



Advertisement No.: **NIRRH/05/A/06/2019**

IMPORTANT DATES NOTE:

Website Link opening date	11 th June, 2019
Last date for filling up of the personal data in the online form and uploading the photo and specimen signature	2 nd July, 2019
Last date of depositing fees by on-line payment	2 nd July, 2019
Tentative Schedule for Written Examination	26 th July, 2019

All the above dates are tentative and in case of any situation beyond control, these dates may be changed at any time. Information about such changes, if any, will be given on the Maharecruitment Portal. Candidates are advised to remain in touch with the Portal for information regarding this recruitment process and changes in the schedule, if any.

2. The ICMR- National Institute for Research in Reproductive Health, Indian Council of Medical Research, an autonomous organization under Department of Health and Research, Ministry of Health & Family Welfare, Government of India invites online applications at Maharecruitment Portal <https://maharecruitment.mahaonline.gov.in> online Registration for the post of Asstt./PA/LDC in NIRRH from eligible candidates as per criteria laid down below for filling up the following posts:

- (i) Assistant (Post Code: A-01)
- (ii) Personal Assistant (Post Code: PA-02)
- (iii) Lower Division Clerk (Post Code: LDC-03)

3. **Details of vacancies/ Pay Level & Reservation are as under:**

Post Code	Name of the post	Level as per VII CPC pay Matrix plus allowances as admissible under the Govt. rules	Total number of tentative vacancies*
A-01	Assistant	Level-6 Rs.35400-112400	04-UR 01-OBC
PA-02	Personal Assistant	Level-6 Rs. 35400-112400	01-OH (OA/OL)**
LDC-03	Lower Division Clerk	Level-2 Rs.19900-63200	04- UR 01- OBC

Abbreviation: OH (Orthopedically Handicapped), OA (one arm), OL (one leg)

* The number of vacancies (including reserved vacancies) for the above posts are tentative and may increase or decrease or even become NIL if need arises without any further notice or assigning any reason thereof. The decision of Director, NIRRH will be final in this regard.

** The Divyang/PwD candidates applying for the above mentioned post shall be eligible for the benefit of reservation/concessions, if they are suffering from not less than 40% of the relevant disability. The candidate selected against the vacancy reserved for Divyang will be adjusted against the category (UR/SC/ST/OBC) from which he/she belongs.

4. Essential Qualifications as on 2nd July, 2019:

Sl. No.	Post Code	Essential Qualifications	Job Requirement	Upper Age Limit as on 02.07.2019
1	A-01	1. Minimum 3 years Bachelor's degree in any discipline from a recognized university. 2. Working Knowledge of Computer (MS Office/ Power Point).	Capable to carry out work in any sections of Administration	Not exceeding 30 years
2	PA-02	1. Minimum 3 years Bachelor's degree in any discipline from a recognized university/ Institute with computer literacy. 2. 120 w.p.m. speed in short hand (English or Hindi), GCC from a recognized institution.	Capable to carry out work in Administration	Not exceeding 40 years (including PwD relaxation)
3	LDC-03	1. 12 th class pass or equivalent qualification from a recognized Board or University. 2. Typing speed of 35 w.p.m. English or 30 w.p.m. Hindi on Computer, GCC from a recognized institution. (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)	Capable to carry out work in any sections of Administration	Not exceeding 27 years

5. The upper age limit prescribed will be relaxable as under:

- a. Age relaxation to the Departmental candidate who have rendered not less than 3 years of continuous service will be as follows
 - 5 years relaxable on the upper age for the post of Assistant and Personal Assistant
 - Upto the age of 40 years for the post of LDC.
 - b. Upto a maximum of 3 years to a candidate belonging to OBC (Non Creamy Layer) (for reserved posts only).
 - c. Relaxation in age to SC/ST/PwD candidates will be given in accordance with instructions issued by Dopt from time to time in this regards. No age relaxation will be given against unreserved posts as per GoI/Dopt rules.
 - d. Age relaxation to divorced women (subject to submission of proof) shall be given as per the instructions of Government of India.
 - e. Relaxation in Upper age limit is admissible to Person with Disability subject to production of certificate from the Govt. Hospital/Medical Board consisting of atleast one specialist in the particular field, in support of their claim of disability, at the time of document verification.
6. Candidates are required to furnish the following documents at the time of verification of documents:
- (i) Matriculation/Secondary Examination Certificate or an equivalent Certificate for Age proof;
 - (ii) Final Mark sheet/ Degree as a proof of meeting educational qualification;
 - (iii) Caste Certificate in the prescribed format of Government of India, if applicable;

