

ICMR-NATIONAL INSTITUTE OF EPIDEMIOLOGY
R-127, SECOND MAIN ROAD, TNHB, AYAPAKKAM, CHENNAI – 600 077
Contact No. 044-26136260

No. NIE/Estt/Recruit/Steno/2018

Dated : 10th Nov.2018

Applications are invited upto **30.11.2018 (Friday)** for the post of Stenographer by Direct Recruitment at the ICMR's National Institute of Epidemiology, Chennai, as per the details given below:

Name of the Post	:	Stenographer
No. of post	:	One (Reserved for Scheduled Caste)
Pay	:	Level-4 of VII CPC Pay Matrix (PB-1) Rs.5200-20200 + Grade Pay 2400
Educational and other Qualifications	:	i) 12 th Class pass or equivalent qualification from a recognized Board or University with computer literacy. ii) 80 w.p.m. speed in shorthand in English
Age limit	:	18 to 27 years <u>as on 30.11.2018</u>
Age Relaxation	:	As per GoI Orders.

Allowances as per Central Government Rules are admissible on the above pay scale. Benefits of new restructured defined Contributory Pension System are admissible as per the provision contained in the Ministry of Finance, Department of Economic Affairs (ECB & PR Division), Notification No.5/7/2003-ECB & PR dated 22.12.2003 with effect from 01.01.2004. (For in-service candidates, who are already having pensionary benefits, the existing pension scheme will be followed).

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Application from the employees working in Govt. departments / ICMR Institutes must be forwarded through proper channel. Interested eligible candidates may submit their application in the prescribed format (given below) giving full details, viz., Name, Address, Age, Educational Qualification, Technical Qualification, Community certificate (SC) etc. and No Objection Certificate from the present employer (if he/she is employed in Govt. Organizations / ICMR Institutes), to the Director, ICMR-National Institute of Epidemiology, Second Main Road, Tamil Nadu Housing Board, Ayapakkam, Chennai – 600 077, along with self attested copies of the relevant certificates, on or before the last date mentioned above.

Eligible candidates will be invited for a Written Test conducted by ICMR-NIE. Qualifying marks for written test shall be 40% of the total marks prescribed. Only qualified candidates shall be called for Skill / Shorthand Test. Mere eligibility or admission to written test however does not guarantee selection of candidates. The Skill / Shorthand test will comprise of Dictation for a duration of 10 minutes at a speed of 80 words per minute and Transcription will be for a duration of 50 minutes in English on Computer.

Applications received after the due date will not be considered. Unsigned / Incomplete application, late application or application without documents in support of educational and technical qualification (shorthand), age, community (SC) etc. will be summarily rejected. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection shall lead to disqualification. The post carries an All India transfer liability under ICMR.

The selection to the post will be subject to fulfillment of eligibility criteria and verification of original certificates.

Director

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Ayapakkam, Chennai-600 077
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Affix Photo

Application for the post: _____

1)	Name (full in block letters)		
2)	Date of birth (dd/mm/yyyy)	/ /	Age :
3)	Sex		
4)	Community (SC)		
5)	Are you Physically handicapped		
6)	Address for communication with Pin code		
7)	Mobile / Phone No.		
8)	Email ID, if available		

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9) Educational & other qualifications:

No.	Exam Passed	Board / University	Year of Passing	% of Marks

10) Experience:

No.	Name of the Institution	Nature of employment	Date of Joining	Date of leaving	No. of years

(Additional information may be given on separate sheets)

11) Whether any relative is employed
in ICMR. If yes, please give details. :

12) Any other information :

I hereby 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 any of the information provided by me are found false or incorrect at any stage, my candidature / appointment shall be liable for cancellation / termination without notice or any compensation in lieu thereof.

(Signature of the candidate)

Place:

Date: