

INDIAN COUNCIL OF MEDICAL RESEARCH
(Finance and Accounts Wing)

Adv. No. ICMRHQ/F&A/2018/01

Dated: 31st July 2018

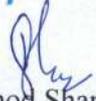
NOTICE FOR WALK-IN-INTERVIEW

The Indian Council of Medical Research (ICMR) is an autonomous organization under the Department of Health Research, Ministry of Health & Family Welfare, New Delhi. Candidates are invited for a **Walk-in-Interview** for the post of **Assistant (Accounts)** in the Finance and Accounts Wing of ICMR Headquarters Office fulfilling the following criteria:

Essential Qualifications	1. Minimum 3 years Bachelor's degree in Commerce discipline from a recognized university 2. Working Knowledge of Computer and MS-Suite
Desirable Qualification	Preference will be given to those having experience in dealing with Finance and Accounts
Age limit	Between 18 to 30 years
Emoluments	Consolidated Rs. 30,441/- per month (Fixed). No other allowances will be payable.
No. of Posts	Two

Terms and Conditions:

1. This engagement is purely contractual for a period of six months and terminable at any time.
2. The selected candidates will have no claim for regular appointment.
3. No TA/DA in any form will be paid for attending interview.
4. Mere fulfilling the essential qualification/experience does not guarantee for selection.
5. Date, time and venue for the Walk-in-Interview: Interview is on **17th August 2018 at 10.00 AM in ICMR-National Institute of Medical Statistics, Conference Hall, 3rd Floor, Ansari Nagar, New Delhi - 110029.**
6. The candidate may appear for interview along with two copies of Bio-Data in the prescribed format, attested copies of educational & professional qualifications, experience certificates and 2 passport size latest photographs. The candidates are also required to bring original certificates and testimonials for verification at the time of interview.
7. Selected candidates will have to join the duty immediately on receipt of offer letter.
8. Written test can also be conducted to short list the candidates for interview.


(Vinod Sharma)
Senior Accounts Officer

APPLICATION FORM FOR THE POST OF ASSISTANT (ACCOUNTS)

1. Name of the applicant (Mr./Ms.):
2. Father's/Husband's Name:
3. Date of Birth:
4. Age as on Date of Interview:
5. Gender (Male/Female):
6. Present Address (with Pin Code):
7. Permanent address (with Pin Code):
8. Mobile No.:
9. Email ID:
10. Academic & Professional Qualifications (starting from Higher Secondary):

**Paste self
attested recent
colored
passport size
photograph**

S. No.	Name of the Exam	Board/University/College	Year of Passing	Percentage of Marks
1.				
2.				
3.				

11. Details of experience - Starting with the current/most recent one

S. No.	Organization Name	Designation	From	To	Last Salary Drawn	Reason for leaving
1.						
2.						
3.						

12. Total experience in years:
13. Knowledge of Computer:
14. Any other information:

DECLARATION

It is certified that the information provided as above is true & complete in all respects and to the best of my knowledge & belief. If anything found wrong/incorrect, my candidature stands cancelled.

(Signature of the Applicant)

Name:
Place:
Date: