

ICMR-NATIONAL INSTITUTE FOR RESEARCH IN BACTERIAL INFECTIONS

Department of Health Research, Ministry of Health and Family Welfare, Government of India,
P-33, CIT Road, Scheme XM, Beliaghata, Kolkata - 700010 (India)

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DIRECT RECRUITMENT TO VARIOUS ADMINISTRATIVE POSTS IN ICMR-NIRBI

The ICMR-National Institute for Research in Bacterial Infections (ICMR-NIRBI) a research institute under the aegis of the Indian Council of Medical Research, Department of Health Research, Ministry of Health & Family Welfare, Government of India invites online applications from eligible Indian Citizens for various posts under administrative cadre. Only those applications filled through online mode using the link provided herewith and are found in order will be accepted. Candidates should go through the detailed notification carefully before applying for the post and ensure that they fulfill the eligibility conditions indicated in this notification. Candidature of the applicants not meeting the eligibility conditions will be cancelled at any stage of the recruitment process without any notice. Candidature of the applicants shall be purely PROVISIONAL at all stages of recruitment process. Details are as follows:

Important timelines for the examination/test for all the posts will be as under:

Website Link opening date for online registration & submission of online applications	Will be Provided soon
Last date for online registration & submission of online applications	Will be Provided soon
Opening date for availability of admit cards for downloading from ICMR-NIRBI website	Will be announced after the closing date of applications
Date of Computer Based Test (CBT) and Computer Proficiency/Skill Test	Will be intimated in admit card

*The admit cards for the CBT will be available for downloading in ICMR-NIRBI website until the day of CBT.

Details of vacancies with essential qualification:

Name of the Post	Assistant
Post Code	ASST01
Classification of Post	Group-B
Pay Matrix	Pay Matrix Level: Pay Level 6 of 7 th CPC (Rs.35400 – 112400)
Age Limit	Not exceeding 30 years i.e. Age must be between 18 to 30 years
No. of Vacancies & Reservation Category	3 posts (UR-2, SC-1)*
Educational and other Qualification	<ul style="list-style-type: none"> i. Minimum 3 years Bachelor's degree in any discipline from a Recognized University/ Institution. ii. Working Knowledge of Computer (MS Office/ Power Point).

Name of the Post	Upper Division Clerk
Post Code	UDC02
Classification of Post	Group-C
Pay Matrix	Pay Matrix Level: Pay Level 4 of 7 th CPC (Rs.25500 - 81100)
Age Limit	Not exceeding 27 years i.e. Age must be between 18 to 27 years
No. of Vacancies & Reservation Category	3 Post (UR)*
Educational and other Qualification	i. Degree from a recognized University or equivalent. ii. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word)

Name of the Post	Lower Division Clerk
Post Code	LDC03
Classification of Post	Group-C
Pay Matrix	Pay Matrix Level: Pay Level 2 of 7 th CPC (Rs.19900 - 63200)
Age Limit	Not exceeding 27 years i.e. Age must be from 18 to 27 years
No. of Vacancies & Reservation Category	5 posts (UR-4, SC-1)*
Educational and other Qualification	i. 12th class pass or equivalent qualification from a recognized Board or University ii. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word)

***The Director, ICMR-NIRBI reserves the right to increase/decrease the number of vacancies in any category at any stage of recruitment.**

ABBREVIATIONS: SC–Scheduled Caste, ST–Scheduled Tribe, **OBC**–Other Backward Classes, **UR** – Unreserved, **EWS** – Economically Weaker Section, **PwBD** – Person with Benchmark Disabilities.

