

PROCEDURE TO APPLY FOR THE POST OF SCIENTIST-B AT NIMR

Candidates interested to apply for the post of Scientist-B must strictly follow the following procedure to apply for the post of Scientist-B:-

1. Visit the website of ICMR or NIMR i.e. www.icmr.nic.in and www.nimr.org.in.
2. Candidates visiting ICMR website should click on the link “Permanent Posts” under “Employment” and candidates visiting NIMR website should click on the link “Vacancy”; to download **on the personal computer**, the vacancy advertisement including format of declaration and OBC certificate to be submitted by OBC candidates only, application form and “**Excel Format File**” consisting of three sheets viz. Format-1, Format-2A and Format-2B.
3. Read the vacancy advertisement carefully for all the details of the post(s) to be applied.
4. Take print out of the application form and fill the same in neat and clean hand writing and in **BLOCK LETTERS**. Paste a duly cross signed photograph on the space provided, endorse your full signature wherever required, attach all the documents, testimonials, category certificate etc as required as per the advertisement along with IPO/DD of requisite fee, declaration for OBC candidates (if applicable) and OBC certificate in the prescribed format (if applicable).
5. Fill “**Excel Format File**” consisting of three sheets viz. Format-1, Format-2A and Format-2B **on your personal computer** and after completion save it on your PC. After that, take print outs of these three formats, sign on each format and attach with the application form already completed by you.
6. Send the application form as completed in all respects i.e. filled properly, attached with photo, IPO/DD, all documents, testimonials, Format-1, Format-2A and Format-2B etc and duly signed by you, to the **Director, ICMR-National Institute of Malaria Research, Sector-8, Dwarka, Delhi-110077** in A-4 size envelope clearly indicating the name of the post on the top of the envelope as “**Application for the post of _____ on or before the last date of receipt of applications i.e. 28.03.2018.**”
7. Send the duly completed “**Excel Format File**” consisting of three sheets viz. Format-1, Format-2A and Format-2B to the e-mail id: - Scientistbrec2018@gmail.com with subject line as – “**Name of the post<>Name of candidate<>Date of Birth<>Mobile No. AVOID SENDING MULTIPLE E-MAILS.**”
8. Candidates are advised to keep a copy of the duly completed application form including Format-1, Format-2A and Format-2B for records.
9. **Application will be treated as “RECEIVED” only if both Hard and Soft copy as mentioned above must reach the office of NIMR on or before last date of application i.e. 28.03.2018.**
10. Candidates may call on the phone numbers provided in the advertisement or e-mail on the e-mail ids: aonimr@gmail.com and dineshsoni739@gmail.com for any clarification.

NOTE:-

- 1. Documents to be enclosed with the application form (Self-attested copies):-**
 - a) Proof of Date of Birth
 - b) Educational qualifications
 - c) Experience (proof for all experiences mentioned in the application)
 - d) Format-1, Format-2A and Format-2B etc duly signed by the candidate.
 - e) Declaration by the OBC candidates in the prescribed format (if applicable).
 - f) OBC Certificate in the prescribed format for appointment to posts under the GOI (if applicable).
 - g) No Objection Certificate from present employer (if applicable).
 - h) List of publications
 - i) Crossed Indian Postal Order (IPO)/Demand Draft for Rs. 500/- (Rupees Five hundred only) towards application form payable to/in favor of the Director, National Institute of Malaria Research, Sector-8, Dwarka, New Delhi-110077. SC/ST/Women and PWD candidates are exempted from the application fee upon submission of attested copies of relevant certificate. Application Fee is payable by all other candidates including ICMR/NIMR employees. Fee once paid will not be refunded under any circumstances. On the overleaf of the IPO/Demand Draft, the candidate must mention his/her name and post applied for.
 - j) Any other relevant document.
- 2. NIMR will not be responsible for late receipt of the applications due to postal delay.**


Administrative Officer