

ICMR-NATIONAL INSTITUTE OF PATHOLOGY
SAFDARJANG HOSPITAL CAMPUS
POST BOX NO. 4909
NEW DELHI – 110 029.

National Institute of Pathology (ICMR), an Autonomous Body under Department of Health Research, Ministry of Health & Family Welfare, Govt. of India invites applications for two posts (Unreserved) of 'Multi Tasking Staff (MTS) (General)' on Direct Recruitment basis.

The details of the posts are as under :

NAME OF THE POST : Multi Tasking Staff (MTS) (General)
NO. OF POST : Two (UR)
PAY LEVEL : Level=1 of 7th CPC Pay Matrix (Pay Rs. 18000-56900)
AGE LIMIT : 18 to 25 years of age
(Age relaxation for reserved categories will be as per rules).

QUALIFICATION :

Essential Qualification : Matriculation/High School or equivalent from a Recognized Board.
Desirable Qualification : - Atleast Two years' work experience in the Office work. in Govt./semi Govt./Public Sector Undertaking/Autonomous bodies/Institutes.
- Knowledge of routine office work.
- Knowledge of typing / Computers i.e. MS Office (Word, Excel, Power Point), Scanning of documents.

Complete details and the Application Form can be downloaded from our website : www.instpath.gov.in

Last Date for submission of applications : 11.03.2019



DIRECTOR-IN-CHARGE

कार्यकारी निदेशक / Director-in-Charge
आई.सी.एम.आर.- राष्ट्रीय विकृति विज्ञान संस्थान
ICMR - National Institute of Pathology
सफदरजंग अस्पताल परिसर
Safdarjung Hospital Campus
नई दिल्ली-110 029 / New Delhi-110 029

**ICMR-NATIONAL INSTITUTE OF PATHOLOGY
SAFDARJANG HOSPITAL CAMPUS
POST BOX NO. 4909,
NEW DELHI – 110 029.**

Recruitment for the post of Multi Tasking Staff (MTS) (General) in Level-1 of 7th CPC Pay Matrix (Pay Rs. 18000-56900/-) [Two Posts (Unreserved)].

GENERAL INFORMATION AND INSTRUCTIONS TO THE CANDIDATES

Applicants are advised to read all the instructions carefully before filling up their applications.

1. The applicant must be a citizen of India.
2. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. Before applying, they are advised to satisfy themselves that they possess essential criteria laid down for the post. No enquiry asking as to eligibility will be entertained.
3. Mere fulfilling the minimum prescribed qualifications and experience do not entitle candidates to be called for written test. The decision of the Director-In-Charge, National Institute of Pathology (NIP) will be final in this regard.
4. The period of experience rendered by a candidate on part time basis, daily wages, will not be counted while calculating the valid experience.
5. The upper age limit, qualification and experience will be reckoned as on the closing date for receipt of the application.
6. Candidates working/have worked under project in ICMR Institutes/Centres will be given 'One time' age relaxation, as per the rules and regulations of ICMR.
7. The number of vacancies advertised is provisional and are liable to vary. This is subject to change without any notice.
8. Director-In-Charge, National Institute of Pathology, reserves the right to make any amendment, cancellation and changes on this advertisement, in whole or in part, at any time, without assigning any reason thereof.
9. Any corrigendum / order regarding this advertisement will be issued on the website of the Institute only. Candidates are advised to remain in touch with the website for this purpose. No separate corrigendum etc. will be published in Employment News or in any other Newspaper.
10. Applicants will be fully responsible for accuracy of the information they furnish. Any information furnished by the candidate, if found, wrong at any stage, will result in his/her disqualification and/or dismissal from the service at any stage and no correspondence will be entertained at all.
11. The call letter for the written test, in respect of shortlisted candidates, shall be sent by speed post. However, the Institute shall not be responsible for any postal delay/lapse whatsoever. The details of shortlisted candidates and date of written test will be displayed in the Institute's website. The candidate can also update themselves with the information pertaining to written test/ Admit Card/ Roll No. etc.
12. The candidate shall have to appear for written test, if called for, at his/ her own cost. No TA/DA will be paid for appearing for written test etc.
13. The appointment carries with it the liability to serve anywhere in India.
14. No correspondence or personal enquires shall be entertained.
15. Canvassing in any form will be treated as disqualification for the post.
16. Date of birth will be reckoned as per the entries in Matriculation/High School certificate/ Date of Birth (D.O.B.) certificate.
17. In case the Institute observes any false information or discrepancy in the certificates, the candidature will be rejected summarily. No correspondence will be entertained at all.
18. The last date for submission of application is 11.03.2019.

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APPLICATION FEE [BY BANK DEMAND DRAFT (DD) ONLY]

1. Rs. 300/- (Rupees Three Hundred only) for women candidates are exempted from payment of fees.
2. Fee should be paid in the form of Demand Draft drawn in favour of "Director, National Institute of Pathology" and payable at New Delhi.
3. Any other mode of payment viz. cash, Money Order, Cheque & Postal Order will not be accepted.
4. On the overleaf of DD, the candidate must mention – candidate's name and post applied for.
5. Fee once paid will not be refunded under any circumstances.

MODE OF SELECTION :

Candidates will be shortlisted on the basis of their educational qualification, experience, etc. The shortlisted candidates will have to attend a written test at his/her own cost. Final selection list would be prepared in order of merit (based on the marks of written test) finally awarded to each candidate taking into account the number of vacancies.

HOW TO APPLY :

1. Application Form can be downloaded from the Institute's Website. The application should be strictly in the prescribed format. Application in any other format will be rejected.
2. Candidates should read carefully the Essential Qualification required for the post and ensure that they fulfill the same. **Documents (self attested copies) in support of Essential Qualifications/Experience should be sent along with the application. Do not enclose any Original certificate with the application.**
3. Paste your recent passport size photograph on the space specified in the Application form. Do not staple and do not get the photo attested. Application without photograph shall be rejected summarily.
4. Please do sign in running hand. Unsigned applications will be rejected.
5. The applications form, duly signed should be sent in an envelop superscribed "Application for the post of 'Multi Tasking Staff (General)' to

The Director-In-Charge,
ICMR-National Institute of Pathology,
Safdarjang Hospital Campus,
Post Box No. 4909,
New Delhi – 110 029.

DOCUMENTS TO BE ENCLOSED ALONG WITH APPLICATION
(Only self-attested copies of documents are to be enclosed)

1. Demand Draft for prescribed amount, in original.
2. One recent passport size colour photograph pasted on the space provided in the Application Form.
3. Copies of certificates showing age (10th class)/D.O.B. certificate, no other document will be accepted as proof of age.
4. Copies of essential educational qualification certificates.
5. Documents in support of experience.

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INVALID APPLICATIONS

Candidates are advised to read all the instructions carefully before sending their applications, otherwise their applications are likely to be rejected on one or more of the following reasons in terms of the notifications :

1. Applications received after the closing date.
2. Applications not in the prescribed format.
3. Applications without documentary proof for change in name, surname / initial etc., if the name entered in the application form is different from the name shown in 10th Certificate.
4. Applications without the signature of the candidate.
5. Applications sent through e-mail.
6. Applications without latest photo not being pasted on the space provided.
7. Applications without documents (self attested photocopies) in proof of Date of Birth, Educational Qualification, Experience etc.
8. Applications without the requisite fee (in original), if applicable.

LAST DATE FOR RECEIPT OF THE FILLED APPLICATION

1. The last date for submission of application is 11.03.2019.
2. The Institute will not be responsible for postal delay.



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