- (iv) Divyang/PwD certificate in the prescribed format of Government of India, if applicable;
- (v) The departmental candidate, who requires age relaxation, should submit a certificate from his/her Employer in the prescribed format **Annexure- I**
- (vi) Candidates who are already in Central/State Govt. Departments/ Public Sector Undertakings should submit 'No Objection Certificate' from the respective Office/Department.
- (vii) In case of candidates belonging to OBC category, certificate should specifically contain the clause that the candidate does not belong to "creamy layer section". OBC certificate for the purpose of age relaxation will mean "PERSONS OF OBC CATEGORY NOT BELONGING TO CREAMY LAYER" as defined in DOPT'S O.M. NO. 36012/22/93-Estt (SCT) dated 8.9.1993 and modified vide O.M. NO. 36033/3/2004-Estt (Res) dated 9.3.2004 and 14.10.2008. The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also for assuming that the candidate does not fall in the Creamy layer on the reckoning date. The candidate should furnish the relevant OBC certificate in the format prescribed for Govt. Job. OBC candidates must, therefore, at the time of document verification furnish valid and updated OBC certificate which should specifically include the clause regarding "Exclusion from Creamy Layer" and furnish the declaration in the prescribed format **Annexure- II**, in order to get age relaxation.

7. **Selection criteria:**

- (i) Eligible candidates will be required to appear in an Online Computer based Test, information for which will be provided in the Admit card. The qualifying marks for written examination will be 50% for UR/OBC candidate and 40% for SC/ST/PH candidates. Qualified candidates in the online test on merit basis will be called for Computer knowledge test and Skill/Typing Test (qualifying only) for the post of Assistant and LDC respectively and for the post of Personal Assistant, they will be called for Skill/Shorthand test. Selection of candidates shall be made on the basis of merit list in Online Test.
- (ii) Typing Test/ Shorthand Test will be conducted in English or Hindi or both.
- (iii) Candidates who wish to be considered against vacancies reserved/or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format at the time of Skill Test/Document Verification. Otherwise, their claim will not be entertained and their candidature/applications will be considered under General (UR) category. If the certificate has been issued in a language other than English/Hindi/Marathi, the candidates will be required to submit a self-certified translated copy of the same either in English, Hindi or Marathi, as and when called for verification of documents.
- (iv) The Common written examination is being held for the posts with same educational qualification. The candidate who has applied for more than one post is required to indicate his Posts-wise preference very carefully at the time of document verification. He/she would not be considered for any post, if he/she has not indicated his/her preference for such posts. Option exercised at the time of document verification will be final.
- (v) After the Computer based Examination and the Skill Test/Computer Proficiency Test, Document verification wherever applicable, the NIRRH will draw up the Merit List for each category of the post.

(vi) Once the candidate has been given his/her first available preference, as per his/her merit, he/she will not be considered for any other options.

(vii) The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the NIRRH.

8. **Online Test:**

The online test will be in **English**. Duration of test will be 120 minutes. The total number of MCQ type questions will be 100. One mark shall be awarded for each correct answer and negative mark of 0.25 for each wrong answer. The question shall be asked on General English, Quantitative Aptitude, Reasoning & General Knowledge/Awareness. The questions except Quantitative Aptitude will be of a level commensurate with the essential qualification viz Graduation for Post code No. A-01 & PA-02 and Higher Secondary Examination for Post code No. LDC-03 and questions in Quantitative Aptitude will be 10th standard level. The centre of examination will be in Mumbai.

9. **Reservations and relaxations:**

(i) Reservation and relaxation for SC/ST/OBC/Divyang/PwD candidates in age will be provided as per Government guidelines.

(ii) No examination fees will be charged from SC/ST/Divyang/PwD and female candidate.

(iii) The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBC category and such candidates have to indicate their category as General. The OBC (Non-Creamy Layer) candidates are required to submit requisite certificate in prescribed format of Government of India, from a competent authority. Further, OBC (Non-Creamy Layer) candidates will have to give a self-undertaking indicating that they belong to OBC (Non-Creamy Layer) category at the time of joining, in case selected.

10. **How to apply:**

(i) Eligible and interested candidates would be required to apply online through "Maharecruitment Portal": <https://maharecruitment.mahaonline.gov.in> No other means/ mode of application will be accepted. Their registration will be provisional as their eligibility will be verified only in case they are shortlisted for appearing in Skill Test. Mere issue of Admit card shall not imply acceptance of candidature.

(ii) Before registering their applications on the portal, the candidates should possess the following:

- a) Valid e-mail ID, *which should remain valid for at least one year.*
- b) **Candidates should have latest passport size photograph (jpg or jpeg file only upto 50 kb) as well as photograph of signatures in digital format (jpg or jpeg file only upto 50 kb) for uploading with the application form.**
- c) **Provision to pay examination fees of Rs. 300/- for General and OBC male candidates. Candidates can opt to pay through internet banking account or credit/debit card. Transaction charges, as applicable shall be borne by the candidate.**

11. **The registration process involves following three Steps:**

Step 1: Filling up of Application

- Go to "Maharecruitment Portal" <https://maharecruitment.mahaonline.gov.in>
- Read the Advertisement carefully to be sure about your eligibility.

- Click on the link “Apply”.
- Fill up all the required fields.
- Ensure the information provided is correct and then submit.

Step 2: Making Payment

- Click on “Make Payment” which will take you to Payment Gateway, which has been authorized to collect the application fees/processing charges on behalf of NIRRH.

Step 3: Final Registration & Printing of Provisional Registration Slip

- Once the payment is made, Candidates should retain a photocopy of their e-receipt and Registration Slip as they can be asked to produce the same for reference, at any stage of selection process.
- **After applying online, candidate is required to download the system generated Provisional Registration Slip with Unique registration number and other essential details.**
- Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application/processing fees and to fill in the payment details carefully.
- **Failed Transaction amount will be automatically refunded to same A/c from which payment was originally made, within 15 working days.**
- **IMPORTANT: All correspondence with candidates will be done only on the registered e-mail ID provided by candidate. All information regarding examination schedule/admit card etc. shall be provided through email and/or by uploading on Maharecruitment Portal.**
- Responsibility of receiving, downloading and printing of admit card/any other information shall be of the candidate.
- NIRRH 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.
- Candidates are not required to send any document to NIRRH.
- **Candidates will be allowed to appear in the Online Computer based Test only if they possess the valid Photo Admit Card which will be available for downloading from the Maharecruitment Portal and prescribed original photo identity card.**

12. General Instructions:

- (i) Candidates possessing the required essential qualification from Govt. Universities or Institutes will only be eligible to apply. The term departmental candidates means those candidates who are currently working as permanent employees with Central/State/UT Government or Central/State autonomous organization including ICMR.
- (ii) While applying, the candidates should enter their full name as it appears on the matriculation/secondary school certificate.
- (iii) The outstation candidates will have to make their own arrangement to stay as per the schedule of the online written examination and skill test. No TA/DA will be given to any candidates for appearing the online written examination and skill test.
- (iv) If the candidate wishes to apply for more than one post, the separate application should be filled for each post.
- (iv) Court of jurisdiction for any dispute will be at Mumbai.
- (v) Candidates are advised to regularly visit Maharecruitment **Portal** for updated information on the selection process. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available on our website www.nirrh.res.in > [Employment](#) > [Permanent Posts](#) > [online](#)

[Registration for the post of Asstt./PA/LDC in NIRRH.](#) No further press advertisement will be notified.

(vi) **Canvassing in any form or bringing political or other outside influence with regards to selection/recruitment shall be considered as disqualification for employment in the NIRRH.**

(vii) No enquiries/correspondence shall be entertained.

(viii) All candidates, who apply in response to this advertisement by the CLOSING DATE, will be assigned Roll numbers which will be placed on the at least Maharecruitment **Portal** two weeks before the date of the examination. A candidate must write his/her Registration number/Post Code along with his/her name, date of birth and name of the examination while addressing any communication to the NIRRH. Communication from the candidate not furnishing these particulars shall not be entertained.

(ix) The decision of the Competent Authority of NIRRH in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s) and typing test, allotment of examination centers, selection will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

(x) The recruitment process can be cancelled/terminated/suspended without assigning any reasons. The Decision of Director, NIRRH in all matters will be final and no appeal will be entertained.

(xi) Mere fulfilling the essential qualification or/and success in the examination confers no right of appointment unless it is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

(xii) This post is with all India transfer liability under the Council.

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Director, NIRRH

FORM OF CERTIFICATE TO BE SUBMITTED BY GOVT. EMPLOYEE SEEKING AGE RELAXATION

(To be filled by the Head of the Office or Department in which the candidate is working)
(Please see Para 6(v) of the Notice)

It is certified that Sh./Smt/Kum..... is a Central Government Civilian employee/State Govt. employee/employee of autonomous body holding the post ofin the Pay Level (Rs.....) of Pay Matrix (as per 7th CPC) with 3 years regular service in the grade as on closing date (i.e. the last date for submission of online application)

Place:

Date:

**Signature, Name and Designation of the
Competent Authority
SEAL**

Declaration

(Only for OBC category candidates)

“I _____ son/ daughter of Shri _____ resident of village/town/ city district _____ state _____ hereby declare that I belong to the Community which is recognized as backward class by the Government of India for the purpose of reservation in service as per orders contained in Department of Personnel and Training Office memorandum. No. 36012/22/93-Estt.(SCT) dated 8.9.1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8.9.1993”.

Place:

Date:

(Signature of the Candidate)