



ICMR-National Institute of Virology  
(Indian Council of Medical Research)  
20-A, Dr. Ambedkar Road,  
Post Box No. 11  
Pune, Maharashtra – 411001

## **RECRUITMENT NOTICE**

Advertisement No.: 01/NIV/TECH/2023

Date : 26.11.2023

The ICMR-National Institute of Virology (ICMR-NIV) is functioning under the aegis of Indian Council of Medical Research, an autonomous organization under Department of Health Research, Ministry of Health & Family Welfare, Government of India. ICMR-NIV invites online applications from eligible Indian citizens for recruitment to the regular posts of:

- 1) Technical Assistant (Group-B Technical Non-Ministerial) Level-6 (Rs. 35400-112400) of 7<sup>th</sup> CPC**
- 2) Technician-I (Group-C Technical Non-Ministerial) Level-2 (Rs. 19900-63200) of 7<sup>th</sup> CPC**

through "MKCL RecruitLive Portal": <https://niv.recruitlive.in>. Only those applications will be considered which are successfully registered through the portal and found in order. Candidates are advised to go through the recruitment notification carefully before applying for the respective post and ensure that they fulfil all the eligibility criteria including age-limit, educational qualifications, reservation category etc., as indicated in this notice. Candidature of the applicant shall be purely **PROVISIONAL** at all stages of the recruitment process. Candidature of the applicants not meeting the eligibility conditions as per the advertisement will be cancelled at any stage of the recruitment process without any notice.

### **1. IMPORTANT DATES (TENTATIVE):**

Sl.No.	Activities	Timeline
1	Opening of link for registration for filling up of online application through MKCL RecruitLive portal /ICMR/ICMR-NIV websites: <a href="https://www.icmr.nic.in">https://www.icmr.nic.in</a> , <a href="https://niv.icmr.org.in">https://niv.icmr.org.in</a> & <a href="https://niv.recruitlive.in">https://niv.recruitlive.in</a>	26.11.2023
2	Closing date for registration and submission of online application along with fees payment	10.12.2023 upto 11:59 PM
3	Opening date for availability of Admit Cards from MKCL RecruitLive portal	Will be intimated by MKCL
4	Date for online Computer Based Test (CBT)	16 <sup>th</sup> & 17 <sup>th</sup> December, 2023

The **dates mentioned above are tentative and may change at any time without notice**, in case of any situation beyond control. Information about any changes, will be uploaded on ICMR and ICMR-NIV websites only. The candidates who are applying online are requested to regularly visit the websites of ICMR & ICMR-NIV for any updates.

## 2. DETAILS OF TOTAL VACANCIES:

Sl. No.	Name of Post	Total No. of posts	Reservation							Pay Level (as per 7 <sup>th</sup> CPC)
			Vertical					Horizontal		
			UR	SC	ST	OBC	EWS	PwBD	ESM	
1	Technical Assistant [Group-B Technical (Non-Ministerial)]	49	22	7	3	13	4	2 (b-HH) and/or (c-OH)	-	Level-6 (Rs. 35400-112400)
2	Technician – 1 [Group-C Technical (Non-Ministerial)]	31	14	4	2	8	3	2 (b-HH) and/or (c-OH)	3	Level-2 (Rs. 19900-63200)
	<b>Total</b>	<b>80</b>	<b>36</b>	<b>11</b>	<b>5</b>	<b>21</b>	<b>7</b>			

**Abbreviations: UR=Un-reserved, SC=Scheduled Caste, ST=Scheduled Tribe, OBC=Other Backward Classes, ESM=Ex-Servicemen, EWS – Economically Weaker Section, PwBD=Persons with Benchmark Disabilities, HH=Hearing Handicapped, OH=Orthopedically Handicapped.**

- Vacancies shown above are tentative and may increase/decrease at any stage of recruitment. Updated vacancies, if any, will be published on ICMR & ICMR-NIV websites.
- The above vacancies (including reserved vacancies) are provisional and subject to change. The Competent Authority reserves the right to vary the vacancies including reserved vacancies at any stage. The Competent Authority also reserves the right to withdraw/ modify the advertisement at any stage without assigning any reason thereof.
- The PwBD candidates applying for the above-mentioned post shall be eligible for the benefit of reservation/concessions, if they are suffering from not less than 40% of the relevant disability. The candidate selected against the vacancy reserved for PwBD will be adjusted against the category (UR/SC/ST/OBC/EWS) from which he/she belongs.

**NOTE: The posts are meant for ICMR-NIV, Pune and its Units and the candidates selected for the above vacancies will be posted anywhere in India as it carries All India Service liability.**

- A) Age Criteria:**
- 1) For Technical Assistant Post – Not exceeding 30 years
  - 2) For Technician-I Post – Not exceeding 28 years

Note: Relaxations as per DoPT guidelines issued from time to time. Please see point no. 6 for further details.

## 3. ELIGIBILITY CRITERIA: ESSENTIAL QUALIFICATION AS ON LAST DATE OF SUBMISSION OF ONLINE APPLICATION:

S.N.	Post Code	Discipline	No. of posts	Essential Qualification
<b>TECHNICAL ASSISTANT [GROUP-B TECHNICAL (NON-MINISTERIAL)] – Total Vacancies: 49</b>				
Level-6 (Rs. 35400-112400) of 7 <sup>th</sup> CPC Pay Matrix				
1	TA (LS)	Life Sciences [*Out of these 32 vacancies, 02 vacancies are earmarked for PwBD] – (b-HH) and/or (c-OH)	32 (UR-15, SC-04, ST-02, OBC-08, EWS-03.)	1 <sup>st</sup> class three year Bachelor's degree in Microbiology / Medical Microbiology / Virology and Immunology/ Zoology/ Biochemistry/ Biotechnology/ Biophysics/ Genetics from a recognized University.

