



No.Advt.No.2/Admn-EMP/2019-20

Date: 14-08-2019

EMPLOYMENT NOTIFICATION

Application are invited from the eligible candidate in the prescribed format for filling up of the following Posts under Direct Recruitment at ICMR-National Institute of Nutrition, Hyderabad, Telangana, on or before **25-09-2019 upto 5-00 P.M.**, as detailed below:

POST NO – 1	PERSONAL ASSISTANT
Pay Matrix	Level: 6 of 7th CPC (Rs.35400-112400)
No. of Vacancies & Reservation Category	5 Posts (OBC-1,UR-4)
Educational and other qualifications required for direct recruit:	1) Minimum 3 years Bachelor's degree in any discipline from a recognized university/Institute with computer literacy. 2.) 120 w.p.m. speed in shorthand (English or Hindi)
Age Criteria	Not exceeding 30 years.
POST NO – 2	STENOGRAPHER
Pay Matrix	Level: 4 of 7th CPC (Rs.25500-81100)
No. of Vacancies & Reservation Category	3 Posts (UR)
Educational and other qualifications required for direct recruits :	1) 12 th class pass or equivalent qualification from a recognized Board or University with computer literacy. 2) 80 w.p.m. speed in shorthand in English or Hindi.
Age Criteria	From 18 to 27 years.
POST NO – 3	UPPER DIVISION CLERK
Pay Matrix	Level: 4 of 7th CPC (Rs.25500-81100)
No. of Vacancies & Reservation Category	7 Posts (OBC-1, SC-1 & UR-5) - *1 post identified for PWD/Divyang *Person(s) with benchmark disability under category "C" of DoPT OM No.36035/02/2017-Estt.(Res),dated 15-01-2018.
Educational and other qualifications required for direct recruits :	1) Degree of a recognized University Or equivalent. 2) Typing speed of 35 w.p.m in English or 30 w.p.m in Hindi on Computer (35 w.p.m and 30 w.pm. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word.)
Age Criteria	From 18 to 27 years.
POST NO.4	LOWER DIVISION CLERK
Pay Matrix	Level: 2 of 7th CPC (Rs.19900-63200)
No. of Vacancies & Reservation Category	5 Posts (OBC-1, UR-4) - *1 post identified for PWD/Divyang *Person(s) with benchmark disability under category "C" of DoPT OM No.36035/02/2017-Estt.(Res),dated 15-01-2018.
Educational and other qualifications required for direct recruits :	1) 12 th class pass or equivalent qualification from a recognized Board or University with computer literacy. 2) Typing speed of 35 w.p.m in English or 30 w.p.m in Hindi on Computer (35 w.p.m and 30 w.pm. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word.)
Age Criteria	From 18 to 27 years.

Abbreviation: UR – Unreserved

OBC- Other Backward Classes

*The persons with bench mark disability from not less than of 40% in the locomotor disability should submit the valid proof for availing the benefit of reservation/concession for the relevant disability. The candidate selected against the vacancy reserved for PWD will be adjusted against the category (UR/OBC) from which he/she belongs.

2. **Vacancies:** Vacancy position indicated above is tentative. The Institute reserve the right to increase / decrease the number of posts at the time of selection and make appointments accordingly. The institute is not liable to compensate the applicant for any consequential damage / loss thereof.

3. **Cut off date for age limit as on 25-09-2019**

Upper Age limit for the post of Personal Assistant is not exceeding 30 years and for the post of Upper Division Clerk, Lower Division Clerk & Stenographer between 18 and 27 years. The upper age limited for Departmental candidates for the Post of Personal Assistant is 35 years and for the Post of Stenographer, UDC & LDC is 40 years.

4. **Reservations, Relaxation and concessions:**

- (i) Reservations and relaxation for SC/ST/OBC / Divyang / PWD /Ex-servicemen candidates in age will be provided as per Government guidelines/orders.
- (ii) Divyang/PWD age relaxation will be provided as per DoPT O.M. bearing No.15012/1/2003-Estt.(d), dated 29-06-2015.
- (iii) No age relaxation will be allowed to SC/ST/OBC candidates will be provided against unreserved category post in accordance with DoPT OM No.36011/1/98-Estt.(Res), dated 01-07-1988 for the respective post earmarked for reserved category.
- (iv) Age relaxation is applicable as per GOI rules in respect of Government servant/ in service/departmental Candidates and Ex-service men (**Annexure-I & Annexure-II**).
- (v) The OBC candidates who belongs to "Creamy layer" are not entitled for concession admissible to OBC category and such candidates have to indicate their category as General. The OBC (Non-creamy layer) candidates are required to submit the **requisite latest Caste certificate** in the prescribed format of Government of India, from the competent authority (**Annexure-III**). Further, OBC (Non-creamy later) candidates will have to give self-undertaking indicating that they belong to OBC (Non-creamy Layer) category also at the time of joining, in case selected.
- (v) Divyang/PWD candidate who is required for exemption from appearing in the Skill/Type Test, should submit a Medical Certificate from the Medical Board attached to VRC for PH person Or from the Medical Board attached to Special Employment Exchange for PH persons, his/her claim for exemption from Typewriting test would be accepted. OH candidate seeking exemption from the Typing test on medical ground must substitute their claim by furnish the relevant Medical certificate (**Annexure-IV**) before conducting the Typing Test. Otherwise their claim for seeking exemption from Typing Test will not be entertained.

4. **Application fee and Examination fee: Rs. 300/-**

- (i) Candidates belonging to SC/ST/PWD and Women are exempted from payment of fee.
- (ii) Candidates are hereby directed to submit separate applications for each Post separately along with application fee individually.
- (iii) ICMR employees are not exempted for payment of application and examination fee.
- (iv) Fee once paid will not be refunded under any circumstances.

- (v) Mode of payment: Through 'DEMAN DRAFT' FOR Rs. 300/- in favour of THE DIRECTOR, ICMR -NATIONAL INSTITUTE OF NUTRITION (ICMR-NIN), HYDERABD form any the Nationalized Bank in India.
- (vi) **If the Original Demand Draft is not enclosed with the application, the application will be summarily rejected.**

5. **Candidates are required to submit the following documents along with their application (self / gazetted attested)**

- (i) Photo copy of age proof of date of birth
- (ii) Photo copies of All Educational Qualifications including mark list i.e. Matriculation onwards
- (iii) Photo copy of the Caste certificate in the prescribed format.
- (iv) Photo copy of the Persons with disability (PWD) certificate in the prescribed format.
- (v) The State/Central /departmental candidates, who require age relaxation, should submit a certificate from their employer (Annexure-I)
- (iv) Candidates who are already in Central/State Govt. Departments/Public Section Undertaking should submit "No Objection Certificate"
- (vii) Certificate from Ex-Servicemen seeking age relaxation in the prescribed format (Annexure-II)
- (viii) OBC (non creamy layer) candidates should submit the latest caste certificate in the prescribed format as per GOI rules.

6. **Examination & Syllabus & Selection procedure: Separate Written Examination will be conducted for LDC, UDC, Stenographer & Personal Assistant.**

a) **Lower Division Clerk & Upper Division Clerk:**

- (i) Written Test for 200 marks **(0.25 marks will be deducted for each wrong answer).**
- (ii) Qualifying marks for written test will be 50% for UR/OBC and 40% for SC/ST/PH candidates. Only qualified candidate shall be called for skill / shorthand Test.
- (iii) After written Examination the number candidates to be called on the basis of merit for the Skill (Typing) Test.
- (iv) Merit candidate will be decided on the basis of total marks scored in the written Examination subject to qualifying in the typing test.
- (v) The Typing Test is of qualifying nature. Failure in the Typing Test shall be failure in the Written Examination.
- (vi) Resolution of Tie Cases: Tie cases will be resolved by applying one after another, as applicable
 - (i) Date of birth, with older candidate placed higher
 - (ii) Alphabetical order in which the first names of the candidates appear.

