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नागपुर रोड, गढ़ा पोस्ट ऑफिस, जबलपुर-482003 (मध्य प्रदेश)
ICMR - National Institute of Research in Tribal Health
Department of Health Research, Ministry of Health
and Family Welfare, Government of India
Nagpur Road, Garha P.O., Jabalpur (M.P.) – 482003
Website : https://www.nirth.res.in
Email : director@nirth.res.in

VACANCY NOTIFICATION

Advertisement No. NIRTH/Admn/01/2024 Dated 12.03.2024

The ICMR- National Institute of Research in Tribal Health, Indian Council of Medical Research, an autonomous organization under Department of Health and Research, Ministry of Health & Family Welfare, Government of India invites online applications from citizen of India through "MKCL RecruitLive Portal": https://nirth.recruitlive.in/. Only those applications which are successfully filled through this portal and found to be in order shall be accepted. Candidates should go through the Recruitment notice carefully before applying for the post and ensure that they fulfil all the eligibility conditions like Age-Limit/Essential Qualifications (EQs)/Category etc. as indicated in this notice. Candidature of the applicants not meeting the eligibility conditions will be cancelled at any stage of the recruitment process without any notice. Candidature of the applicants shall be purely PROVISIONAL at all stages of the recruitment process. Details are as follow:

Important timelines for the examination/test process will be as under: -

Item(s) / Activities	Timeline
Opening date for online registration for filling up of online application MKCL RecruitLive Portal/ICMR-NIRTH/ICMR websites https://nirth.recruitlive.in/, www.nirth.res.in and www.icmr.nic.in.	22.03.2024 at 11.00 A.M.
Closing date for online registration & submission ofonline applications	30.04.2024 up to 05.30 PM
Tentative Schedule for CBT Examination	Will be communicated later
Tentative Schedule for Skill Test	Will be communicated later

i) All the above dates are tentative and in case of any situation beyond control, these dates may be changed at any time. Information about such changes, if any, will be given on the websites of ICMR-NIRTH and ICMR. Candidates are advised to remain in touch with these websites for information regarding this recruitment process and changes in the schedule, if any.

ii) Information about vacancies, qualifications and other eligibility criteria, pay level, application process and methodology & other terms and conditions of the recruitment is given in the succeeding sections.

Details of vacancies/Pay Level & Reservations: -

S. No.	Details of Post to be filled	
1	Post Code	LDC
2	Name of the post	Lower Division Clerk
3	Pay level	Pay Level - 2 (Rs. 19,900 - 63,200)
4	Number of Posts	2 (Two) 01 (one) reserved for EWS 01 (one) Unreserved
5	Essential Qualification	(i) 12th class pass or equivalent qualification from a recognized board or university (ii) Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000KDPH on an average of 05 key depression for each word.
6	Upper Age Limit	27 years

HOW TO APPLY:-

1. The Candidates wish to apply for the above-mentioned posts should apply online through the link **https://nirth.recruitlive.in/** and candidates have to pay a non-refundable application fee of Rs. 300/- through online mode only.
2. The SC/ST, Persons with Disabilities (PwD), Women candidates and Ex-Servicemen are exempted from payment of the application fee. The application fee is payable by all other candidates including ICMR and its Institutes' employees. The fee once deposited will not be refunded under any circumstances whatsoever nor can the fee be held in reserve for any other examination or selection.
3. The candidates can deposit the above application fee through online payment gateway available at the APPLICATION PORTAL using Debit/ Credit Card/ Net Banking.

I. OTHER TERMS AND CONDITIONS :-

(A) ECONOMICALLY WEAKER SECTION :-

All the terms and conditions in respect of reservation for Economically Weaker Sections (EWSs) in Civil posts and services in the Government of India shall be regulated in terms of DoPT OM No.36039/1/2019 – Estt (Res.) dated 19.01.2019 and OM of even no dated 31.01.2019 as amended from time to time. Candidates belonging to the EWS category in terms of the above-mentioned OMs are required to produce the Income and Asset Certificate issued by Competent Authority, in the prescribed attached format **(Annexure-I)** at the time of document verification. The last date of receipt of applications i.e. **30.04.2024** shall be treated as the crucial date for submitting the Income and Asset Certificate by the candidate. Non-submission of such certificate shall be treated as disqualification. The Income and Assets Certificate should be valid for the year **2023-24.**

(B) AGE RELAXATION: -

1. The crucial date for determining the age limit shall be the last date of receipt of application i.e. **30.04.2024** for this post.

2. No age relaxation will be given to SC/ST/OBC (Non-Creamy Layer) candidates applying for the unreserved posts as per Govt. of India order No.36011/1/98/Estt (Res.) dated 01.07.1998 as amended from time to time.
3. The age relaxation to PWD/Ex-Servicemen etc. shall be considered as per the DoPT OM No. DoPT-1667569393892, dated 06.09.2022 as amended from time to time.
4. Central Govt. servants and departmental candidates who have rendered at least three years continuous service under the Central Government are allowed the age relaxation up to the age of 40 years (45 years for SC/ST) for appointment to Group 'C' posts by direct recruitment subject to the usual condition that the Group 'C' posts to which direct recruitment is being made are in the same line or allied cadres and that a relationship could be established that service rendered in the post will be useful for efficient discharge of the duties of the post.
5. The Employees of Central Government/Autonomous Bodies and Departmental Candidates seeking age relaxation should submit a Certificate in the prescribed format given in the (**Annexure-II)** at the time of document verification.
6. The Central Government Servants/Departmental Candidates should submit No objection Certificate in the prescribed format given in the (**Annexure-III)** at the time of document verification.

