



**ICMR-VECTOR CONTROL RESEARCH CENTRE  
MEDICAL COMPLEX, INDIRA NAGAR  
PUDUCHERRY – 605 006**

Phone No. 0413-2272396, 2272397

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**ADVERTISEMENT No. 08/PROJECT/2024**

**Date: 23.01.2024**

**WALK-IN-WRITTEN TEST AND OR INTERVIEW**

The following post is to be filled up purely on Contractual and temporary basis from willing eligible candidates to work under project entitled “An IDDO-ICMR joint project for capacity building of young researchers.” at ICMR-VCRC, Puducherry.

**Post-1: -**

<b>Name of Post</b>	Consultant: (Administration)
<b>No. of Post</b>	One Post
<b>Essential Qualification</b>	Graduate from a recognized university with 5 years’ experience in the field <b>OR</b> Retired Government employees with Bachelor degree in any discipline and in the Grade Pay of Rs. 4600/- and above with relevant experience in administrative field
<b>Desirable Qualification</b>	Knowledge in handling administrative and financial documents, data management, managing budgets, organizing meetings, ensuring compliance with policies and regulations, and efficiently organizing administrative tasks related to the project.
<b>Nature of Duties</b>	<b>Administrative Support:</b> <ul style="list-style-type: none"> <li>• Responsible for preparing budgets, examining official documents for compliance, overseeing the disbursement of funds and honorariums, managing file systems, and coordinating meetings as required in the project.</li> <li>• Assist in the organization of project related conferences, meetings, and events, including contributing to publications, abstracts, posters, and presentations; both digital and print format.</li> <li>• Additional duties as delegated and appropriate for the grade.</li> </ul>
<b>Age limit</b>	Upto 65 years
<b>Consolidated salary</b>	INR 50,000/- per month (Consolidated)
<b>Contract period</b>	Upto September 2024
<b>Place of posting</b>	ICMR-Vector Control Research Centre, Puducherry
<b>Selection procedure</b>	Personal Interview
<b>Venue</b>	ICMR-Vector Control Research Centre, Medical Complex, Indira Nagar, Puducherry – 605 006.
<b>Date of Walk-in-Written Test and/or Interview Reporting Time</b>	02.02.2024 (Friday) 09.00 A.M. to 10.00 A.M. (Candidates will not be entertained after 10.00 A.M.)

### **Other Information:-**

1. Candidates who wish to appear for the above Walk-in-Written test/Interview may download the application form from the websites of ICMR-Vector Control Research Centre <http://vcrc.icmr.org.in> and ICMR <http://main.icmr.nic.in> Candidates are requested to fill the application form and bring all the original certificates of educational qualification (Certificate/Statement of marks), experience certificates, etc., along with one set of xerox of the same duly self attested and a recent passport size photograph for attending the Walk-in-written test/interview.
2. Age, Qualification, Experience etc., will be reckoned as on the date of Walk-in-Written Test /Interview.
3. Mere fulfilling the essential qualification does not guarantee for the selection.
4. Person already in regular time scale service under any Government Department/Organizations are not eligible to apply.
5. No TA/DA etc., will be paid to the candidate for appearing in Writtent test/interview.
6. The selected candidate will have no claim for regular appointment in any ICMR Institutes/Centres for continuation of his/her services in any other project.
7. Any canvassing by or on behalf of the candidate or bringing political or other outside influence with regard to selection shall be a disqualification and such candidates will not be considered.
8. The Director, ICMR-VCRC, Puducherry has the right to accept/reject any application without assigning any reason(s) and no correspondence in this matter will be entertained.
9. The applicants are advised to visit our website regularly for any updates and changes in the recruitment.

### **General Instructions:-**

1. Candidates are required to be present at the venue in time and Walk-in Written Test/Interview will commence after verification of all the original certificates.
2. The offer of engagement will be subject to verification of original certificates as per the advertisement.
3. No calculators, log tables, communication devices like mobile phone, Tablet/iPad etc., are allowed inside the Examination/Interview Hall.
4. Request for re-evaluation of answer sheets will not be entertained.
5. Candidates who resort to malpractice of any kind will immediately be sent out of the Examination Hall.
6. The candidates attending the above Written test /Interview must follow COVID appropriate behaviours.

**Director**