HOW TO APPLY

- Candidates should apply only through online mode, the link will be available in the ICMR/NIRBI website.
- Valid email id and mobile number is mandatory for online application process.
- Application fee (non–refundable) as mentioned below shall be applicable for applications to appropriate posts:

Name of post	UR/OBC/EWS	SC/ST/WOMEN/PwBD/ESM
Assistant	2000	1600
Upper Division Clerk		
Lower Division Clerk		

- ICMR employees are not exempted from payment of application fee.
- Application fee is to be paid by candidates through online mode only during the application process. The fee once deposited will neither be refunded under any circumstances, nor can the fee be held in reserve for any other examination or selection.
- Candidates interested to apply for different posts should submit separate applications for each post and pay the applicable fees separately.
- The candidates need to upload scanned copies of the following documents (original) along with their application as applicable: -
 - Proof of Date of Birth.
 - Proof of Category i.e. SC/ST (**Annexure-I**)
 - Proof of Category i.e. OBC NCL (**Annexure-II**)
 - Declaration to be furnished by OBC Candidates (**Annexure-III**)
 - Income and Asset Certificate for EWS candidates, in the prescribed format (**Annexure-IV**)
 - Disability Certificate for claiming reservation / age relaxation (**Annexure-V**)
 - Ex-servicemen Certificate for claiming reservation / age relaxation.
 - Proof of Educational Qualifications from Class-X onwards.
 - Proof of Work Experience clearly mentioning start dates and end dates for each position held
 - No Objection Certificate for Government employees (**Annexure-VI**)
 - No Objection Certificate for Candidates working in ICMR Projects (**Annexure-VII**)
 - Proof of Experience for age relaxation for Central Government employees in the prescribed format (**Annexure-VIII**)
 - Other documents, if any
- All correspondences with the candidates shall be done only through their registered email id. All information regarding examination schedule/admit card etc. shall be provided through email and/or by uploading on Institute's website.
- Responsibility of receiving, downloading and printing of admit card/any other information shall be of the candidate.
- ICMR-NIRBI will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or for delay/non-receipt of information if a candidate fails to access his/her mail/website in time.
- The candidates will be allowed to appear in the online computer-based test only if they possess valid photo admit card.
- In the event of any false information furnished or suppression of any material in the application coming to notice, at any time during the recruitment process or thereafter, of a person, his/her candidature/services would be liable to be terminated.

SELECTION PROCEDURE FOR THE POST OF ASSISTANT (ASST01)

Computer Based online screening examinations for the post of Assistant consisting two tiers (Tier -1: A Computer Based Test of MCQs and Tier-2: Computer Proficiency Test) will be held.

- The computer-based test (CBT) will be of MCQ type with a total of 100 questions as given below:

Sl. No.	Name of the post	Topic		Number of Questions	Marks	Remarks
1.	Assistant	Section - A	English Language	20	20	Cumulative time of 90 mins. There shall be no section wise qualifying marks.
		Section - B	General Knowledge including Current Affairs	20	20	
		Section - C	General Intelligence and Reasoning	20	20	
		Section - D	Computer Aptitude	20	20	
		Section - E	Quantitative Aptitude	20	20	
Total				100	100*	

*The CBT carries negative marking; 1 mark shall be awarded for each correct answer and 0.25 marks shall be deducted for every incorrect answer. Questions from the subject matter will be of a level commensurate with the essential qualification.

- The minimum essential qualifying marks (Pass marks) to be obtained by the candidates in the CBT for the post of Assistant are given below:

Category	Minimum essential qualifying marks
UR/OBC/EWS	50%
SC/ ST/ PwBD	40%

- Candidates Shortlisted based on their performance in CBT shall be called for Computer Proficiency Test of 20 marks which is qualifying in nature. The minimum essential qualifying marks for test shall be 50% of the total marks prescribed (i.e. 10 marks) for all the candidates.

Name of the Test	Skill Set	Marks	Duration
Computer Proficiency Test	Word Processing, Excel Sheet, Generation of Slides etc. The Test will include: 1. Typing of a passage and/or other word processing exercises including a typing test in the speed of 45 w.p.m. in English and 40 w.p.m. in Hindi (13500 KDPH and 12000 KDPH respectively). 2. Preparation of Excel Sheet. 3. Preparation of Power Point Presentation and related exercises which are required in the normal day to day functioning of an Office.	20 marks	Cumulative time of 60 mins

- Weightage for 'Post Qualification Experience' (Maximum 5 marks)** – In addition, up to 5 marks will be accorded to candidates who possess 'Post Qualification Experience' in any Government recognized or approved or registered Organization. The weightage marks for experience will be accorded as below:

Post Qualification Experience weightage table	
Relevant Experience	Weightage (marks)
>1 and up to 2 years	1
>2 and < 4 years	2
>4 and < 6 years	3
>6 and < 8 years	4
>= 8 years	5

IMPORTANT NOTE regarding the post of Assistant:

- The CBT and Post Qualification Experience will carry a cumulative weightage of 100% and the Computer Proficiency Test is qualifying in nature.
- The Candidates based on their performance in CBT shall be called for Computer Proficiency Test in 1:10 ratio (10 candidates for every vacancy in respective category).
- The Scores of candidates in CBT will be considered for the final merit list only if the candidate qualifies the Computer Proficiency Test.
- The CBT scores carries a weightage of 95% and up to a maximum of 5 marks will be accorded for Post Qualification Experience. The sum arrived will have a weightage of 100% and shall be the final scores, from which the final merit list shall be prepared.

SELECTION PROCEDURE FOR THE POST OF UPPER DIVISION CLERK (UDC02) AND LOWER DIVISIONAL CLERK (LDC03)

Computer Based online screening examinations for the post of Upper Division Clerk and Lower Division Clerk consisting two tiers (Tier -1: A Computer Based Test of MCQs and Tier-2: Computer Skill Test) will be held.

- The computer-based test (CBT) will be of MCQ type with a total of 100 questions as given below:

Sl. No.	Name of the post	Topic		Number of Questions	Marks	Remarks
1.	Upper Division Clerk & Lower Division Clerk	Section - A	English Language	20	20	Cumulative time of 90 mins. There shall be no section wise qualifying marks.
		Section - B	General Knowledge including Current Affairs	20	20	
		Section - C	General Intelligence and Reasoning	20	20	
		Section - D	Computer Aptitude	20	20	
		Section - E	Quantitative Aptitude	20	20	
Total				100	100*	

* The CBT carries negative marking; 1 (one) mark shall be awarded for each correct answer and 0.25 marks shall be deducted for every incorrect answer. Questions from the subject matter will be of a level commensurate with the essential qualification.

- The minimum essential qualifying marks (Pass marks) to be obtained by the candidates in the CBT for the post of Upper Division Clerk and Lower Division Clerk are as follows:

Category	Minimum essential qualifying marks
UR / EWS/OBC	50
SC/ST/PwBD	40

- Computer Skill Test for the post of Upper Division Clerk and Lower Division Clerk will be of qualifying in nature as below:

Name of the Test	Typing Speed	Key Depression
Computer Based Typing Test	35 w.p.m. in English or 30 w.p.m. in Hindi	(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word)

- **Weightage for ‘Post Qualification Experience’ (Maximum 5 marks)** – In addition, up to 5 marks will be accorded to candidates who possess ‘Post Qualification Experience’ in any Government recognized or approved or registered Organization. The weightage marks for experience will be accorded as below:

Post Qualification Experience weightage table	
Relevant Experience	Weightage (marks)
>1 and up to 2 years	1
>2 and < 4 years	2
>4 and < 6 years	3
>6 and < 8 years	4
>= 8 years	5

IMPORTANT NOTE regarding the post of Upper Division Clerk and Lower Division Clerk:

- The CBT and Post Qualification Experience will carry a cumulative weightage of 100% and the computer skill test is qualifying in nature.
- The Candidates based on their performance in CBT shall be called for Computer Skill Test in 1:10 ratio (10 candidates for every vacancy in respective category)
- The Scores of candidates in CBT will be considered for the final merit list only if the candidate qualifies the computer skill test.
- The qualifying marks of the skill test will be communicated on a later stage.
- The CBT scores will be converted to 95% and up to a maximum of 5 marks will be accorded for Post Qualification Experience. The sum arrived will have a weightage of 100% and shall be the final scores, from which the final merit list shall be prepared.

SYLLABUS:

CBT syllabus for the post of Assistant, Upper Division Clerk and Lower Division Clerk	
Topics	Syllabus
English language	Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, spotting error in sentences, Grammar - Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of "A", "AN" and "THE", Idioms and Phrases.
General Knowledge including Current Affairs	Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Science and Scientific Research, Awards, Sports, National and International Organizations/Institutions including ICMR, Current Affairs - India & World.
General Intelligence and Reasoning	Analogies - Symbolic/Number Analogy, Semantic Analogy, Figural Analogy, Similarities and differences, word building, relation concepts, visual memory, discrimination, observation, relationship concepts, Arithmetic number series, Semantic series, Number series. Coding and Decoding-small & Capital Letters/numbers coding, decoding and classification.
Computer Aptitude	Characteristics of Computer, Computer Organization including RAM, ROM, File System, Input Devices, Computer Software - Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power Point), Information Technology Act, Digital Signatures, Application of Information Technology in Government for E-Governance, Mobile/Smartphone's Information Kiosks.
Quantitative Aptitude (Maths)	Number System, Decimals, fractions, LCM, HCF, Ratio and Proportions, Percentage, Average, Profit and Loss, Simple & Compound Interest. Time and work, Time and distance, Mensuration (2D and 3 D), Algebra, Data interpretation, Table & Graphs etc.

Note: The Syllabus for the all the post are identical. However, the difficulty level of the examination will be of a level commensurate with the essential qualification.

CITIES /CENTRES FOR COMPUTER BASED TEST

- The list of exam centres will be announced later through ICMR-NIRBI website.

CITIES /CENTRES FOR COMPUTER PROFICIENCY TEST AND COMPUTER SKILL TEST

- The list of exam centres will be announced later through ICMR-NIRBI website.

TERMS AND CONDITIONS FOR ALL POSTS

NATIONALITY

- The applicant must be a citizen of India.

AGE LIMIT

- Upper age limit shall be determined as on the closing date for submission of online application.
- Date of Birth as recorded in the Matriculation/Secondary Examination Certificate only will be accepted for determining the age and no subsequent request for change

will be considered or granted.

- No age relaxation would be available to SC/ST/OBC candidates applying for unreserved vacancies.
- Permissible relaxation of upper age limit as per Government orders for claiming age relaxation as on last date of receipt of application is as under:-

Cat. Code	Category	Age relaxation permissible beyond the Upper age limit	
01	SC/ST	5 years	
02	OBC	3 years	
03	PwBD	10 years	
04	PwBD + OBC	13 years	
05	PwBD + SC/ST	15 years	
06	Central Govt. Civilian Employees	For Group A&B posts	For Group C posts
	1) Central Govt. Civilian Employees fulfilling the conditions as prescribed by DoPT, Govt. of India vide OM No.15012/2/2010-Estt.(D) dated 27 th March 2012 (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	5 years	10 years
	2) Central Govt. Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	8 (5+3) years	13 (10+3) years
	3) Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.	10 (5+5) years	15 (10+5) years

Note:

- I. **The age relaxation for reserved category applicants is admissible only in the case of vacancies being reserved for such categories. The reserved category applicants, who apply against unreserved vacancies, will get age relaxation only to the extent it is available to UR category candidates.**
- II. **Applicants may check their eligibility for seeking relaxation in Upper Age Limit carefully. If eligible, they are required to fill appropriate Category Code as applicable to them.**

PROBATION:

- The period of probation will be Two years for all the posts from date of joining. Other terms and conditions regarding probation will be as per the rules of ICMR/GOI issued from time to time.

Special Instructions for PwBD Candidates:

- Reservations for persons with benchmark disabilities will be given as per the instructions contained in OM dated 15th January 2018 issued by DOPT, Ministry of Personnel, Public Grievances & Pensions, Govt. of India for reservation for the persons with benchmark disabilities.
- As per OM dated 15th January 2018 issued by DOPT, Ministry of Personnel, Public Grievances & Pensions, Govt. of India for reservation for the persons with benchmark disabilities, the persons selected against the quota for persons with benchmark disabilities will be placed in the respective category viz. SC/ST/OBC/UR/EWS to which they belong. They will have to compete as per standards prescribed for their respective category viz. SC /OBC/UR/EWS.
- The applicant must have a valid Disability Certificate issued by the competent authority i.e. Medical Board duly constituted by the Central or the State Government. Certificate issued by the Medical Practitioner, Hospital or any other Institution will not be considered. The physical disability of finally selected candidates would be ascertained by a Medical Board specifically constituted for this purpose.
- Low vision candidates who wish to use magnifying glass will be allowed to use the same in the examination hall. Such candidates will have to bring their own magnifying glass to the examination hall.

Note for Scribe:

Candidates applying against Persons with Benchmark Disabilities (PwBD) category, have the option of availing the services of a scribe while giving the computer-based test as per below guidelines:

Provision of Compensatory Time and assistance of scribe:

- In case of persons with benchmark disabilities (PwBD) in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe is provided, if desired by the candidate.
- The facility of scribe will also be provided to PwD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019- DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be provided on production of certificate as per Annexure-IA.
- The facility of scribes/ passage reader will be provided to the PwBD/ PwD candidates only if he has opted for the same by communicating to this office.
- The candidate will have the discretion of opting for his own scribe or to avail the facility of scribe provided by the Institute. Appropriate choice in this regard will have to be given by the candidate by way of communication.
- In case the candidate opts for his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities (PwBD) opting for own scribe shall be required to submit details of the own scribe at the time of examination as per Proforma at Annexure-2 (A&B). In addition, the scribe has to produce a valid ID proof in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe should also be submitted. If subsequently it is found that the qualification of the scribe is not as

declared by the candidate, then the candidate shall forfeit his right to the post and claims relating thereto.

- If a candidate opts for his own scribe, in that case, that scribe should not be a candidate of this examination. If a candidate is detected as assisting another PwBD/ PwD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.
- A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as per above paras.
- The candidates referred at paras above, who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.
- The PwBD/ PwD candidates who desire to avail the facility of scribes and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

The PwBD / PwD candidate requiring scribe either by the nomination of this office or by own, should submit prior intimation of the request / relevant certificates prescribed above to the following address by post in the attached proforma for making appropriate arrangements.

Address:
The Director,
ICMR-National Institute for Research in Bacterial Infections
P-33, CIT Road, Scheme-XM
Beliaghata, Kolkata – 700010

OTHER TERMS AND CONDITIONS:

- Category once filled in the application form cannot be changed and no benefit of other category will be admissible later on.
- The candidates belonging to SC should submit the caste certificate in the prescribed format (**Annexure-I**).
- OBC certificate for the purpose of age relaxation will mean “PERSONS OF OBC CATEGORY NOT BELONGING TO CREAMY LAYER” as defined in DoPT’s OM No. 36012/22/93-Estt (SCT) dated 08.09.1993, modified vide OM No. 36033/3/2004-Estt (res) dated 09.03.2004 and 14.10.2008 and subsequently revised vide OM NO. 36035/1/2013-Estt. (Res.) dated 27.05.2013. The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also for assuming that the candidate does not fall in the Creamy Layer on the reckoning date. OBC candidates must, therefore, furnish valid and updated OBC certificate in the prescribed format given in **Annexure-II** which should specifically include the clause regarding “Exclusion from the Creamy Layer”. In order to get age relaxation, they have to furnish a declaration in the prescribed format given in **Annexure – III**.
- The OBC certificate issued within the same financial year and valid as on the last date of receipt of applications shall only be accepted under OBC category.
- The OBC candidates who belong to "Creamy Layer" have to indicate their category as General.
- The candidates belonging to the EWS category should submit the Income and Asset Certificate in the prescribed format, as applicable (**Annexure-IV**). All the terms and conditions in respect

of reservation for Economically Weaker Sections (EWSs) in civil posts and services in the Government of India shall be regulated in terms of DoPT OM No.36039/1/2019-Estt(Res.) dt.19.01.2019 and OM of even number dated 31.01.2019 as amended from time to time. The Income and Asset Certificate should be valid for the year 2024-25.

- The candidates belonging to the PwBD category should submit the Disability Certificate in the prescribed format, as applicable to them **(Annexure-V)**.
- The candidates belonging to Ex-servicemen category should submit a Certificate from competent authority, as applicable to them.
- The candidates working in the Central/State Government Departments/Public Sector Undertaking etc. should submit “No Objection Certificate and Vigilance Clearance Certificate” failing which the application will be summarily rejected. **(Annexure-VI)**.
- The Central Government Servants / Departmental Candidates and candidates working in the ICMR Funded Projects should submit “No Objection Certificate” in the prescribed format **(Annexure-VII)**.
- All the posts carry all India transfer liability. The selected candidates may be posted at any of the Institutes/Centres/Field Units under the control of ICMR/ICMR-NIRBI. No TA/DA shall be considered in this case.
- Benefit of new structured defined contributory pension system is admissible for new entrants as per 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 01.01.2004.
- Any canvassing by or on behalf of the candidate or bringing political or other outside influence with regard to the selection/recruitment amounts to unfair practice and shall lead to disqualification.
- The Experience Certificate (Work Experience) should be issued by the competent authority of the government recognised/approved/registered institution etc. and must be clear with Name, Designation, period of work experience (From – to), nature of duties performed etc. by the candidate.
- Educational qualifications should be from a recognised board/organization/institute of repute and experience should be in a government recognised/ approved/ registered institution.
- Only post qualification experience shall be taken into consideration
- No person (a) who is entered into or contracted marriage with a person having a spouse living or (b) who having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the service provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.
- No TA/DA will be paid to attend the computer-based test and the candidates will have to make their own arrangements.
- The candidates applying in response to this advertisement, in their own interest, are advised that they should satisfy themselves regarding their eligibility for the post applied for. They must ensure that they fulfil all the eligibility criteria viz. age limit, essential qualification, experience, reservation etc. as on the last date of receipt of application. In case, at any stage of recruitment or even after appointment, it has come to the notice that any of candidates does not

fulfil the required qualifications in respect of the above mentioned eligibility criteria or has furnished any wrong or false or misleading information in the application form or has suppressed any material fact(s) or is not eligible otherwise, his/her candidature will automatically stand cancelled without assigning any reason or notice thereof irrespective of his/her marks obtained in the test and no enquiry/request/correspondence will be entertained in this regard.

- It is the responsibility of the candidates to visit ICMR/NIRBI websites for any updates in the recruitment process.

The Director, ICMR-NIRBI reserves the right to: -

- Fix criteria for screening the applications so as to limit the number of Candidates to be called for computer-based test. Merely fulfilling the essential qualification and requisite experience by the candidate does not confer any right to be called for the computer-based test.
- Increase/decrease/delete the number of vacancies in any category and at any stage of selection process.
- Fill up or not to fill up any/all of the advertised positions without assigning any reasons thereof.
- Rectify any inadvertent error or omission in the advertisement, at any stage of the recruitment process by notifying it on the ICMR/NIRBI websites.

DIRECTOR

Annexure-I

FORMAT FOR SC/ ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his/ her claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of _____ of village/town* _____ in District/Division * _____ of the State/Union Territory* _____

belongs to the Caste/Tribes _____ which is recognized as a Scheduled Castes/Scheduled Tribes* under:-

The Constitution (Scheduled Castes) order, 1950 _____ The Constitution (Scheduled Tribes) order, 1950 _____

The Constitution (Scheduled Castes) Union Territories order, 1951 * _____

The Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order

1962. The Constitution (Dadra and Nagar Haveli) Scheduled Tribes

Order 1962 The Constitution (Pondicherry) Scheduled Castes Order 1964

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968

The Constitution (Nagaland) Scheduled Tribes Order, 1970

The Constitution (Sikkim) Scheduled Castes Order 1978

The Constitution (Sikkim) Scheduled Tribes Order 1978

The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989

The Constitution (SC) orders (Amendment) Act, 1990

The Constitution (ST) orders (Amendment) Ordinance 1991

The Constitution (ST) orders (Second Amendment) Act, 1991

The Constitution (ST) orders (Amendment) Ordinance 1996

The Scheduled Caste and Scheduled Tribe Orders (Amendment) Act 2002

The Constitution (Scheduled Caste) Orders(Amendment) Act 2002

The Constitution(Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act 2002

The Constitution (Scheduled Caste) Order (Amendment) Act 2007

%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati _____ Father/mother of

Shri/Shrimati/Kumari* _____ of village/town* _____ in District/Division* _____ of the State/Union

Territory* _____ who belong to the

_____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by

the _____ dated _____.

3. Shri/Shrimati/Kumari and /or * his/her family ordinarily reside(s) in

village/town* _____ of _____ District/Division*

_____ of the State/Union Territory of _____

Signature _____

** Designation _____

(with seal of office)

Place _____

Date _____

* Please delete the words which are not

applicable @ Please quote specific presidential

order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

**** List of authorities empowered to issue Caste/Tribe Certificates:**

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

Annexure-II

(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri/Smt./Kumari _____ son/daughter
of

_____ of village/town _____

in District/Division _____ in the State/Union Territory

_____ belongs to the _____ Community which is
recognized as a backward class under the Government of India, Ministry of Social Justice and
Empowerment's Resolution No. _____ dated

_____. Shri/Smt./Kumari _____ and/or his/her
family ordinarily reside(s) in the

_____ District/Division of the _____

State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy
Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel
& Training

O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993**.

District Magistrate: _____

Deputy Commissioner etc.: _____

Dated:

Seal:

* The authority issuing the certificate may have to mention the details of Resolution of Government
of India, in which the caste of the candidate is mentioned as OBC.

** As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation
of the People Act,1950



Annexure-III

Form of declaration to be submitted by the candidate (in addition to the community certificate)

I.....son/daughter of Shri.....resident of village/town/city.....districtState hereby declare that I belong to thecommunity which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36102/22/93- Estt(SCT) dated 8.09.1993. It is also declared that I have read and understood the instructions contained in the said DoP&T OM dated 8.09.1993, and OM No. 36033/1/2013-Estt.(Res.) dated 13.09.2017 and I have reasons to declare that I do not fall under OBC (Creamy Layer) category on the basis of income for the immediate preceding three financial years.

Signature.....

Full Name.....

Address.....



Annexure-IV

Government of

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ PostOffice _____ District _____ in the State/ Union Territory _____ PinCode _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/ her 'family'** is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year _____ His/ her family does not own or possess any of the following assets *** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III Residential plot of 100 sq. yards and above in notified municipalities;
- IV Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office _____

Name _____

Designation _____

Recent Passport size attested
photograph of the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession etc.

** Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/ her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.



Annexure-V

Form-V
Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph

(Showing face only) of the person with disability.

Certificate No. _____

Date: _____

This is to certify that I have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YY) _____ Age _____ years, male/female _____ registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

- (A) he/she is a case of:
- locomotor disability
 - dwarfism
 - blindness
- (Please tick as applicable)

(B) the diagnosis in his/her case is _____

(C) he/she has _____ % (in figure) _____ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her _____ (part of body) as per guidelines (..... number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate
--------------------	---------------	--

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/thumb impression of the person in whose favour certificate of disability is issued



Annexure-V

Form - VI
 Certificate of Disability
 (In cases of multiple disabilities)
 [See rule 18(1)]
 (Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph

(Showing face only) of the person with disability.

Certificate No. _____

Date: _____

This is to certify that we have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YY) _____ Age _____ years, male/female _____.

Registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (..... number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			



- 6. Acid attack Victim
- 7. Low vision &
- 8. Blindness &
- 9. Deaf £
- 10. Hard of Hearing £
- 11. Speech and Language disability
- 12. Intellectual Disability
- 13. Specific Learning Disability
- 14. Autism Spectrum Disorder
- 15. Mental illness
- 16. Chronic Neurological Conditions
- 17. Multiple sclerosis
- 18. Parkinson's disease
- 19. Haemophilia
- 20. Thalassemia
- 21. Sickle Cell disease

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (.....number and date of issue of the guidelines to be specified), is as follows:

In figures -----percent

In words:- ----- percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

- i. not necessary,



or

ii. is recommended/after yearsmonths, and therefore this certificate shall be valid till -----

(DD) (MM) (YY)

@ e.g. Left/right/both arms/legs

& e.g. Single eye

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:

Nature of document	Date of issue	Details of authority issuing certificate
--------------------	---------------	--

5. Signature and seal of the Medical Authority.

Name and Seal of Member

Name and Seal of Member

Name and Seal of the Chairperson

Signature/thumb impression of the person in whose favour certificate of disability is issued.



Annexure-V

Form – VII
 Certificate of Disability
 (In cases other than those mentioned in Forms V and VI)
 (Name and Address of the Medical Authority issuing the Certificate)
 (See rule 18(1))

Recent passport size attested photograph (Showing face only) of the person with disability

Certificate No. _____

Date: _____

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri
 _____ Date of Birth (DD/MM/YY) _____
 _____ Age _____ years, male/female _____ Registration No. _____
 permanent resident of House No. _____ Ward/Village/Street _____
 Post Office _____ District _____ State _____,
 whose photograph is affixed above, and am satisfied that he/she is a case of

_____ disability. His/her extent of percentage physical
 impairment/disability has been evaluated as per guidelines (..... number and date of issue of
 the guidelines to be specified) and is shown against the relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			



4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	&		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary, or

(ii) is recommended/after _____ years _____ months, and therefore this certificate shall be valid till (DD/MM/YY) _____

@ - eg. Left/Right/both arms/legs

& - eg. Single eye/both eyes

€ - eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:

Nature of document	Date of issue	Details of authority issuing certificate

(Authorized Signatory of notified Medical Authority)

(Name and Seal)

Countersigned
{Countersignature and seal of the
Chief Medical Officer/Medical Superintendent/
Head of Government Hospital, in case the
Certificate is issued by a medical authority who is
not a Government servant (with seal)}

Signature/thumb impression of the person in
whose favour certificate of disability is issued

Note: In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

Annexure-VI

(Format of certificate to be submitted by Departmental Candidates and Central Government Employees seeking age relaxation)

(To be produced on the Letter Head of the Department and to be filled by the Head of the Department in which the candidate is working)

1. It is certified that Shri./Smt./Kum. _____ is a Central Government employee holding the post of _____ in the Pay Scale/Pay Level of Rs. _____ with 03 years regular/continuous service in the grade as _____ w.e.f. _____.
2. There is no objection to his/her appearing for the post of _____ and document verification for the said recruitment.

Signature: _____

Name: _____

Designation: _____

Tel No: _____

Seal of the Office: _____



icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH

NIRBI
NATIONAL INSTITUTE FOR
RESEARCH IN BACTERIAL INFECTIONS

Annexure-VII

Ref. No:

Date:

NO OBJECTION CERTIFICATE

It is certified that.....is working in the project titled.....from..... onwards. The particulars furnished by him/her in the application form for filling up administrative posts in ICMR Institutes/ Centres have been noted and he/she possesses requisite educational qualifications and experience mentioned in the vacancy notification. This institute has no objection in him/her applying to the post as mentioned in the notification provided one month notice need to be served in case of selection.

Signature:

Name:

Designation:

Seal of the office:



Annexure-VIII

NO OBJECTION CERTIFICATE

(To be produced on the Letter Head of the Department and to be filled by the Head of the Department in which the candidate is working)

1. It is certified that Mr./Mrs./Miss./Dr. _____
(Designation) _____ is working in the permanent capacity with effect from. The particulars furnished by him/her in the application form are correct and he/she possesses educational qualification and experience mentioned in the Vacancy Circular No. _____ dated _____. **This organization has no objection in his/her applying to the post of _____ as mentioned in the above stated circular.**
2. It is certified that his/her Pay Level is _____. He/She is drawing a Basic Pay of Rs. _____. His/Her next increment is due on _____
3. It is certified that in the event of selection of Mr./Mrs./Miss./Dr. _____ to the post of _____ at ICMR-NIRBI, Kolkata. He/She shall be relieved within a period of one month of issue of Appointment letter to Mr./Mrs./Miss./Dr. _____ by ICMR-NIRBI, Kolkata.

Place:

Date:

Signature: _____

Name: _____

Designation: _____

Seal of Office _____

END OF DOCUMENT
