



NATIONAL INSTITUTE FOR RESEARCH IN REPRODUCTIVE HEALTH (ICMR)

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Advertisement No. :- NIRRH/03/A/05/2017

National Institute for Research in Reproductive Health (NIRRH), Mumbai is an institute of Indian Council of Medical Research (ICMR), an autonomous body established by the Government of India with the sole purpose of exploring ways and means to carry out research leading to improve the reproductive health in the country. Online applications are invited to fill up the post of **Senior Administrative Officer** at NIRRH, Mumbai in the Scale of pay of PB-3 Rs.15600-39100+GP Rs.6600/- plus allowances as applicable from the eligible officers from ICMR and its Institutions/Centers on transfer basis or from the Central/State Govt./Autonomous Body/PSU, Organized Account Department of GOI by transfer on deputation/Foreign Service terms basis.

Applications are invited from suitable, eligible and willing candidates having age not exceeding 56 years as on the last day of receipt of application i.e. **29th May 2017**.

2. The qualification and eligibility criteria for applying to the post of **Sr. Administrative Officer**, as per ICMR letter No.16/155/2015-Admn.II, dated the 31st January, 2017 is given below:-

- i) Minimum 3 years Bachelor's degree in any discipline from a recognized University/Institution.
- ii) The Officers holding the post of **Administrative Officer** at ICMR Headquarters/Institutes/Centers of the Council with at least 5 years of service on regular basis in the PB-3 Rs.15600-39100+GP Rs.5400/- shall be eligible for consideration.
- iii) Deputation/ISTC
Officers from Central/State Govt./Autonomous Body/PSU
 - a) Holding analogous post or AO/SO in PB- 3 GP Rs.5400 or equivalent with 5 years of service in the grade; and
 - b) 5 years working experience in administration or finance

The pay of the officer selected for the post on deputation will be regulated in accordance with the Department of Personnel and Training OM.No.6/8/2009-Estt. (Pay-II) dated 17/6/2010 as amended from time to time.

3. Eligible and willing candidates may submit online application. Hard copy of the application duly signed may be submitted by **29th May 2017** along with duly certified photocopy and up-to-date ACRs/APARs of the last five years with vigilance clearance of the officers who fulfill the eligibility conditions and who can be spared in the event of their selection.

4. Application received directly or without signatures of the applicant and without endorsement by the employer or after the last date or without ACRs/APARs/Vigilance clearance or otherwise found incomplete are liable not to be considered. While forwarding the applications, it may be verified and certified that the particulars furnished by the officer are correct and that no disciplinary case is pending or contemplated against the officer and he/she has not been awarded any major/minor penalty during the last 10 years. Integrity of the officer should also be certified.

5. The vacancy circular is also available on ICMR & NIRRH website: www.icmr.nic.in and www.nirrh.res.in respectively.

Director

[Click to apply Online](#)