

Fax: +91 44 2836 2528  
E-Mail: nirt@icmr.org.in

Telephone: +91 44 2836 9500  
Website: www.nirt.res.in



தேசிய காசநோய் ஆராய்ச்சி நிறுவனம்  
**राष्ट्रीय यक्ष्मा अनुसंधान संस्थान**  
**NATIONAL INSTITUTE FOR RESEARCH IN TUBERCULOSIS**  
(Formerly Tuberculosis Research Centre)  
Indian Council of Medical Research  
Department of Health Research, Ministry of Health & Family Welfare  
(Government of India)  
#1, Sathyamoorthy Road, Chetpet, Chennai 600031

Ref No.NIRT/Estt/ICMR/Advt/2018-19/

Date: 08.03.2019

To  
All Permanent Institutes / Centres/ ICMR Headquarters, New Delhi.

Sub: Filling up one post of Administrative Officer (UR) at NIRT, Chennai – reg

....

Sir/ Madam,

Please find enclosed a copy of circular inviting applications for the post of Administrative Officer in Pay Level-10 in the 7<sup>th</sup> CPC plus usual allowances as per rules.

The Circular may kindly be brought to the notice of all the eligible Section Officers and displayed on the Notice Board of your Institute / Centre.

The applications together with attested copies of ACR dossiers for the last five years from 2013-14 to 2017-18. Currency of punishment report may be forwarded to the Director, National Institute for Research in Tuberculosis, No.1, Mayor Sathyamoorthy Road, Chetput, Chennai – 600 031 at the earliest but not later than the date specified in the enclosed circular.

Yours faithfully,

DIRECTOR-IN-CHARGE



**ICMR-NATIONAL INSTITUTE FOR RESEARCH IN TUBERCULOSIS**

**#1, Sathyamoorthy Road, Chetpet, Chennai 600031.**

**VACANCY CIRCULAR**

Applications are invited upto 29.03.2019 from the eligible candidates of ICMR HQRS./Institutes/Centres to fill up the post of Administrative Officer (Unreserved) at ICMR-NIRT, Chennai:

Name of the Post	Administrative Officer
No. of Posts	1 (one) (UR)
Eligibility	<b><u>I. Educational</u></b> Minimum three years Bachelor's degree in any discipline from a recognized university.  <b><u>II. Experience</u></b> Administrative Officer (Jr. Grade) with 2 years service, Section Officer with three years regular service in the grade and Private Secretary with three years regular service in the grade out of which minimum one year service in Admn./Accounts Section, shall be eligible for consideration for promotion.
Pay Scale	Level-10 in the Pay Matrix of 7 <sup>th</sup> Pay Commission (Pre-revised PB-3-Rs.15600-39100 Grade Pay Rs.5400/-)
Location	NIRT, Chennai.

Eligible candidates are requested to apply through proper channel in the prescribed format attached herewith. The filled in application along with documents in support of Educational qualifications, Experience, Vigilance Clearance Certificate and APAR dossiers for the last five years duly attested by the Director/Director-in-charge of the concerned Institute should reach the undersigned on or before 29.03.2019.

**DIRECTOR-IN-CHARGE**

To  
The Director-General/Director/Director-in-Charge  
All Permanent Institutes/ Centres/ ICMR Headquarters, New Delhi

**Annexure-A**

**APPLICATION FORM FOR THE POST OF \_\_\_\_\_**

1. Name (in Block Letters) :
2. Name of the Office  
Where working (in Block Letter):
3. Date of Birth (in Christian Era):
4. Date of appointment in Government  
Service (in Christian era):
5. Date of Retirement:
6. Substantive Pay scale:
7. Present Pay scale:
8. Educational Qualifications:
9. Experience:
10. Nature of present employment (Whether ad-hoc or  
Temporary or permanent):
11. Details of Employment, in chronological order( Enclose a separate sheet, duly  
authenticated by candidate's signature, if the space below is in-sufficient)

Name of Organization / office	Post held	From	To	Pay Band + Grade Pay/Pay level	Nature of Duties

12. Additional information, if any, which you would like to mention in support of your  
suitability for the post. Enclose a separate sheet, if the space is insufficient.
13. Please state clearly whether in the light of entries made by you, you meet the requirement  
of the post.
14. Whether belongs to SC/ST/OBC:
15. Remarks, if any:

Date: -

Signature of the Candidate

Telephone No:

E-mail id:

Residential Address:

**Annexure - B**

**Certificate / information to be given by the Head of Office / Employer of the applicant**

1. It is certified that the particulars furnished by the officer in Annexure-A, are correct as per the service records.
2. It is certified that no disciplinary / vigilance case is pending or contemplated against the officer and he / she is clear from the vigilance angle.
3. His / Her integrity is certified.
4. It is certified that no major or minor penalties have been imposed on the officer during the last 10 years.
5. APAR grading for the last 05 years in respect of the official is as under:-

Name of the Official	2013-14	2014-15	2015-16	2016-17	2017-18

6. The official will be relieved from his duties to take up the assignment in NIRT on his / her selection.

**Head of Office / Employer with seal**