2	TA (BI)	Bioinformatics	03 (UR-01, ST-01, OBC-01)	1 <sup>st</sup> class three year Bachelor's degree in Bioinformatics from a recognized University <b>OR</b> 1 <sup>st</sup> class three year Bachelor's degree in Life Sciences with Bioinformatics as one of the subject from a recognized University <b>OR</b> 1 <sup>st</sup> class Engg./Technology degree in Biotechnology/Bioinformatics from a recognized University
3	TA (STAT)	Statistics / Biostatistics	02 (SC-01, OBC-01)	1 <sup>st</sup> class three year Bachelor's degree in Statistics/ Applied Statistics from a recognized University
4	TA (SS)	Social Sciences	01 (SC)	1 <sup>st</sup> class three year Bachelor's degree in Social Work/ Sociology/ Anthropology/ Social Science from a recognized University
5	TA (MM)	Mass Communication / Mass Media / Journalism	01 (UR)	1 <sup>st</sup> class three year Bachelor's degree in Mass Communication/ Mass Media/ Journalism from a recognized University
6	TA (IT)	Computer Applications / Computer Science / Data Science / Information Technology	05 (UR-03, SC-01, OBC-01)	1 <sup>st</sup> class three year Bachelor's degree in Computer Applications/ Computer Science/ Data Science/ Information Technology from a recognized University <b>OR</b> 1 <sup>st</sup> class three years Engg. Diploma in Computer Engineering/ Computer Science/ Information Technology from a recognized Institute with two years experience in relevant field <b>OR</b> 1 <sup>st</sup> class Engineering/ Technology degree in Computer Engineering/ Computer Science/ Data Science/ Information Technology from a recognized University
7	TA (EL)	Electrical	02 (UR-01, EWS-01)	1 <sup>st</sup> class three year Engg. Diploma in Electrical Engg. from a recognized Institute with two years experience in relevant field <b>OR</b> 1 <sup>st</sup> class Engineering/ Technology degree in Electrical Engg. from a recognized University
8	TA (EC)	Electronics	01 (OBC)	1 <sup>st</sup> class three years Engg. Diploma in Electronics Engg. from a recognized Institute with two years experience in relevant field <b>OR</b> 1 <sup>st</sup> class Engineering/ Technology degree in Electronics Engg. from recognized University

9	TA (RAC)	Refrigeration & Air Conditioning	02 (UR-01, OBC-01)	1 <sup>st</sup> class three years Engg. Diploma in Mechanical/ Refrigeration & Air Conditioning Engg. from recognized Institute with two years experience in relevant field <b>OR</b> 1 <sup>st</sup> class Engineering/ Technology degree in Mechanical/ Refrigeration & AC Engg. from recognized University
<b>TECHNICIAN-I [GROUP-C TECHNICAL (NON-MINISTERIAL)] – Total Vacancies: 31</b> Level-2 (Rs. 19900-63200) of 7 <sup>th</sup> CPC Pay Matrix				
10	TECH (MLT)	Medical Laboratory Technology [*Out of these 21 vacancies, 2 vacancies are earmarked for PwBD] - (b-HH) and/or (c-OH)	21 (UR-10, SC-03, ST-01, OBC-05, EWS-02)	1) 12 <sup>th</sup> or Intermediate pass in Science subject with 55% marks and 2) Atleast one year Diploma in Medical Laboratory Technology (DMLT) from a govt. recognized institution.
11	TECH (EL)	Electrical	04 (UR-03, OBC-01)	1) 12 <sup>th</sup> or Intermediate pass in Science subject with 55% marks and 2) Atleast one year Diploma in Electrical Engg. from a govt. recognized institution.
12	TECH (EC)	Electronics / Instrumentation	02 (OBC-01, EWS-01)	1) 12 <sup>th</sup> or Intermediate pass in Science subject with 55% marks and 2) Atleast one year Diploma in Electronics Engg. <b>OR</b> Instrumentation Engg. from a govt. recognized institution.
13	TECH (RAC)	Refrigeration & AC Mechanical	04 (UR-01, SC-01, ST-01, OBC-01)	1) 12 <sup>th</sup> or Intermediate pass in Science subject with 55% marks and 2) Atleast one year Diploma in Refrigeration & AC <b>OR</b> Mechanical Engg. from govt. recognized institution.

**Note: Out of these total 31 vacancies, 3 vacancies are earmarked for Ex-Servicemen (ESM).**

Experience will be counted post Essential Qualification only.

#### **4. HOW TO APPLY:**

- i. Eligible and interested candidates would be required to apply online through “MKCL RecruitLive portal”: <https://niv.recruitlive.in>
- ii. Before filling up Online Application, a candidate must have a working **Webcam with Mic** connected to his/her Desktop/Laptop at the time of filling the online application form.
- iii. The registration process involving various steps for application are mentioned in the MKCL RecruitLive portal.
- iv. The candidates applying for the post should first confirm their eligibility as per advertisement on the website of the Institute i.e. <https://www.icmr.nic.in> and <https://niv.icmr.org.in>. They should also ensure that they have a valid personal e-mail ID and mobile number. Candidate

should note that the e-mail ID and mobile number are to be kept active during the entire recruitment process. The candidates should ensure that the email ID is not shared or disclosed to anybody. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying online. The e-mail ID and Mobile Number is required for the initial registration.

- v. All eligible candidates willing to apply in response to this advertisement notice should visit ICMR website <https://www.icmr.nic.in> OR ICMR-NIV <https://niv.icmr.org.in> OR MKCL RecruitLive Portal <https://niv.recruitlive.in> and register himself/ herself and apply well before the last date for filling up of online application form. For registration, one should fill details i.e. Name of candidate, AADHAR Number, Date of birth, gender, e-mail ID, mobile number etc. Upon successful registration, the user name/application number will be sent to the e-mail ID/ Mobile Number used during registration.
- vi. Only online applications will be considered / accepted. Hard copy of applications shall not be considered. Issuing of Admit Card does not imply acceptance of candidature. Candidate(s) should note that **no edit option will be available to them after submitting the application finally**. Therefore, the candidates are advised to fill all the details regarding name, category, qualification, experience etc. carefully. No field should be left blank. Candidate will be solely responsible for any mistake in the data of application form.
- vii. The application fee once remitted shall neither be refunded nor adjusted under any circumstances.
- viii. The candidate should ensure that they fill all the details in the application form including uploading of the photograph, educational certificates, ID proof, experience certificates, caste certificate, relevant annexures (wherever applicable), payment details, etc. Incomplete application will not be accepted and the candidate will not be allowed to appear in the examination.
- ix. Candidates with valid application shall be issued admit card. These can be downloaded by the candidates directly from the MKCL RecruitLive portal. Admit Cards will not be sent by post. This facility would be available on the above portal (**refer Important Dates**) before the actual date of examination.
- x. Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability or failure to login to the portal on account of heavy load on the website towards the closing dates and internet connectivity issues.
- xi. The ICMR-NIV does not accept any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the ICMR-NIV.
- xii. Candidates should apply only once for a particular post. In case, more than one application of a candidature is detected for one post, all applications will be rejected and his/her candidature for the recruitment process shall be cancelled.
- xiii. After successful submission of the online application, candidates must take a printout of the application form for submitting the same along with the duly self-attested requisite documents, as and when called for by the ICMR-NIV, Pune after the conduct of CBT.