Examination pattern:

The written examination will be of Objective type multiple choice of question for 200 marks;

Part	Subject	Minimum Marks and questions	Duration for General Candidates	During for PWD candidates
(a)	General Intelligence	50 (50 Questions)	2 Hours	2 Hours 20 minutes
(b)	English Language (Basic Knowledge & comprehension)	50 (50 Questions)		
(c)	Quantitative Aptitude (Basic Arithmetic Skill)	50 (50 Questions)		
(d)	General Awareness	50(50 Questions)		
	Total	200 (questions)		

TYPING TEST:

- (i) The Typing Test will be conducted in English or Hindi and candidates while applying for the examination, will have to indicate their option.
- (ii) Typing test will be administered on computer.
- (iii) Candidates opting for English Typing shall have typing speed of 35 words per minute and those opting for Hindi Typing shall have Typing speed of 30 words per minute on computer. Thirty five (35) w.p.m. and thirty (30) w.p.m. correspond to 10500 key depressions per hour and 9000 key depressions per hour respectively. The speed will be adjudged on the accuracy of typing on the computer of a given text passage in 10 minutes.
- (iv) Visually Handicapped candidates (with 40% disability and above) will be provided Passage Dictators for the Typewriting test by the factory/unit. The Passage Dictators will read out the passage to the VH candidates within the allotted time period.

b) **Stenographer:**

- (i) Written Test 200 marks **(0.25 marks will be deducted for each wrong answer).**
- (ii) Qualifying marks for written test will be 50% for UR/OBC and 40% for SC/ST candidates. Only qualified candidate shall be called for skill / shorthand Test.
- (iii) Merit candidate will be decided on the basis of total marked scored in the written Examination subject to qualifying in the skill / shorthand test.
- (iv) Resolution of Tie Cases: Tie cases will be resolved by applying one after another, as applicable
 - (i) Date of birth, with older candidate placed higher
 - (ii) Alphabetical order in which the first names of the candidates appear.

Examination pattern:

The written examination will be of Objective type multiple choice of question for 200 marks;

Part	Subject	Minimum Marks and questions	Duration of the examination
(a)	General Intelligence & Reasoning	50 (50 Questions)	2 Hours
(b)	General Awareness	50 (50 Questions)	
(c)	English Language & Comprehension	100 (100 questions)	
	Total	200 (questions)	

SKILL TEST (SHORTHAND TEST & TRANSCRIPTION)

- (1) Dictation: 10 minutes at a speed of 80 words per minutes
- (2) Transcription: 50 minutes in English Or 65 minutes in Hindi on computer

d) **Personal Assistant:**

- (iii) Written Test 200 marks **(0.25 marks will be deducted for each wrong answer).**
- (iv) Qualifying marks for written test will be 50% for UR/OBC and 40% for SC/ST candidates. Only qualified candidate shall be called for skill / shorthand Test.
- (iii) Merit candidate will be decided on the basis of total marked scored in the written Examination subject to qualifying in the skill / shorthand test.
- (iv) Resolution of Tie Cases: Tie cases will be resolved by applying one after another, as applicable
 - (i) Date of birth, with older candidate placed higher
 - (ii) Alphabetical order in which the first names of the candidates appear.

Examination pattern:

The written examination will be of Objective type multiple choice of question for 200 marks;

Part	Subject	Minimum Marks and questions	Duration of the examination
(a)	General Intelligence & Reasoning	50 (50 Questions)	2 Hours
(b)	General Awareness	50 (50 Questions)	
(c)	English Language & Comprehension	100 (100 questions)	
	Total	200 (questions)	

SKILL TEST (SHORTHAND TEST & TRANSCRIPTION)

- (1) Dictation: 10 minutes at a speed of 120 words per minutes
- (2) Transcription: 60 minutes in English Or 75 minutes in Hindi on computer

7. How to apply:

Application form available at NIN website: www.ninindia.org may be downloaded. The duly filled application along with the printout of “application Fee Remittance bearing transaction ID” and self attested / attested photo copy of certificate in support of date of birth, educational qualifications / experience should reach “**The Director, ICMR-National Institute of Nutrition, Jamai-Osmania Post, Hyderabad 500007, Telangana State**” on or before **25-09-2019 upto 5.00 P.M.**. The envelope should be superscripted with “Post No. _____, Application for the post of _____ Category _____”.

8. General Terms and conditions:

- i) **Due administrative reason the Director, ICMR-NIN Or Director-General, ICMR, New Delhi reserved the right to cancel the entire Employment Notification Or part of the notification Or posts.**
- ii) Those working in Central/State Govt. / Public Sector Undertaking / Government funded Organizations etc., should submit their application THROUGH PROPER CHANNEL.
- iii) Educational qualifications should be from a recognized Board / University / Organization. PWD certificate should have been issued by Competent Medical Authority.
- iv) Candidates applying for more than one post(s), should apply separately for each post and submit hard copies with relevant documents and fee for each post. The decision of the Director and Appointing Authority in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of test, allotment of posts to selected candidates, etc., will be final and binding on the candidates and no enquiry or correspondence will be entertained in this matter., and grievance is subject to the Hyderabad jurisdiction only.
- v) **Any canvassing by or on behalf of the candidates or trying political or other outside influence with regard to selection / recruitment shall be a disqualification.**

- vi) Application should be submitted in the prescribed format only. In complete / late or without demand draft/not in prescribed online application format will be summarily rejected. The Director, NIN reserves the right to accept or reject any / all the applications. Short listed candidates will be called for written test / skill test. The vacancies shown are tentative and may vary. No enquiry or correspondence in this regard will be entertained. Call Letters for written test will be sent through Email / displayed on the website of the ICMR-NIN, Hyderabad (www.nin.res.in), so ensure the email IDs are correctly mentioned in the applications.
- vii) Applications received after the due date i.e., **25-09-2019 upto 5-00 P.M.** and incomplete applications without demand draft, photograph or without required copies of certificates will not be entertained and will be out rightly rejected.
- viii) All candidates, who apply in response to this advertisement by the CLOSING DATE, will be assigned Roll numbers which will be placed on the website of the ICMR-NIN, Hyderabad (www.ninindia.org) at least two weeks before the date of the examination.
- ix) Pay & other allowances are admissible as per ICMR Rules. In case of any revision of pay scales by ICMR with regard to any post, will affect the selected candidates from the date of implementation of the order. Benefits of new restructured defined contributory pension system are admissible as per the provisions 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 01-01-2004.
- x) Pay fixation to in-service candidates will be as per the ICMR/ GOI rules from time to time.
- xi) No TA/DA will be paid to the candidates for appearing for the written test/skill test. However, TA by second class rail fare or bus fare will be paid to only SC/ST as admissible, on producing the valid proof of travelling along with Identity proof & proof of SC/ST.
- xii) Mobiles, earphones connected cards and other electronic gadgets are banned within the premises of the examination centres. Possession of such equipment whether in use or in switch off mode, during the examination will be considered as use of unfair means. Candidature of such candidates will be cancelled.
- xiii) Success in the examination confers no right of appointment unless it is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.
- xiv) Candidates are advised to regularly visit ICMR-NIN, Hyderabad website for updated information on the selection process. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our website www.nin.res.in "Employment" column on the top of the web-site".



DIRECTOR

Page 6 of 6

FROM OF CERTIFICATE LTO BE SUBMITTED BY GOVT. EMPLOYEE SEEKING AGE RELAXATION

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

It is certified that Shri/Smt/Kum/Dr. _____

is a Central Government Civilian employee / State Govt. employee / employee of autonomous body holding the post of _____ in the Pay Level:____ (Rs._____) of Pay Matrix (as per 7th CPC) with 3 years of regular service in the grade as on closing date (i.e., last date of receipt of application)

Signature
Name & Designation of the
Competent authority
(with seal)

Place:

Date:

FORM OF CERTIFICATE TO BE PRODUCED BY SERVING / RETIRED / RELEASED ARMED FORCES PERSONNEL FOR AVAILING AGE CONCESSION

It is certified that No. _____ Rank _____

Name _____ whose date of birth is _____

has rendered service from _____ to _____ in Army / Navy /

Air Force.

