



ICMR–NATIONAL INSTITUTE OF EPIDEMIOLOGY
R-127, Second Main Road, Tamil Nadu Housing Board
Ayapakkam, Chennai - 600 077

NO. NIE/ESTT/RECTT/STENO/2019-20/

Dated: 12.06.2019

VACANCY CIRCULAR

Sub: Filling up of **ONE** post of **STENOGRAPHER (UR)** in the Pay Level-4 of VII Central Pay Commission Pay Matrix (Rs. 25500-81100) Pre-revised (PB-1 Rs.5200-20200 + Grade Pay Rs.2400) on regular basis at ICMR-NIE, Chennai.

The ICMR-National Institute of Epidemiology, invites applications up to **22nd July 2019**.

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 VII CPC	Age limit	Educational and other qualifications required for Direct recruits as per Recruitment Rules
1	STENOGRAPHER	01 (One)	UR (Unreserved)	Pay Level- 4 (Rs. 25500-81100)	18-27 years	i) 12 th Class pass or equivalent qualification from a recognised Board or University with computer literacy. ii) 80 w.p.m. speed in shorthand in English

Other Terms and Conditions:-

1. The application should be as per the prescribed format.
2. Candidates shall submit an application, duly closed in an envelope and superscribed as “**Application for the post of Stenographer**” on the top of envelope, through Registered / Speed post. Application should be submitted along with Admit Card (in duplicate) and self-addressed stamped envelope (26” x 11”) of Rs. 5/-.
3. The upper age limit for the Departmental Candidates is 40 years. The age relaxation for Ex-serviceman / PwD would be in accordance with the instructions issued by the Dept. of Personnel & Training from time to time.
4. Since the vacancy notified is Unreserved, no age relaxation is admissible to candidates belonging to SC/ST/OBC categories vide Government of India DoPT O.M.No.36011/1/98-Estt(Res) dated 1st July, 1998.
5. The crucial date for determining the age limit will be the closing date for receipt of application.
6. The appointment will be based on the competitive written test and skill test. Admission to written test, however, does not guarantee selection of candidates. Qualified candidates in the written test only will be called for Skill / Shorthand test. Qualifying Marks in written test shall be 50% of the total marks prescribed. The Skill (Shorthand) test will comprise of Dictation for a duration of 10 minutes at a speed of 80 words per minute and Transcription will be for a duration of 50 minutes in English on Computer. Final selection will be based on the merit in the Written Test subject to candidate qualified in Skill Test.
7. No TA/DA will be admissible for Competitive Written Test / Skill Test. Candidates shall make their own arrangements for boarding and lodging.
8. Appointment will be subject to Medical Fitness and verification of character and antecedents from Civil authorities.
9. Candidates after appointment will be subject to All India service liability.
10. Benefits of New Restructured Defined Contributory Pension system are admissible as per the provision contained in the Ministry of Finance, Department of Economic Affairs (ECB & PR Division), Notification No.5/7/2003-ECB & PR dated 22.12.2003 effective from 1.1.2004.
11. Date, Time and Place of test will be intimated by post separately to the eligible candidates.
12. Department will not be responsible for any postal delay or wrong delivery.

13. Incomplete/incorrect/unsigned applications will be rejected without any notice.
14. 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.
15. Applications from employees working in Central/State Govt. Departments / Public Sector Undertakings and Govt. funded research agencies must be forwarded through proper channel along with “No Objection Certificate” from the present employer. Advance copies of application will be considered subject to the conditions that the original application through proper channel should reach this office on or before the due date. Application received after the closing date will not be considered.
16. 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 fulfill 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.
17. The decision of the Director, NIE, will be final in this regard.
18. The administration reserves the right to rectify any inadvertent error or omission at any stage of the recruitment process.
19. Merely satisfying the essential required minimum qualification does not entitle an applicant to be called for test/appointment.
20. In case, it is not possible to call all the eligible candidates for the test, the applicants may be short-listed. The decision of the Director, NIE, will be final in this regard.
21. The notified vacancy advertised is tentative. ICMR-NIE reserves the right to cancel / decrease / increase / modify the requirements advertised, if need so arises, without assigning any further notice / reason thereto.
22. Application form may be downloaded from the **websites www.icmr.nic.in, www.nie.gov.in** and submitted along with supporting certificates and testimonials duly attested by self and addressed to **The Director, ICMR-National Institute of Epidemiology, 2nd Main Road Tamil Nadu Housing Board, Ayapakkam, Chennai – 600 077**, duly superscribed as “**Application for the post of Stenographer**” on the top of envelope so as to reach on or before the closing date.

23. 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 of Epidemiology”** payable at **Chennai** including ICMR employees.
24. PwD/Women candidates are exempted from the payment of fees. Certificate for exemption of examination fee should be attached along with application by the PwD candidates.
25. Application fees once paid will not be refunded under any circumstances nor can it be held in reserve for any other recruitment or selection process in future.
26. Any Addendum / Corrigendum in respect of above vacancy notice will be issued on our websites **www.icmr.nic.in**, **www.nie.gov.in**. Applicants are requested to visit our website regularly to keep them updated.
27. 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.
28. Any further details / communication will be displayed in NIE websites only.
29. Canvassing in any form will disqualify the candidate.
30. No enquiry or correspondence will be entertained on the issue related to selection process.

DIRECTOR



ICMR- NATIONAL INSTITUTE OF EPIDEMIOLOGY
R-127, Second Main Road
TNHB, Ayapakkam, Chennai – 600 077

APPLICATION FORM FOR THE POST OF STENOGRAPHER (UR)

Affix recent
Passport
Size
Photograph
duly signed

Note: 1. All answers must be given in words and not by dashes and dots.
2. No columns should be left blank.

Name of the post applied for : STENOGRAPHER – (UR)
Pay Level: VII CPC Pay Level – 4 (Rs.25500-81100)
Pre-revised (PB-1 Rs.5200-20200 + Grade Pay Rs.2400)

Name of the Institute/Centre: ICMR-National Institute of Epidemiology

Demand Draft No. _____ Date _____

Name of the Bank: _____ Amount _____

1. Name in Full: Mr/Ms/Dr. _____
(IN CAPITAL LETTERS)

2. Gender: _____

3. Father/Husband Name: _____

4. Mother Name: _____

5. Address i) Present: _____

(ii) Permanent: _____

(iii) Contact Telephone No. _____ Mobile No. _____

(iv) Email: _____

11. Give particulars of Employments held in chronological order, starting with latest job (Attach experience certificate of employer):

Sr. No.	Name & Address of Employer/Institution	Post held by Applicant	Salary (excluding allowances) last drawn & scale of pay	Period		Nature of work performed or being performed
				From	To	
1.						
2.						

DECLARATION

I hereby declare that the entries in this form and the additional particulars, if any, furnished herewith are true to the best of my knowledge and belief.

Place:

Date:

Signature of Candidate

(Name of the candidate)

NOTE

- 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 on or before the due date. Application received after the closing date will not be considered.

**FORM OF CERTIFICATE TO BE SUBMITTED BY GOVERNMENT
EMPLOYEES HOLDING CIVIL POSTS SEEKING AGE RELAXATION**

(To be filled by the Head of the Office or Department in which the candidate is working)

It is certified that Mr./Ms. _____ is a Central/
State/Public Sector Undertaking/Autonomous Body employee holding a Civil post in the
pay scale of Rs. _____ with 03 years continuous and regular
service in the grade as on closing date of receipt of application stipulated in the notice.

2. No Vigilance / Disciplinary case is pending or being contemplated against the individual.
3. Copies of ACR/APAR Dossiers, if any, for the last 3 years duly attested by the Competent Authority shall be enclosed.
4. In case of his / her selection for the post of _____, he / she will be relieved of his / her duties in this office to join the new assignment.

Signature : _____

Name : _____

Office seal :

Place :

Date :



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ADMIT CARD
(TO BE FILLED IN CAPITAL LETTERS ONLY)

Affix
Recent
passport
size photo

*Roll No. _____

Name of the post applied for : _____

Ref: Advertisement No. _____ dated _____

1. Name of the Applicant : _____

2. Father's / Husband's Name : _____

3. Community : _____

4. Complete postal address : _____

5. * Date & Time of Written Test : _____
(for office use only)

6. * Venue of Written Test : _____
(for office use only)

[Signature of the Candidate]

Date :

* will be allotted/intimated by office.

Note :

1. All original certificates in support of entries made in application form will have to be produced at the time of reporting for Written Test, failing which the Candidature is likely to be rejected.
2. Admit card should be submitted in **DUPLICATE** with Sl.No. 1, 2, 3 & 4 duly filled in by the Applicant.