## 5. REGISTRATION / EXAMINATION FEE:

- i. SC/ST/PwBD/Women: Exempted from payment of fees.
- ii. For all others: **Rs. 300/-** plus transaction charges as applicable
- iii. ICMR employees are not exempted from the fee payment
- iv. Candidates are hereby directed to apply separately for each post.
- v. The registration fee is “NON-REFUNDABLE” and non-adjustable in case of cancellation of the recruitment.
- vi. The fee can be paid through online payment gateway available at the ONLINE APPLICATION PORTAL using Debit/ Credit Card/Net Banking.

## 6. AGE RELAXATION:-

- i. Upper age limit shall be determined as on the closing date for submission of online application.
- ii. 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.
- iii. No age relaxation would be available to SC/ST/OBC candidates applying for unreserved vacancies.
- iv. Permissible relaxation of upper age limit as per Government orders for claiming age relaxation in reserved vacancies as on the last date of receipt of application is as under:-

Cat. Code	Reservation 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	<b>Central Govt. Civilian Employees</b>	<b>For Group B posts</b>	<b>For Group C posts</b>
	1) Central Govt. Civilian Employees fulfilling the conditions as prescribed by DoPT, Govt. of India vide OM No. 15012/2/2010-Estt.(D) dated 27.03.2012 (General/ Unreserved) who have rendered not less than three years regular and continuous service as on closing date for receipt of application	5 years	Upto the age of 40
	2) Central Govt. Civilian Employees (OBC) who have rendered not less than three years regular and continuous service as on closing date for receipt of application	8 (5+3) years	Upto the age of 43

	3) Central Govt. Civilian Employees (SC / ST) who have rendered not less than three years regular and continuous service as on closing date for receipt of application	10 (5+5) years	Upto the age of 45
07	Ex-Servicemen	3 years after deduction of the military service rendered from the actual age as on the closing date.	
08	Disabled Defence Service Personnel* (who while service in the Armed Forces of Union was disabled in operation against the enemy or in disturbed area)	3 years (8 years for SC/ST) subject to the condition that they would not be allowed to avail of a larger number of chances in respect of recruitment to a service, or group of services, than the maximum number of chances permissible to any general candidate under the age limit. <i>*The candidate need to upload the supporting document issued by Competent Authority on the MKCL RecruitLive portal.</i>	

- v. Applicants may check their eligibility for seeking relaxation and Upper Age Limit carefully. If eligible, they are required to fill appropriate Category Code as applicable to them.
- vi. **Candidates working in ICMR projects continuously shall also be eligible for age relaxation up to five years provided he/she has entered into project service within the prescribed age limit for the post for which they are applying. Such candidates should upload NO OBJECTION CERTIFICATE in the online application form, in the prescribed format (Annexure-I) from ICMR Institute where they are working. In case of selection, such proposals will be sent to ICMR Hqrs., for the approval of DG, ICMR.**
- vii. A person seeking appointment on the basis of reservation must ensure that he/ she possesses the appropriate original caste/ community certificate and submit as and when called for by ICMR-NIV, before or after conduct of the Test or at any stage thereafter, otherwise their claims for age-relaxation, reservation etc. shall not be considered. The crucial date for this purpose will be the closing date for receipt of online applications. Candidates may also note in respect of the above that, their candidature will remain provisional till the veracity of the concerned document(s) is verified by the Appointing Authority. Candidates who wish to be considered against vacancies reserved/or seek age-relaxation must submit requisite certificate from the Competent Authority, in the prescribed format at the time of Document Verification. Otherwise, their claim will not be entertained.
- viii. **For SC/ ST applicants:** SC/ST applicants seeking age-relaxation, reservation, etc. shall invariably upload the requisite Certificate in the online application form as per format (Annexure-II) issued from Competent Authority certifying that their Caste/Sub-Castes/Communities are approved by the Government of India under SC & ST Category.

- ix. **For OBC applicants:** OBC applicants not covered under the Creamy Layer, as per the Standing Instructions of the Government of India as amended from time to time seeking age-relaxation, reservation, etc. shall invariably upload the requisite Certificate in the online application form as per format (**Annexure-III-02 pages**). Further, he / she should not fall in creamy layer on the crucial date.
- x. **For Economically Weaker Sections (EWS) Applicants:** - EWS applicants seeking reservation shall invariably upload the requisite Certificate in the online application form as per format (**Annexure-IV**) from Competent Authority. For detailed guidelines/eligibility regarding reservation for EWS in direct recruitment, candidate may refer to the O.M. No.36039/1/2019-Estt. (Res) of Government of India, Ministry of Personnel, Public Grievances & Pensions dated 31.01.2019.
- xi. **For Ex-Servicemen:** Ex-Servicemen applicants seeking age-relaxation, reservation, etc. shall invariably upload the requisite Certificate in the online application form as per format (**Annexure-V**) from Competent Authority. Once an Ex-Serviceman appointed to a civil post against a reserved vacancy, he ceases to be an Ex-Serviceman, and hence not entitled to the benefit of reservation for other posts subsequently. However, the benefit of age relaxation as prescribed for Ex-Serviceman is admissible to such re-employed persons for securing another employment in a higher grade or cadre in Group 'C' and 'D'. An Ex-Serviceman, as soon as he/she joins any civil employment should give self-declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied before joining the initial civil employment.

**NOTE: 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 to the extent it is available to UR category candidates.**

- xii. Govt. Civilian Employees (Central / State / UT / Autonomous / PSU / Statutory body etc. organizations) should have rendered not less than 03 (three) years continuous service on regular basis (and not on ad-hoc /project contract basis) as on the closing date of receipt of applications and should remain in Government Service holding civil post in any of the above offices till the candidate receives Offer of Appointment from ICMR-NIV, Pune against the current advertisement. For claiming the benefit of age relaxation, Govt. employees shall invariably upload the requisite Certificate as per format (**Annexure-VI**) from the Competent Authority. Further, they would be required to upload "**NO OBJECTION CERTIFICATE & VIGILANCE CLEARANCE CERTIFICATE** from their EMPLOYER as per format (**Annexure-VII**). The candidates required to bring the originals at the time of verification of documents as and when called for by ICMR-NIV, Pune, failing which their candidature is liable to be cancelled at that very stage or at any stage of recruitment process.

