

ICMR- National Institute of Malaria Research
Sector-8, Dwarka, New Delhi - 110077

No. Admn/LDCE/Assistant/805/2018/58

Date: 10.04.2018

VACANCY CIRCULAR

Limited Departmental Competitive Examination-2018 for Recruitment to the
Post of Assistant at NIMR, Sector-8, Dwarka, Delhi-110077

Applications in the prescribed format are invited up to **27.04.2018 up to 5.30 PM** for the following regular post at National Institute of Malaria Research (ICMR), Sector-8, Dwarka, New Delhi-110077. The post is to be filled through **Limited Departmental Competitive Examination:-**

GROUP-B: Assistant- One Post (Unreserved)

[Pay Level-6 (Rs.35400-Rs.112400) plus usual allowances as admissible under the Rule]

Eligibility:-

The post will be confined only to the **NIMR regular Upper Division Clerks** who must have completed at least 5 years' of regular services in NIMR as on last date of receipt of applications i.e. **27.04.2018**. UDCs regularized from the IDVC Project as per directions of Hon'ble Court holding supernumerary posts shall not be eligible for applying/compete against this vacancy. The Institute's UDC who are on deputation to other department are eligible to apply for the above said post subject to the condition of furnishing the Application Through Proper Channel i.e. through their present (not parent) department .

Essential Qualifications:-

- i) Minimum Three years' Bachelor's degree in any discipline from a recognized University/Institution.
- ii) Working knowledge of computer (MS Office/Power Point etc.)

Note: - The Computer Course Certificate is not mandatory while applying for the post.



1. Method of Selection: -

A. The Selection Procedure will be as under:-

- (i) Written Test - 100 Marks
- (ii) The final Selection of Candidate will be done, in order of Merit of the marks obtained in the written examination, out of 100 Marks.

B. The Syllabus & Marking Pattern of the Written Examination for the post of LDCE would be as under:-

- (i) Written examination/test consisting of Questions with a duration of 2 hrs and the syllabus will be as under :-

Sl. No.	Topic	Maximum Marks
PART- 1 - 25 MARKS - GENERAL		
1	General Knowledge (including current affairs)	25 marks
2	General English	
3	General Mathematics & Quantitative Aptitude	
4	Reasoning & Analytical Ability	
5	Basic Computer Knowledge	
PART - 2 75 MARKS - OFFICE PROCEDURES & GENERAL FINANCIAL & SERVICE RULES		
6	Office Procedures	Total 75 Marks
7	General Financial Rules, 2017	
8	Fundamental Rules & Supplementary Rules.	

C. Important Notes:-

- (i) The qualifying/passing marks for written test shall be:-
 - (a) 35% (of total Marks) for all categories.
 - (b) Candidates who do not get qualifying/passing marks in the written test shall be straight away declared as "FAILED"
- (ii) The level of questions for the post will be based on the optimum essential qualification of the post i.e. Three years' Bachelor's degree in any discipline and the rules specified as per syllabus above.