2. He had been released from military services:

- % a) on completion of the assignment otherwise than
(i) By way of dismissal, or
(ii) By way of discharge on account of misconduct or inefficiency, or
(iii) On his own request, but without earning his pension, or
(iv) He has not been transferred to the reserve pending such release

% b) on account of physical disability attributable to Military Service

% c) on invalidment after putting in at least five year of Military Service.

Place: _____

Date: _____

Signature, Name and Designation
Of the Competent Authority
with Seal

% Delete the paragraph which is not applicable

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS/
ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/ Smt. / Kum. Son/
Daughter of Shri/ Smt. of Village/ Town District/Division
..... in the Community which is recognized as a backward
class under:

- (i) Resolution No.12011/68/93BCC (C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No.186 dated 13/09/93.
- (ii) Resolution No.12011/9/94BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No.163 dated 20/10/94.
- (iii) Resolution No.12011/7/95BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No.88 dated 25/05/95.
- (iv) Resolution No.12011/96/94BCC dated 9/03/96.
- (v) Resolution No.12011/44/96BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No.210 dated 11/12/96.
- (vi) Resolution No.12011/13/97BCC dated 03/12/97.
- (vii) Resolution No.12011/99/94BCC dated 11/12/97.
- (viii) Resolution No.12011/68/98BCC dated 27/10/99.
- (ix) Resolution No.12011/88/98BCC dated 06/12/99 published in the Gazette of India Extraordinary Part I Section I No.270 dated 06/12/99.
- (x) Resolution No.12011/36/99BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No.71 dated 04/04/2000.
- (xi) Resolution No.12011/44/99BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No.210 dated 21/09/2000.
- (xii) Resolution No.12015/9/2000BCC dated 06/09/2001.
- (xiii) Resolution No.12011/1/2001BCC dated 19/06/2003.
- (xiv) Resolution No.12011/4/2002BCC dated 13/01/2004.
- (xv) Resolution No.12011/9/2004BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No.210 dated 16/01/2006.

Shri/Smt./Kum. and/or his family ordinarily reside(s)
in the District/Division of state. This is also to certify that
he/she does not belong to the persons/section (Creamy Layer) mentioned in Column 3 of the Schedules of
the Government of India. Department of Personnel & Training O.M. No. 36012/22/93 Estt. (SCT) dated
08/09/93 which is modified vide OM No.36033/3/2004 Estt.(Res.) dated 09/03/2004

**District Magistrate/ Deputy Commissioner/
Competent Authority Seal**

Place:.....

Dated:

NOTE: I

- (a) The term ordinarily used here will have the same meaning as in Section 20 of the Representation of the People Act. 1950.
- (b) The authorities compete to issue Caste Certificates are indicated below:
 - (i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/ 1 st Class Stipendiary Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate)
 - (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar and
 - (iv) Sub Divisional Officer of the area where the candidate and/ or his family resides.

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IMPORTANT NOTE:

The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidates also, for assuming that the candidate does not fall in the creamy layer.

The candidate should furnish the relevant OBC certificate in the format prescribed for Central Government jobs as per Annexure-III issued by the competent authority.

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FORM OF MEDICAL CERTIFICATE TO BE PRODUCED BY THE DIVYAND CANDIDATES WHO SEEK EXEMPTION FROM APPEARING IN THE TYPEWRITING TEST FOR THE POST OF LOWER DIVISION CLERK/UPPER DIVISION CLERK

This is to certify that Shri /Smt./Kum_____ son / daughter / wife of Shri _____ is suffering from _____

Clinical diagnosis as a result of which he/she has the following disabilities (Brief description of his/her disabilities)

Photograph of the candidates clearly showing the face with affected portion of the body

This is a permanent disability and the extent of his/her disability works to _____% of disability.

This disability is likely to interfere with Typewriting (specify) _____

Signature of the Candidate

Signature of the Civil Surgeon

Name: _____

Designation: _____

Place: _____

(with seal)