

**Regional Medical Research Centre  
Indian Council of Medical Research  
DEPARTMENT OF HEALTH RESEARCH  
MINISTRY OF HEALTH AND FAMILY WELFARE  
Post Bag No.13, Dollygunj  
Port Blair-744101, Andaman & Nicobar Islands - INDIA**

**VACANCY NOTICE No.1-18/Appt/S.O/P.S./RMRC/PB/53 Dated16/04/2018**

It is proposed to fill up the following posts on deputation basis from among the eligible employees working in Central Govt./State Govt./Public Sector undertaking/Semi-Govt./ for statutory organization. The details of the posts and the eligible criteria are given below:

**1. SECTION OFFICER**

**Scale of Pay:**

Level 07 of Rs.44,900 – Rs.1,42,400/- in the Pay Matrix + usual allowances as per Rules.

**Eligibility Criteria:**

Employees fulfilling the following requirement:

- a) Holding analogous posts on regular basis.  
**OR**
- b) Holding the post of Assistant/Head Clerk or Personal Assistant possessing minimum three years university degree and with not less than **three** years of regular service in the grade.  
**OR**
- c) Holding the post of Assistant/Head Clerk or Personal Assistant with not less than **five** years of regular service in the grade.

**2. PRIVATE SECRETARY**

**Scale of Pay:**

Level 07 of Rs.44,900 – Rs.1,42,400 in the Pay Matrix + usual allowances as per Rules.

**Eligibility Criteria:**

Employees fulfilling the following requirement:-

- a) Holding analogous posts on regular basis.  
**OR**
- b) Holding the post of Personal Assistant with **five** years regular service in the grade.

- c) Holding the post of Personal Assistant possessing minimum three years University Degree with not less than **three** years regular service in the grade.

The appointment of the selected officials will be made for a period of one year, which may be extended upto maximum of three years. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Government shall ordinarily not exceed three years.

The interested eligible employees may submit their application in the prescribed format through their department with an undertaking from the competent authority under whom he/she is working to the effect that in the event of selection of the candidate, he/she can be relieved immediately. The prescribed application format may be downloaded from ICMR/RMRC website ([www.icmr.nic.in](http://www.icmr.nic.in)) and ([www.rmrc.res.in](http://www.rmrc.res.in)) respectively. The name of the post applied for should be mention on the top of the envelope containing the application. The due date for receipt of application is **31<sup>st</sup> May 2018**. Application form duly completed in all respects and signed by the applicant should be sent to the Director, Regional Medical Research Centre (ICMR), Post Bag No.13, Dollygunj, Port Blair-744103, Andaman & Nicobar Islands, India. The application received after the due date and without relevant documents will not be considered in any case.

Accounts Officer  
For Director.