMR-RMRC SVP website.

CITIES /CENTRES FOR COMPUTER PROFICIENCY TEST AND COMPUTER SKILL TEST

- The list of exam centres will be announced later through ICMR/ICMR-RMRC SVP website.

TERMS AND CONDITIONS FOR ALL THE POSTS

NATIONALITY

- The applicant must be a citizen of India.

AGE LIMIT

- Upper age limit shall be determined as on the closing date for submission of online application.
- Date of Birth as recorded in the Matriculation/Secondary Examination Certificate only will be accepted for determining the age and no subsequent request for change will be considered or granted.
- Permissible relaxation of upper age limit as per Government orders for claiming age relaxation as on last date of receipt of application, is as under:-

Cat. Code	Category	Age relaxation permissible beyond the Upper age limit	
		Age concession For Group A&B posts	Age limit for appointment to Group C posts
01	Central Govt. Civilian Employees		
	1) Central Govt. Civilian Employees fulfilling the conditions as prescribed by DoPT, Govt. of India vide OM No.15012/2/2010-Estt.(D) dated 27 th March 2012 (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	5 years	40 years

	2) Central Govt. Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	8 (5+3) years	43 (40+3) years
	3) Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	10 (5+5) years	45 (40+5) years

Note:

- I. The age relaxation for reserved category applicants is admissible only in the case of vacancies being reserved for such categories. The reserved category applicants, who apply against unreserved vacancies, will get age relaxation only to the extent it is available to UR category candidates.**
- II. Applicants may check their eligibility for seeking relaxation in Upper Age Limit carefully. If eligible, they are required to fill appropriate Category Code as applicable to them.**

PROBATION:

- The period of probation will be Two years for all the posts from date of joining. Other terms and conditions regarding probation will be as per the rules of ICMR/GOI issued from time to time.

OTHER TERMS AND CONDITIONS:

- Category once filled in the application form cannot be changed and no benefit of other category will be admissible later on.
- The candidates working in the Central/State Government Departments/Public Sector Undertaking etc. should submit “No Objection Certificate” failing which the application will be summarily rejected. **(Annexure-I).**
- The Central Government Civilian Employees who have rendered not less than 3 years of regular and continuous service seeking age relaxation should submit “ Certificate seeking age relaxation” in the prescribed format **(Annexure-II)**
- All the posts carry all India transfer liability. The selected candidates may be posted at any of the Institutes/Centres/Field Units under the control of ICMR/ICMR-RMRCSVP. No TA/DA shall be considered in this case.
- Benefit of new structured defined contributory pension system is admissible for new entrants as per provision contained in the Ministry of Finance, Department of Economic Affair (ECB & PR Division), Notification No. 5/7/2003-ECB & PR dated 22.12.2003 effective from 01.01.2004.
- Any canvassing by or on behalf of the candidate or bringing political or other outside influence with regard to the selection/recruitment amounts to unfair practice and shall lead to disqualification.
- The Experience Certificate (Work Experience) should be issued by the competent authority of the government recognised/approved/registered institution etc. and must be clear with Name, Designation, period of work experience (From – to), nature of duties performed etc. by the candidate.
- Educational qualifications should be from a recognised board/organization/institute of repute and experience should be in a government recognised/ approved/ registered institution.
- Only post qualification experience shall be taken into consideration

- No person (a) who is entered into or contracted marriage with a person having a spouse living or (b) who having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the service provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.
- No TA/DA will be paid to candidates for attending the examinations. The candidates will have to make their own arrangements.
- The candidates applying in response to this advertisement, in their own interest, are advised that they should satisfy themselves regarding their eligibility for the post applied for. They must ensure that they fulfil all the eligibility criteria viz. age limit, essential qualification, experience, reservation etc. as on the last date of receipt of application. In case, at any stage of recruitment or even after appointment, it has come to the notice that any of candidates does not fulfil the required qualifications in respect of the above mentioned eligibility criteria or has furnished any wrong or false or misleading information in the application form or has suppressed any material fact(s) or is not eligible otherwise, his/her candidature will automatically stand cancelled without assigning any reason or notice thereof irrespective of his/her marks obtained in the test and no enquiry/request/correspondence will be entertained in this regard.
- It is the responsibility of the candidates to visit ICMR-RMRC SVP websites for any updates in the recruitment process.

The Director, ICMR-RMRC SVP reserves the right to: -

- Fix criteria for screening the applications so as to limit the number of Candidates to be called for computer-based test. Merely fulfilling the essential qualification and requisite experience by the candidate does not confer any right to be called for the computer-based test.
- Increase/decrease/delete the number of vacancies in any category and at any stage of selection process.
- Fill up or not to fill up any/all of the advertised positions without assigning any reasons thereof.
- Rectify any inadvertent error or omission in the advertisement, at any stage of the recruitment process by notifying it on the ICMR-RMRC SVP websites.

**DIRECTOR
ICMR-RMRC SVP**

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