**NOTE: Candidates should note that in case a communication is received from their employer by the ICMR-NIV, Pune withholding permission to the candidate applying for or appearing in the Test at any stage of recruitment process, their applications shall be rejected and candidature shall be cancelled.**



xiii. **FOR PERSONS WITH BENCHMARK DISABILITIES (PwBD) APPLICANTS:**

- a. Suitability of the posts for the Persons with Benchmark Disability (PwBD) and the nature of disabilities admissible are indicated against each category of post in the table below.

<b>Category of Disability</b>	<b>Type of Disability</b>	<b>Category of disability to be selected in Registration / Application Form</b>
(b)	Deaf and hard of hearing	HH
(c)	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	OH

- b. Only those Persons with Benchmark Disabilities (PwBD) who are having benchmark disabilities (minimum 40%) are eligible for fee concession, age-relaxation and for reservation, wherever applicable.
- c. Persons with Benchmark Disabilities (PwBD) who are having benchmark disabilities (minimum 40%) shall invariably upload the requisite Certificate as per Format **[Annexure-VIII (Form-V)/ (Form-VI)/ (Form-VII) as applicable]**. The certificate of disability issued under the Persons with Benchmark Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. 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.
- d. Reservations for persons with benchmark disabilities will be given as per the instructions issued by Govt. of India from time to time.

**7. SELECTION PROCEDURE:-**

- i. Eligible candidates will be required to appear for an Online Computer Based Test (CBT). Information for test will be provided in the Admit card.
- ii. After the CBT and Document verification wherever applicable, ICMR-NIV will draw up the Merit List for each category of the post.
- iii. The candidates applying for the examination should ensure that they fulfil all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the CBT, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled by ICMR-NIV.

**NOTE:** Selection of the above posts would be on the merit achieved by the candidate in the CBT and subsequent document verification by ICMR-NIV as and when called for. As the Government of India has dispensed withholding of interview for Group 'B' and 'C' (non-gazetted) posts, there will be no interview for these posts.

- iv. Candidates scoring less than cut-off marks as decided by ICMR-NIV in the CBT, will not be considered for the next stage of recruitment.
- v. The candidates who are shortlisted for the next stage of selection will be required to submit self-attested copies of all the supporting documents in respect of Educational Qualification, Experience, Category, Age, Age-relaxation, etc. (as applicable) in hard copy, along with the printout of their online application form as and when called for.
- vi. SC, ST, OBC and PwBD candidates, who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC and PwBD candidates will be accommodated against the General/Unreserved vacancies in the post as per their position in the overall Merit List or vacancies earmarked for their category, whichever is advantageous. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs and PwBD candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment by relaxed standard.

**8. COMPUTER BASED TEST (CBT) & SYLLABUS:**

- i. The CBT will be held in English OR Hindi (except for English language questions) of 90 minutes duration and will consist of 100 multiple choice objective type questions, totalling 100 marks. The CBT will consist of Section 'A' of 30 marks & Section 'B' of 70 marks. The scoring criteria for the question paper will be as follows:

	Section A: General Intelligence / Awareness / Quantitative Aptitude / Computer skills / English Language	Section B: Subject related Questions			Total A+B
		Low-level difficulty (C1) 10%	Medium-level difficulty (C2) 70%	High-level difficulty (C3) 20%	
No. of questions	30	70			<b>100</b>
Marks for each correct answer	1				
Total Maximum marks	30	70			<b>100</b>
Negative Marking for each wrong answer (1/4 <sup>th</sup> )	(-)0.25				

- ii. Total assessment will be conducted for **100** marks, and 95 percent weightage will be given to the marks scored by the candidate in the CBT (Computer Based Test).

- iii. A maximum of five (05) marks for Post Essential Qualification Research/Lab/Field experience in any Government recognized/ approved/ registered Institution or organization, will be added to the marks scored by the candidate in the CBT (out of 95) as mentioned below:

Relevant Experience	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

- iv. Candidates will be selected based on Final merit list out of 100 marks (95 marks for CBT and 05 marks for experience after acquiring essential qualifications) in order of merit.

### SYLLABUS FOR SECTION A

- GENERAL INTELLIGENCE:** It will include questions of non-verbal type. Questions on similarities and differences, analogies, problem solving, decision making, judgement, visual memory, arithmetical number series and computation, non-verbal series, relationships concepts, abstract ideas and symbols, and their relationships etc.
- GENERAL AWARENESS:** Current affairs and current events, general awareness related to health, nutrition, and scientific research.
- QUANTITATIVE APTITUDE:** Computation of whole numbers, decimals, fractions, percentage, ratio and proportion, average, interest, profit and loss, basic algebra, time and distance, time and work, heights and distances, bar diagrams, pie chart, histograms, polygon etc.
- COMPUTER SKILLS:** Basics of computer system, MS word, MS Excel, MS Power Point, Networking, formulas writing in excel, google form.
- ENGLISH LANGUAGE:** Candidate's ability to understand correct English, his basic comprehension and writing ability, etc. would be tested.

SYLLABUS FOR SECTION B			
Sl.No.	Post Code	Syllabus	Level of Questions
1	TA (LS)	Microbiology, Virology, Immunology, Biotechnology, Zoology, Veterinary Science, Entomology, Medical Microbiology/ Clinical Laboratory Science, Biochemistry, General Biology/ Life Science, Cell & Molecular Biology, Genetics, Biophysics	Graduation/ Diploma/ Tech/ Engg. degree
2	TA (BI)	Basic Bioinformatics & Life Sciences, Programming & DBMS, High Throughput Next Generation Sequencing systems, Basics of Systems Biology, Artificial Intelligence & Machine Learning, Immunoinformatics, Computer-Aided Drug Discovery including molecular docking & Molecular Dynamics Simulations	

3	TA (STAT)	Fundamentals of Statistics, Concept of Probability and Probability Distributions, Normal/Binomial/Poisson distribution, Correlation and Regression, Statistical Inference, ANOVA, Trend/Seasonality Numerical methods, MS EXCEL, Programming in R/C/C++
4	TA (SS)	Social Science and Sub-systems, Social Problems, Basic Psychological processes and understanding human behaviour, Life Skills, Health, Social Science disciplines, Social aspects of health legislations
5	TA (MM)	Forms of Mass communication, Social media graphics and media collaterals, Science and Health Communication strategies and campaigns, Communication skills, Govt. regulation and Ethics, Innovations in Health Communications, Production & Printing in Science and Health Communications, Risk Communications, etc.
6	TA (IT)	Computer Hardware & Peripherals, Network Management & Internet services, Server Management, Programming languages, Database management, Cloud Computing tools & techniques
7	TA (EL)	Basics of electricity: Circuit Law, Magnetic Circuit, AC Fundamental, Generation and distribution of electric supply, Electrical joints & necessary accessories & tools, Electrical components & their maintenance, Machine & their maintenance: Transformer, Induction motors, Pumps, starters, Generator, Measuring Instruments: megger, Earth resistance meter, Multi meter/clamp meter, National Electric Code
8	TA (EC)	Basics of electronics: Electronic theorems, Electronic components & their maintenance, Machines & their maintenance: UPS, Inverter, BMS, PLC, HMI, Microcontroller, sensors, Actuator, CCTV, Fire Alarm, Access Control, Measuring instruments & calibration, Computer Hardware & network, National Electric Code
9	TA (RAC)	Basics of refrigeration and Air Conditioning, Refrigerants and components used in refrigeration system, Chiller plants, Air Handling units, Air conditioners, Heat load calculation, Psychometrics, Controls

		devices and safety equipment, Maintenance of refrigeration components	
10	TECH (MLT)	Lab management, Anatomy, Human Physiology, Blood Bank management, Biochemistry, Genetics, General Microbiology, Bacteriology, Virology, Parasitology, Immunology, Histopathological Techniques, Community medicine	Diploma
11	TECH (EL)	Basics of electricity, Generation and distribution of electric supply, Electrical components & their maintenance, Machines & their maintenance: Induction motors, pumps, starters, generator, Megger, Earth resistance meter, Multi meter/clamp meter	Engineering Diploma
12	TECH (EC)	Basics of electronics, electronic components & their maintenance, Machines & their maintenance: PLC, HMI, Micro controller, Sensors, Actuator, Invertor & UPS	
13	TECH (RAC)	Basics of refrigeration and Air Conditioning, Refrigerants and components used in refrigeration system, Chiller plant, Air Handling Unit, Air conditioners, Heat load calculation, psychometrics, Controls devices and safety equipment, Maintenance of refrigeration components	

- i. The issuance of Admit Card does not certify that you are found eligible for appearing in the examination. You are strongly advised to please check your eligibility before appearing in the exam. The issuance of Admit Card & the entries made by you in your application for the examination does not imply that your candidature has been verified / accepted by ICMR-NIV.
- ii. Candidates who register themselves in response to this advertisement by the closing date and time will be issued Admit Cards for appearing in the CBT. MKCL will facilitate downloading of Admit Card to the candidates through MKCL RecruitLive Portal i.e. <https://niv.recruitlive.in>
- iii. Candidate must bring printout of the Admit Card to the Examination Hall/Centre. In addition to the Admit Card, it is mandatory to carry original valid photo-ID proof having Date of Birth (any one document) as printed on the Admit Card, failing to which they will not be allowed to enter into Examination Hall, such as:
  - i. Aadhaar Card
  - ii. Voter's ID Card
  - iii. Driving License
  - iv. PAN Card
  - v. Passport
  - vi. ID Card issued by School / College
  - vii. Employer ID Card (Govt./PSU/Private)
  - viii. Any other photo ID card issued by Central / State Govt.

- iv. If photo identity cards do not have the Date of Birth then the candidate must carry an additional original certificate in proof of their Date of Birth. In case of mismatch in the Date of Birth mentioned in the Admit Card and Photo ID/Certificate bought in support of Date of Birth, the candidate will not be allowed to appear in the test.
- v. PwBD candidates availing the facility of scribe shall also be required to carry required Medical Certificate/Undertaking/Photocopy of the Scribe's Photo ID proof, etc. as specified therein the online application form. Candidates without above noted documents will not be allowed to appear in the test.
- vi. Any other document mentioned in the Admit Card may also be carried out by the candidates while appearing in the Test.
- vii. Candidates will have to appear at the selected exam centre at their own cost. No TA/DA etc. will be paid for attending the exam and document verification.
- viii. During the CBT examination, if required the candidates should undergo biometrics test or photo verification as to check any impersonation in the examination.
- ix. Applications, which have blurred / no photographs / no signature / fee not received / incomplete application etc. will be straightaway rejected.
- x. **PROVISION OF COMPENSATORY TIME AND ASSISTANCE OF SCRIBE:**
  - i. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the candidate can avail the facility of scribe, subject to uploading of relevant details & annexures mentioned in the advertisement **[Annexure-IX, Annexure-X(A) & (B)]**.
  - ii. In case of remaining categories of persons with benchmark disabilities, the provision of scribe can be availed on production and uploading of certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/ her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per Proforma **[Annexure-IX, Annexure-X(A) & (B)]**.
  - iii. The Person with specific disability covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability 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) may avail the facility of scribe on production & uploading of certificate as per format **[Annexure-XI (Appendix-I & II)]**. The candidate is required to upload the details of the scribe as per the format **(Annexure-X (B))**.
  - iv. The candidates will have the discretion of opting for his/ her own scribe and upload the details with annexures in the online application form as mentioned above. ICMR-NIV or MKCL will not be providing the facility of scribe.
  - v. The qualification of the scribe should be one step below the qualification of the candidate taking the Test. The candidates with benchmark disabilities opting for own scribe shall be required to submit details of the own scribe as per Proforma mentioned above. In addition,

the scribe has to produce a valid ID proof in original at the time of Test. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will also be submitted. In case, subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/ her right to the post and claims relating thereto.

- vi. Own scribe should not be a candidate of this Test. If a candidate is found assisting another PwBD candidate as scribe in this Test, then the candidatures of both the candidates will be cancelled.
- vii. A compensatory time of 30 minutes of Test will be provided to the persons who are allowed use of scribe as per above paras.
- viii. The candidates referred at paras above, who are allowed use of scribe but do not avail the facility of scribes will also be given compensatory time of 30 minutes of Test.
- ix. The PwBD candidates who have availed the facility of Scribes/ Passage Reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time, during the conduct of CBT, and/or as and when called for by the ICMR-NIV and also at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the Test.
- x. No attendant other than the scribe for eligible candidates will be allowed inside the examination Hall. No change in the scribe will be permitted after submission of the details of the scribe in the online application form.
- xi. One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/ indicate the answer with the help of Magnifying Glass will be allowed to use the same in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.
- xii. Success in the test confers no right of appointment unless ICMR-NIV is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respect for appointment to the service/ post.

**CITIES / CENTERS FOR CBT:**

Sl.No.	Centre Name	Important Instructions
1	Mumbai (MMRDA Region)	1) Candidates may carefully note that the 'Centre' for CBT, once opted in the very first online application for any category of post, shall be frozen for all purposes and no request for change of city/ centre will be entertained. 2) ICMR-NIV will endeavour to accommodate the candidates in the centre opted by them.
2	Pune	

		<p>3) ICMR-NIV reserves the right to cancel any Centre and ask the candidates of that centre to appear from another centre.</p> <p>4) ICMR-NIV also reserves the right to divert candidates of any centre to some other centre to take the test.</p>
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**9. DOCUMENT VERIFICATION:**

- i. All the candidates qualified after CBT are required to appear for Document Verification in the designated office, along with the self-attested photocopies and original documents as and when asked for by ICMR-NIV.
- ii. Candidates will have to produce original documents like:
  - a. Printout of the online application form along with any of Photo ID proof mentioned in the advertisement.
  - b. Matriculation / Secondary Certificate.
  - c. Educational Qualification Certificates, as per the requirement of the Post-category applied for mentioned in the online application form.
  - d. Order/letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent.
  - e. Experience Certificates, if any, required for the post.
  - f. Caste/ Category Certificate, if he/she belongs to reserved categories viz. SC/ ST/ OBC/ EWS/ PwBD/ ESM, etc.
  - g. OBC certificate issued in last one year will only be accepted.
  - h. Persons with Benchmark Disabilities Certificate in the required format, if applicable.
  - i. Relevant Certificate if seeking any age relaxation.
  - j. No Objection Certificate and Vigilance Certificate in case already employed in Government/ Government undertakings.
  - k. Candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
    - i. In case of married women: Photocopy of Husband’s passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner.
    - ii. In other circumstances for change of name for both male, female & Third Gender: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant’s permanent and present address or nearby area) and Gazette Notification.
  - l. Any other document as required by ICMR-NIV to cross verify the claims of the candidate.
  - m. Candidate should also submit one set of self-attested photocopies of all the relevant documents produced for Document Verification.
- iii. The information furnished by the candidates in their applications will be verified by the ICMR-NIV, with reference to the original documents during the Document Verification or even thereafter. In such verification of documents, if it is found that any information furnished by



the candidate in the application is wrong or misleading, his / her candidature will be rejected forthwith, at any stage during recruitment process or thereafter the selection. The candidates should ensure that they have furnished correct information in the application form.

**IMPORTANT: Applicants fail to submit any of the documents mentioned in the Annexures and education qualification documents at the time of verification, their application will be straightaway rejected and no further correspondence will be entertained. The decision of the Director, ICMR-NIV shall be final and binding.**

#### **10. GENERAL INSTRUCTIONS : -**

- i. The intimation regarding exam credentials will be provided through registered email. The intimation other than the above i.e. result of CBT, final selection result, any other instructions etc. will be given through notice on ICMR/ICMR-NIV websites only. Such information will not be given through individual e-mail.
- ii. Applications / candidature of applicants are liable to be cancelled / rejected at any stage of the recruitment process in the event of any of the following:
  - a) Applications being incomplete.
  - b) Any variation in the Signatures (signatures done on the Printout of the application form and also on other documents must be the same).
  - c) Application without clear photograph and legible signature.
  - d) Non-payment of fees by the fee non-exempted candidates.
  - e) Fee not paid as per instructions.
  - f) Under-aged / over aged candidates.
  - g) Not having the requisite educational qualification, experience, age, other relevant certificates as on the closing date of the application.
  - h) Incorrect information and/or misrepresentation or suppression of material facts.
  - i) For carrying prohibitive items to the examination premises / hall.
  - j) Non-production of original certificates at the time of document verification.
  - k) Indulging in any of the malpractices.
  - l) Candidates who are found in an inebriated condition in the Examination hall.
  - m) Any other irregularity noticed during the entire recruitment process at any point of time.
- iii. **The posts are meant for ICMR-NIV, Pune and its Units and the candidates selected for the above vacancies will be posted anywhere in India as it carries All India Service liability.**
- iv. No request for specific posting/ transfer on or after selection would be entertained.
- v. Before applying, candidates are advised to go through the instructions given in the notice very carefully.
- vi. The candidate must mention his name and date of birth strictly as recorded in the matriculation / secondary certificate. If any variation in the date of birth is observed at the time of entry in the examination venue, he/she shall not be allowed to appear in the examination. Further, if

any variation in the name and date of birth is observed at the time of document verification, his/her candidature will be cancelled.

- vii. ICMR-NIV will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of CBT and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, physical and medical standards, etc. and satisfy themselves that they are eligible for the post(s). When scrutiny of documents is undertaken at any stage of the recruitment process or thereafter, if any, claim made in the application is not found substantiated, the candidature/selection will be cancelled and the ICMR-NIV's decision shall be final and binding.
- viii. Candidates seeking reservation benefits available for SC/ST/OBC/PwBD/EWS etc. must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim.
- ix. Candidates with minimum 40% benchmark physical disability only would be considered as Persons with Benchmark Disabilities (PwBD) and entitled to reservation for Persons with Benchmark Disabilities.
- x. Only one online application is allowed to be submitted by a candidate for the post. Therefore, the candidates are advised to exercise due diligence at the time of filling their online application forms.
- xi. The candidates must write their father's name and mother's name strictly as given in the Matriculation / Secondary Certificates, otherwise their candidature may be cancelled at the time of Document Verification or as and when it comes into the notice of ICMR-NIV.
- xii. Request for change/correction in any particulars in the application form, once submitted, will not be entertained under any circumstances.
- xiii. In case of fake/fabricated application/registration by misusing any dignitaries name/photo, such candidate/cyber café will be held responsible for the same and liable for suitable legal action under Cyber/IT act.
- xiv. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be selected for the post. The candidates should mention all his/her qualifications and experience over and above the minimum qualifications of which they have appropriate legal documentary evidences in original.
- xv. No person, (a) who has entered into or contracted a 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 Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.
- xvi. The SC, ST, OBC, EWS and PwBD candidates who qualify on the basis of any of the relaxed standards viz. age limit, experience or qualifications, permitted number of chances, extended

zone of consideration, etc., irrespective of his / her merit position, is to be counted against reserved vacancies and not against un-reserved vacancies. Such candidates may also be recommended at the relaxed standards to the extent of number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of PwBD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.

- xvii. A Person with Benchmark Disability (PwBD) who is selected on his / her own merit can be appointed against a reserved / unreserved vacancy, provided the post is identified suitable for Persons with Benchmark Disability of relevant category.
- xviii. Canvassing in any form or bringing political or other outside influence with regards to selection/recruitment shall be considered as disqualification for employment in the ICMR-NIV.
- xix. A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient discharge of his/her duties except for benchmark persons with benchmark disabilities. A candidate who, after such medical examination as may be prescribed by the Competent Authority, is found not to satisfy these requirements, will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.
- xx. Court of jurisdiction for any dispute will be at Pune.
- xxi. The decision of the ICMR-NIV and its Headquarters in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of test(s), allotment of examination centre and preparation of merit list, debarment for indulging in malpractices, initial posting etc., will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.
- xxii. For any query, the candidates may call the Call Center from Monday to Saturday except Public Holidays between 10:00 AM to 6:00 PM on 7066951951.

**Director-in-Charge**  
**ICMR-National Institute of Virology**

(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)

**NO OBJECTION CERTIFICATE**

It is certified that Mr. / Mrs. / Miss. / Dr. \_\_\_\_\_  
(designation) \_\_\_\_\_ is working in the project entitled  
“\_\_\_\_\_”. This organization has no objection for his / her applying  
to the post of “\_\_\_\_\_” as mentioned in the ICMR-NIV Advertisement No.  
01/NIV/TECH/2023

Place:

Date:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal of the office \_\_\_\_\_

**FORM OF CASTE CERTIFICATE FOR SC/ST**

This is to certify that Shri\*/Shrimati/Kumari \_\_\_\_\_ Son/Daughter of \_\_\_\_\_  
 Village/Town \_\_\_\_\_ /District/Division\* \_\_\_\_\_ of the  
 \_\_\_\_\_ State/Union Territory belongs to the \_\_\_\_\_ Caste\*/Tribe which is recognised as

a Scheduled Caste/Tribe under:

- \*The Constitution Scheduled Castes Order, 1950.
- \*The Constitution Scheduled Tribes Order, 1950.
- \*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;
- \* The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order, 1951; [As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]
- \*The Constitution (Jammu and Kashmir)\* Scheduled Castes Orders, 1956.
- \*The Constitution (Andaman and Nicobar Islands)\* Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (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 (Uttar Pradesh) Scheduled Tribes Order, 1967.
- \*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.
- \*The Constitution (Goa, Daman and 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 Act, 1991.
- \*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.
- \*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.
- \*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.
- \*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

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 belongs to the \_\_\_\_\_ Caste\*/Tribe which is recognised 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\* \_\_\_\_\_ District/Division\* of the State/Union Territory\* of \_\_\_\_\_.

Place \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Designation \_\_\_\_\_  
 (with seal of Office) State/Union Territory \_\_\_\_\_

\*Please delete the words, which are not applicable. @ Please quote specific Presidential Order % Delete the Paragraph, which is not applicable.

Note: (a) The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20 of the Representation of People Act, 1950 The Caste Certificate must be issued by the Competent Authorities in the above prescribed format.

**The Competent Authorities are enumerated here under:**

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar; and
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides. Ref no: - (O.M.NO.36012/6/88-Estt. (SCT) dated 24.4.1990 and OM No.36012/22/93-Estt(Res) dated 15.11.1993 & OM No. 36011/3/2009- Estt(Res) dated 02.09.2009).

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

This is to certify that Shri/Smt./Km\* \_\_\_\_\_ son/ daughter of \_\_\_\_\_ of village \_\_\_\_\_ District/Division \_\_\_\_\_ in the State \_\_\_\_\_ belongs to the \_\_\_\_\_

Community which is recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.

Shri /Smt./Km. \_\_\_\_\_ and/or his family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State.

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 and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide Govt. of India, DOP&T O.M.No.36033/3/2004 dated 09.03.2004 and 14.10.2008.

Dated:

District Magistrate or  
Deputy Commissioner etc.  
Seal:

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 competent to issue Caste Certificate are indicated below:-
  - (i) District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/ Additional Deputy Commissioner/Deputy Collector/1st Class Stipendary 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.
  - (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

NOTE-II: The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuring that the candidate does not fall in the creamy layer. The OBC candidates should furnish the relevant OBC Certificate in the prescribed format prescribed for Central Government jobs issued by the Competent Authority on or before the Closing Date as stipulated in the Notice.

**DECLARATION TO BE SIGNED BY OBC CANDIDATES ONLY**

I ..... son/daughter of Shri ..... resident of village/town/city ..... district..... state .....certificate enclosed) hereby declare that I belong to the..... community which is recognized as a backward class by the Govt. of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Esstt(SCT)dated 8-9-1993. It is also declared that I do not belong to the Persons/Sections (Creamy Layer) mentioned in Column 3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93-Esstt. (SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/2004-Esstt. (Res) dated 09.03.2004, 27.05.2013, 13.09.2017.

(Signature of applicant in running handwriting)

Place.....

Date.....

**Note: The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also for as summing that the candidate does not fall in the creamy layer.**

**Government of .....**  
**(Name & Address of the authority issuing the certificate)**

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR \_\_\_\_\_**

a) This is to certify that Shri/ Smt./ Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ 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\*\*\*:

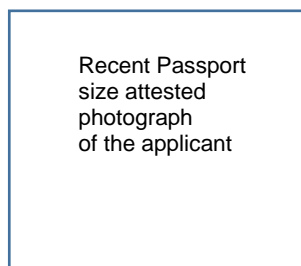
- a. 5 acres of agricultural land and above;
- b. Residential flat of 1000 sq. ft. and above;
- c. Residential plot of 100 sq. yards and above in notified municipalities;
- d. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

b) Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Schedule Caste, Schedule Tribe and Other Backward Classes (Central List).

Signature with seal of Officer \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_



The income and assets of the families as mentioned would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs.

\* **Note1:** Income covered all sources i.e. salary, agricultural, business, profession, etc.

\*\* **Note2:** The term **“Family”** for this purpose include the person, who seeks benefit of reservation, his/her parents are siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\* **Note3:** 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.



FORM OF CERTIFICATE TO BE SUBMITTED BY EX-SERVICEMEN FOR SEEKING  
AGE-RELAXATION/APPOINTMENT AGAINST VACANCIES RESERVED FOR EX-SERVICEMEN

(A) Form of Certificate applicable for Released / Retired Personnel

1. It is certified that No. .... Rank..... Name  
..... Whose date of birth is ..... has rendered service from  
..... To in Army/Navy/Air Force.
2. He has been released from Military Service:
  - a) On completion of 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 physical disability attributable to Military Service.
  - c) On invalidment after putting in atleast five year of Military Service.
3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Signature, Name and Designation of the Competent Authority\*\*  
SEAL

Place: .....

Date: .....

**Delete the paragraph which is not applicable**

**(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)**

**FORMAT OF CERTIFICATE TO BE SUBMITTED BY GOVT. EMPLOYEE SEEKING AGE RELAXATION**

It is certified that Mr./Mrs./Miss/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 7<sup>TH</sup> CPC) with 3 years regular service in the grade as on closing date (i.e. the last date for submission of online application).

There is no object to his/her appearing for the post of \_\_\_\_\_ and document verification for the said recruitment.

Place:

Date:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal of the office \_\_\_\_\_

**(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)**

**NO OBJECTION & VIGILANCE CLEARANCE CERTIFICATE**

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. \_\_\_\_\_. He/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-NIV, he/she shall be relieved within a period of 01 month of issue of Appointment letter to Mr./Mrs./Miss/Dr. \_\_\_\_\_ by ICMR-NIV.
4. It is certified that no disciplinary/vigilance case has ever been held or contemplated or is pending against Mr./Mrs./Miss./Dr. \_\_\_\_\_.
5. It is clarified that no minor / major penalty has been imposed on \_\_\_\_\_ during his/her tenure at this office.
6. Further, the integrity of Mr./Mrs./Miss./Dr. \_\_\_\_\_ is certified.

Place:

Date:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal of the office \_\_\_\_\_

Certificate of Disability  
(In cases of amputation or complete permanent paralysis of limbs  
and in cases of blindness)  
[See rule 18(1)]  
(Name and Address of the Medical Authority Issuing the Certificate)

Recent size Photograph (Showing face only) of the person with disability	Passport Attested
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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 Authorized Signatory of  
notified Medical Authority)

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

Certificate of Disability  
(In case of multiple disabilities)  
[See rule 18(1)]

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

Recent size Photograph (Showing face only) of the person with disability	Passport Attested
---	----------------------

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 are 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 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 ..... years.....months, 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

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

Nature of Document	Date of Issue	Details of authority issuing certificate

2. 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.
---

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 size photograph (Showing face only) of the person with disability	Passport Attested
---	----------------------

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 (to be specified) and is shown against the relevant disability in the table below:-

	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

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

Countersigned

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

**Note:** The principal rules were published in the Gazette of India by Ministry of Social Justice and Empowerment vide notification number 489, dated 15.06.2017.



**Certificate regarding physical limitation in an examination to write**

This is to certify that I have carefully examined Shri/Smt./Kum .....(name of the candidate with disability) a person with.....(nature and percentage of disability as mentioned in the certificate of disability), son/wife/daughter Of Shri ..... a Resident of ..... Village/District/State and to ensure that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a  
Government Health Care Institution

Name and Designation

Name of Govt Hospital/Health Care Centre with Seal

Place:

Date:

**Note:** Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual Impairment-Ophthalmologist, Locomotor disability-Orthopaedic specialist/PMR)

**Letter of Undertaking for Using Own Scribe**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (nature of the disability/condition) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (Name of the State). My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/reader for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

**(Signature of the candidate with Disability)**

(Counter signature by the parent/guardian, if the candidate is minor)

**Place:**

**Date:**

**LETTER OF UNDERTAKING FOR USING SCRIBE**

**NOTE:** Candidates who are Visually Impaired (VI)/candidates whose writing speed is affected by Cerebral Palsy / muscular dystrophy / candidates with locomotor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) are eligible for Scribe. PARTICULARS OF SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE

1. Name of the Candidate.....
2. Roll No. ....
3. Name of Examination Centre.....
4. Qualification of Candidate.....
5. Disability Type.....
6. Name of the Scribe.....
7. Date of Birth of the Scribe.....
8. Father's Name of the Scribe.....
9. Address of the Scribe.....
- (a) Permanent Address.....
- (b) Present Address.....
10. Educational Qualification of the Scribe.....
11. Relationship, if any, of the Scribe to the Candidate.....

Paste here recent colour Passport Size Photograph of the SCRIBE of size 3.5 cm x 4.5 cm (The colour photograph should not be more than 3 months old.

**12. DECLARATION:**

- i) We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/ been read out the instructions of the ICMR-NIV/MKCL regarding conduct of the candidates assisted by Scribe/Scribes at this examination and hereby undertake to abide by them.
- ii) We do hereby undertake that the qualification of scribe is mentioned correctly and the qualification of the scribe is one step below qualification of candidate. In case, subsequently it is found qualification of scribe is not as declared by the candidate, I (the candidate) shall forfeit my right to the post and claims relating thereto.
- iii) We declare that the Scribe himself/herself is not a candidate in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected.
- iv) We declare that the scribe has not acted/will not act as Scribe to any other candidate of this examination.

(Signature of the Candidate)	(Signature of the Scribe)
<b>Left thumb impression of the Candidate in the box given above</b>	<b>Left thumb impression of the Scribe in the box given above</b>

**Signature of the Observer/Office Supdt. of the Examination Centre**

**Annexure – XI**  
**Appendix-I**

Certificate for person with specified disability covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

This is to certify that, we have examined Mr/Ms/Mrs \_\_\_\_\_ (name of the candidate), S/o D/o. \_\_\_\_\_, a resident of \_\_\_\_\_ (Vill./PO/PS/District/State), aged \_\_\_\_\_ years, a person with \_\_\_\_\_ (nature of disability/condition), and to state that he/she has limitation which hamper his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is / are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examination conducted by recruitment agencies as well as academic institutions and is valid upto \_\_\_\_\_ (it is valid for maximum period of six months or less as may be certified by the medical authority).

Signature of medical authority

(Signature & name)	(Signature & name)	(Signature & name)	(Signature & name)	(Signature & name)
Orthopaedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/ Psychiatrist/ Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer..... Chairperson				

Name of Government Hospital/ Health Care Centre with Seal

Place:

Date:

**Annexure – XI**  
**Appendix-II**

Letter of Undertaking by the person with specified disability covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

I \_\_\_\_\_, candidate with \_\_\_\_\_  
(nature of disability / condition) appearing for the \_\_\_\_\_ (name of the examination)  
bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the  
District \_\_\_\_\_, \_\_\_\_\_ (name of the State). My educational  
qualification is \_\_\_\_\_.

2. I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the  
service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it  
is found that his qualification is not as declared by the undersigned and is beyond my qualification. I  
shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

(counter signature by the parent / guardian, if the candidate is minor)

Place:

Date: