



**icmr** **NIOH**  
INDIAN COUNCIL OF  
MEDICAL RESEARCH NATIONAL INSTITUTE OF  
OCCUPATIONAL HEALTH

आई सी एमआर- राष्ट्रीय व्यावसायिक स्वास्थ्य संस्थान  
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार  
कल्याण मंत्रालय, भारत सरकार

ICMR - National Institute of Occupational Health  
Department of Health Research, Ministry of Health  
and Family Welfare, Government of India

**VACANCY NOTIFICATION**

Advertisement No. NIOH/RCT/Admin/2023-24 Date: 15.03.2024

Applications are invited for the following regular posts: -

Sl.No	Name of Post	Total No. of Posts *	Reservation						Pay Level (as per 7 <sup>th</sup> CPC)
			Vertical					Horiz ontal	
			UR	SC	ST	OBC	EWS	PwD	
1	Upper Division Clerk	01	01	00	00	00	00	00	Pay Level-4 (Rs. 25,500 - 81,100)
2	Lower Division Clerk**	04	03	00	00	01	00	00	Pay Level-2 (Rs 19,900- 63,200 )
	<b>TOTAL</b>	<b>05</b>	<b>04</b>	<b>00</b>	<b>00</b>	<b>01</b>	<b>00</b>	<b>00</b>	

\*Vacancies shown are tentative and may increase/decrease at any stage of recruitment.

\*\*one post of Lower Division Clerk is earmarked for ROHC(S), Bengaluru (centre of NIOH)

For complete details regarding educational qualification, experience, age, terms and conditions, please visit our website [www.nioh.org](http://www.nioh.org) or [www.icmr.nic.in](http://www.icmr.nic.in).

The online portal for application shall start from **20.03.2024** on website <https://niohrecruitment.org>. The last date of submission of application forms is **18.04.2024 up to 11:59 PM**. Corrigendum, if any, shall be published on the Institute's website only.

Administrative Officer

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## ICMR-NATIONAL INSTITUTE OF OCCUPATIONAL HEALTH AHMEDABAD

Advertisement No. NIOH/RCT/Admin/2023-24 Date: 15.03.2024

### Detailed Vacancy Notification

ICMR-National Institute of Occupational Health Ahmedabad is the premier institute, under the aegis of the Indian Council of Medical Research (ICMR) under the Department of Health Research, Ministry of Health and Family Welfare, Govt. of India.

Online applications are invited up to 18.04.2024 11.59 pm for following posts under Administrative Cadre on Regular basis at ICMR-NIOH Ahmedabad.

Sl.No.	Details of Posts to be filled	
1	Post Code	UDC
2	Name of the post	Upper Division Clerk
3	Pay Level	Pay Level-4 (Rs. 25,500 - 81,100)
4	Posts	01 (UR)
5	Essential Qualifications	1. Degree of a recognised University or equivalent. 2. Typing speeds of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions on each word).
6	Age Limit	Between 18 to 27 years

Sl.No.	Details of Posts to be filled	
1	Post Code	LDC
2	Name of the post	Lower Division Clerk
3	Pay Level	Pay Level-2 (Rs 19,900 - 63,200)
4	Posts	04 (UR-3, OBC-1)
5	Essential Qualifications	1. 12 <sup>th</sup> class pass or equivalent qualification from a recognized Board or University. 2. Typing speeds of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions on each word).
6	Age Limit	Between 18 to 27 years

**Note: Qualifying marks for written test shall be 50% for UR/OBC/EWS and 40% for SC/ST/PwD. Only qualifying candidate shall be called for Skill/Typing Test.**

## HOW TO APPLY: -

A. The candidates wish to apply for the posts of Upper Division Clerk and Lower Division Clerk should submit online application through <https://www.niohrecruitment.org>. No other mode of submission of application shall be entertained.

B. Applications shall be made through online mode only latest by 18.04.2024 along with non-refundable application fee through online mode of Rs. 1000/- (one thousand only). The SC, ST, Persons with Disabilities (PwD), Women candidates shall pay concessional rate of Rs. 500/- (five hundred only) as application fees. Full application fee is payable by UR/OBC/EWS Male candidates. The fee once deposited will not be refunded under any circumstances whatsoever nor can the fee be held in reserve for any other examination or selection.

C. The candidates need to attach/upload the self-attested copies of the following documents online while submitting Application Form: -

(a) Proof of Date of Birth

(b) Proof of Educational Qualifications i.e. Mark Sheet and Degree certificate from Class-Xth onwards

(c) Proof of Work Experience

(d) Proof of Experience for age relaxation for the candidates working in the Government Sector; in the prescribed format (Annexure-A).

(e) Income and Asset Certificate for EWS candidates, in the prescribed format (Annexure-B)

(f) Proof of Category i.e. SC/ST/OBC/PwD/ESM ETC.

(g) No Objection Certificate (wherever applicable).

(h) Declaration to be furnished by OBC Candidates (Annexure-C)

(i) Disability Certificate for claiming age relaxation.

(j) Others.

## SELECTION PROCEDURE: -

1. Selection for the posts of Upper Division Clerk and Lower Division Clerk will be through written test and Skill/Typing test from qualified candidates. The written test would be of 100 marks consisting of 100 objective/ MCQ type questions of one mark each for the correct answer. For each wrong answer 0.25 marks will be deducted. All written tests shall be conducted at Ahmedabad & Gandhinagar only. Syllabus of Written test shall be published separately.

2. Candidates securing qualifying marks in written test shall be called for skill/typing test. However, top 20 candidates as per merit list of written test shall be called first. In case, none of top 20 qualify skill test then next 20 candidates as per merit shall be called.
3. The Candidate securing highest marks in the written examination and skill test will be selected in order of their merit as per DoPT guidelines and subject to fulfilling all the eligibility criteria.

**OTHER TERMS AND CONDITIONS FOR ALL THE POSTS: -**

**(A). ECONOMICALLY WEAKER SECTION :-** 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.) dated 19.01.2018 and OM of even no. dated 31.01.2019 as amended from time to time. Candidates belonging to the EWS category in terms of the above-mentioned OMs are required to attach the Income and Asset Certificate issued by Competent Authority, in the prescribed attached format (Annexure-B) at the time of applying for the post. The last date of receipt of applications i.e. 18.04.2024 shall be treated as the crucial date for submitting the Income and Asset Certificate by the candidate. Non submission of such certificate shall be treated as disqualification. **The Income and Asset Certificate should be valid for the year 2023-24/2024-25.**

**(B). AGE LIMIT: -**

1. The crucial date for determining the age limit shall be the last date of receipt of applications i.e. 18.04.2024 for all the posts and the same is as below:
2. No age relaxation will be given to SC/ST/OBC (Non Creamy Layer) candidates applying for the Unreserved posts as per Govt. of India order No.36011/1/98/Estt(Res.) dated 01.07.1998 as amended from time to time.
3. The age relaxation to SC/ST/OBC/ (None Creamy Layer) /PwD/Ex-Servicemen etc. shall be considered as per the DoPT OM No. DoPT-1667569393892 dated: 06.09.2022 as amended time to time.
4. Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability. The candidates need to attach the relevant Disability Certificate, issued by the competent medical authority of the Govt. of India; for claiming age relaxation failing which no age relaxation shall be considered.
5. Central Govt. servants and departmental candidates who have rendered at least three years continuous service under the Central Government are allowed the age relaxation up to the age of 40 years (45 years for SC/ST) for appointment to Group 'C' posts by direct recruitment subject to the usual condition that the Group 'C' posts to which direct recruitment is being made are in the same line or allied cadres and that a relationship could be established that service rendered in the post will be useful for efficient discharge of the duties in other categories of posts.
6. The Central Government Servants/Departmental Candidates should submit No Objection Certificate in the prescribed format given in the **Annexure-E**.

**(C). TA/DA:** - No TA/DA will be paid to attend the Written Test and the candidates will have to make their own arrangement.

**(D). PROBATION:** -

(i). The period of Probation will be 2 years for all the posts from date of joining.

(ii). Other terms and conditions regarding Probation will be as per the rules of ICMR/GOI issued from time to time.

**(E). OTHERS:** -

1. Date, time and venue of the written test will be communicated to the shortlisted candidates through call letters/admit cards and no enquiry/request in this regard will be entertained. Candidates are advised to visit ICMR and NIOH websites from time- to-time for the updated status of the recruitment process. The syllabus and marking for the written examination shall be uploaded on NIOH website. Also, qualifying written test candidates shall be intimated about date of skill/typing test accordingly.

2. Any change in the address for communication should be intimated to ICMR-NIOH by the candidate immediately.

3. All the posts carry all India transfer liability. The selected candidates may be posted at any of the Institute/Centre under the control of ICMR and at Centre of the NIOH; located in different parts of the Country. The selected candidates may be asked to report at any of the Institute/Centre of the ICMR or at Centre of the NIOH. No TA/DA shall be considered in this case.

4. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to the selection / recruitment shall be treated as disqualification.

5. The candidates working in the Central/State Govt. Departments / Public Sector Undertakings etc. should submit "No Objection Certificate" failing which the application will be summarily rejected. Advance copies of application shall not be considered valid.

6. The Work Experience Certificate should be issued by the competent authority of the Government recognized/approved/registered Laboratory/Institution etc. and must be clear with Name, Designation, salary/pay scale drawn, period of work experience (From — to), nature of duties performed etc. by the candidate. Only Post Qualification Experience shall be taken into consideration.

7. Educational Qualifications should be from a Recognized Board/Institute/University of repute.

8. Separate Application Form should be filled for each post.

9. Those Ex-Servicemen who have already secured regular employment under the Central/State Government in Civil Posts after availing the benefit of ex-servicemen quota would be permitted the benefit of age relaxation as admissible for ex-servicemen for securing another employment in any higher post or service under the Central/State Government irrespective of any Group/Post. However, such candidates will not be eligible for the benefit of reservation, if any, for ex-servicemen in Central Government.

10. 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-D which should specifically include the clause regarding “Exclusion from the Creamy Layer’. Non-Submission of such certificate shall be treated as disqualification. In order to get age relaxation, they have to furnish a declaration in the prescribed format given in Annexure-C.

11. The OBC certificate shall not be more than three years old from the last date of receipt of applications i.e. 18.04.2024.

12. The candidates belonging the SC/ST should submit the caste certificate in the prescribed format (Annexure-F).

13. The candidates belonging to the PwD category should submit the Disability Certificate in the prescribed format, as applicable to them (Annexure-G).

14. The applicant applying in response to this advertisement, in their own interest, are advised that they should satisfy themselves regarding their eligibility for the post applied. They must ensure that they fulfill all the eligibility criteria viz. age limit, essential qualifications, experience, reservation etc. as on the last date of receipt of applications i.e. 18.04.2024. In case, at any stage of recruitment or even after appointment, it has come to the notice that any of candidates does not fulfill 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 suppresses 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 written test and no enquiry/request/correspondence will be entertained in this regard.

15. The Director, NIOH reserves the right to: -

(a) Fix criteria for screening the applications so as to limit the number of Candidates to be called for written test. Merely fulfilling the essential qualification and requisite experience by the candidate does not confer any right to be called for the written test.

(b) Increase/decrease/delete the number of vacancies in any category and at any stage of selection process.

(c) Fill up or not to fill up any/all of the advertised positions without assigning any reasons thereof.

(d) Rectify any inadvertent error or omission in the advertisement, at any stage of the recruitment Process by notifying it on the ICMR/NIOH website.

16. Applicants, in their own interest are advised to remain in touch with the websites of ICMR and NIOH i.e. [www.icmr.nic.in](http://www.icmr.nic.in) and [www.nioh.org.in](http://www.nioh.org.in) respectively for any information related with the recruitment since beginning till the recruitment process is completed and ICMR/NIOH will not be

responsible if any candidate skips any important recruitment information due to not visiting the websites.

17. Any dispute arising under these terms and conditions shall be subject to Ahmedabad jurisdiction only.

18. Hindi version follows. In case of any discrepancy found in Hindi version of advertisement, the contents as given in the English version of Advertisement will be prevailed.

19. In case of any query, please submit on

For Technical matters: [sharma.lk@gov.in](mailto:sharma.lk@gov.in)

For Administrative matters: [est1-nioh@icmr.gov.in](mailto:est1-nioh@icmr.gov.in)

Administrative Officer  
ICMR-NIOH, Ahmedabad