



ICMR - NATIONAL INSTITUTE FOR RESEARCH IN TUBERCULOSIS

No.1, Mayor Sathyamoorthy Road, Chetpet, Chennai – 600031

NO. NIRT/ESTT/RECTT/STENO/2018/02/

Dated: 01.12.2018



VACANCY CIRCULAR

Sub: Filling up of One post of Stenographer in the Pay Level 4 of 7th Pay Commission Pay Matrix (Rs.25,500-81,100) on regular basis at ICMR-NIRT, Chennai.

The **National Institute for Research in Tuberculosis**, an **Autonomous** Institute under the **Indian Council of Medical Research**, **Department of Health Research**, **Ministry of Health and Family Welfare**, invites applications for the following post:

The details of the post and the eligibility criteria are given below:

Sl. No.	Name of the post	No. of posts	Category	Pay Level in 7 th CPC	Age limit as on the last date of application	Educational and other qualifications required for Direct recruits as per Recruitment Rules
1.	Stenographer	01	UR	Pay Level 4 Rs.25,500 – 81,100	18-27 years	i)12 th Class pass or equivalent qualification from a recognized Board or University with Computer literacy ii)80 w.p.m. speed in short hand in English or Hindi

Other terms and conditions:-

1. The applications should be as per the prescribed format.
2. Candidates will submit application properly sealed in an envelope through ordinary post duly subscribing the words “Application for the post of Stenographer” on the top of envelope while sending the application form.
3. Age relaxable upto 5 years for govt. servants and ex-serviceman in accordance with the instruction issued by the Dept. of Personnel & Training from time to time. The crucial date for determining the age limit shall be the closing date for receipt of application.
4. Appointment shall be by competitive written test and skill/shorthand test. **Dictation:** 10 minute at a speed of 80 words per minute. **Transcription:** 50 minutes in English or 65 minutes in Hindi on computer. Skill Test will be qualifying in nature. Merit List will be prepared based on written test only.

5. No TA/DA will be admissible for Competitive written test / Skill Test. Candidates will make their own arrangements for boarding and lodging.
6. Appointment will be subject to Medical Fitness and verification of character and antecedents from civil authorities.
7. Candidates after appointment will be subject to All India service liability.
8. Benefits of new restructured defined contributory Pension system are admissible as per the provision contained in the Ministry of Finance, Department of Economic Affairs (ECD & PR Division), Notification No.5/7/2003-ECD & PR dated 22.12.2003 effective from 1.1.2004.
9. Date, Time and place of test will be intimated by post separately to the eligible candidates whose application is found in order / shortlisted.
10. Department will not be responsible for any postal delay/wrong delivery.
11. Incomplete/incorrect/without signature applications will be rejected without any notice.
12. The recruitment process can be cancelled/suspended/terminated without assigning any reasons. The decision of the Director will be final and no appeal will be entertained.
13. Applications from employees working in Central/State Govt. Departments / Public Sector Undertakings and Govt. funded research agencies must be forwarded through proper channel. Advance copies of application will be considered subject to the conditions that the original application through proper channel should reach this office before the due date. Application received after the closing date will not be considered.
14. While applying for the above post, the applicant must ensure that he/she fulfils the eligibility and other terms and conditions mentioned as on the specified dates and the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment/selection that the candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect / false information or has suppressed any material fact (s), his/her candidature will automatically stand cancelled. If any of the above shortcoming (s) is/are detected even after appointment, his/her services are liable to be terminated without any notice.
15. The decision of the Director-in-Charge, NIRT will be final in this regard.
16. The administration reserves the right to rectify any inadvertent error or omission at any stage of the recruitment process.
17. Merely satisfying the essential required minimum qualification and experience does not entitle an applicant to be called for test/appointment.
18. Since it is not possible to call all the eligible candidates for the test, the applicants may be short-listed for this purpose. The decision of the Director-in-Charge, NIRT will be final in this regard.
19. The notified vacancies advertised are tentative. ICMR-NIRT reserves the right to cancel / restrict/ enlarge / modify the requirements advertised, if need so arise without assigning any further notice or assigning any reason thereto.

20. Application form may be downloaded from the websites www.icmr.nic.in, www.nirt.res.in and submit along with supporting certificates and testimonials duly attested by self and addressed to the **Director-in-Charge, National Institute for Research in Tuberculosis, No.1 Mayor Sathyamoorthy Road, Chetpet, Chennai-600031** super-scribing the envelope with “Application for the post of Stenographer” so as to reach on or before 29.01.2019 by 05:00 pm.
21. The candidate has to remit application fee of Rs.300/- (Rupees Three Hundred only) (wherever applicable) through Demand Draft from a nationalized bank in favour of the **Director, National Institute for Research in Tuberculosis** payable at **Chennai**.
22. SC/ST/PwD/Women candidates are exempted from the payment of fees. Certificate for exemption of examination fee should be submitted along with application. DDs are payable by all other candidates including ICMR employees.
23. Application fees once paid will not be refunded on any circumstances nor can it be held in reserve for any other recruitment or selection process.
24. Any Addendum / Corrigendum in respect of above vacancy notice shall be issued on our websites www.icmr.nic.in, www.nirt.res.in. Applicants are requested to regularly visit our website to keep themselves updated.
25. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Chennai and the Courts/Tribunals/Forums at Chennai only shall have the sole and exclusive jurisdiction.
26. Any further details / communication shall be displayed in NIRT websites only.
27. Canvassing in any form shall disqualify the candidate. No enquiry or correspondence shall be entertained on the issue related to selection process.

DIRECTOR-IN-CHARGE