(C) TA/DA: - No TA/DA will be paid to attend the Written Test/Skill Test and the candidates will have to make their own arrangement.

(D) PROBATION: -

1. The period of Probation will be TWO years for this post from date of joining.
2. Other terms and conditions regarding Probation will be as per the rules of ICMR/GOI issued from time to time.

(E) OTHER: -

1. Date, time and venue of the written test will be communicated to the shortlisted candidates through admit cards and no enquiry/request in this regard will be entertained. Candidates are advised to visit NIRTH website from time-to-time the updated status of the recruitment process.
2. Any change in the address for communication should be intimated to NIRTH by the candidate immediately.
3. All the posts carry all India transfer liability.
4. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to the selection/recruitment shall be treated as disqualification.
5. The candidates working in the Central/Sate Govt. Departments/ Public Sector Undertakings etc. should submit "No Objection Certificate" and "Vigilance Clearance Certificate" at the time of document verification failing which the candidature will be summarily rejected.
6. The candidates working in the Central Government/Autonomous Bodies and Departmental candidates only shall be considered for the age relaxation.
7. Ex-Serviceman applying against the UR post are required to submit an undertaking as per (**Annexure-IV**) declaring that they have not secured regular employment after availing the benefit of ex-servicemen quota under the Central / State Government in Civil Posts.
8. **The EWS certificate should also be valid for the FY-2024-25.**

9. The applicants applying in response to this advertisement, in their own interest, are advised that they should satisfy themselves regarding their eligibility for the post applied for. They must ensure that they fulfil all the eligibility criteria viz. age limit, essential qualifications etc. as on the last date of receipt of applications i.e. **30.04.2024.** In case, at any stage of recruitment or even after appointment, if it has come to the notice that any of candidates does not fulfil the required qualifications in respect of the above mentioned eligibility criteria or has furnished any wrong or false or misleading information in the application form or has suppressed any material fact(s) or is not eligible otherwise, his/her candidature will automatically stand cancelled without assigning any reason or notice there of irrespective of his/her marks obtained in the written test and no enquiry/request/correspondence will be entertained in this regard.

(F) SELECTION PROCEDURE:

1. Selection for the post of Lower Division Clerk will be through a CBT (Computer Based Test) of 100 marks of 90 minutes duration MCQ based questions carrying one mark for each question. There will be a negative marking of 0.25 for each wrong answer. For details, please see the syllabus **(Annexure V).**
2. The qualifying marks for Computer Based Test (CBT) will be 50% out of 100. However, only 20 candidates as per the merit list of the Computer Based Test (CBT) shall be called for the Skill test. In case, none of the top 20 candidates qualify in the Skill test, the next 20 candidates in order of merit, shall be called for the skill test.
3. The candidates qualifying the Skill test shall again be arranged in order of the merit on the basis of the marks obtained by them in written test.
4. No marks shall be awarded for the Skill test and, therefore, the skill test shall not be taken into consideration for preparation of the Merit List.
5. The candidates not qualifying the skill test shall be removed from the Merit List.
6. Candidates securing highest marks in the written examination will be selected in the order of their merit in the written examination as per DoPT guidelines and subject to fulfilling all the eligibility criteria.

(G) The Director, NIRTH reserves the right to :-

1. Decide criteria for screening the applications so as to limit the number of Candidates to be called for written test. Merely fulfilling the essential qualification by the candidate does not confer any right to be called for the written test.
2. Increase/decrease/delete the number of vacancies in any category and at any stage of selection process.
3. Fill up or not to fill up any/all of the advertised positions without assigning any reasons thereof.
4. Rectify any inadvertent error or omission in the advertisement, at any stage of the recruitment process by notifying it on the ICMR/NIRTH website.
5. Applicants, in their own interest are advised to regularly visit with the websites of ICMR and NIRTH for any information related with the recruitment since beginning till the recruitment process is completed and ICMR/NIRTH will not be responsible if any candidate skips any important recruitment information due to not visiting the websites.
6. In case of any discrepancy found in Hindi version of advertisement, the contents as given in the English version of Advertisement will prevail.

7. In case of any query, please email to **nirthrecruitmentcell@gmail.com.**

Director
ICMR-NIRTH, Jabalpur

II. How to apply (Procedure of Application): -

Eligible and interested candidates would be required to apply online through "MKCL RecruitLive website": https://nirth.recruitlive.in/ No other means/ mode of application will be accepted. Candidate registration will be provisional as their eligibility will be verified only in case they are shortlisted on the basis of CBT and skill test and are called for Document verification. Mere issue of Admit card shall not imply acceptance of candidature.

Before registering on the portal, the candidates should possess the following:

a) Valid e-mail ID and Mobile No., which should remain valid for at least one year.
b) It will be Truly Online registration process hence it is advisable to have stable internet connection.
c) The computer used for registration should have Camera and Mic.
d) During the registration process, a candidate photograph & video will be taken. Hence it is advised to have well-dressed/combed hair before moving ahead with the registration process.
e) Candidates are advised to have Aadhaar Card ready during registration process to avoid the incorrect data entry activity. During the registration process, the candidate is not required to upload any kind of document. Candidates must be cautious while filling up registration details.
f) Candidates are advised to use Chrome Browser for filling the application form. Unblock the pop-ups before starting the registration process.

The candidates need to upload the self – attested copies of the following documents along with their duly completed application form: -

i) Latest clearly visible passport size photograph
ii) Scanned copy of clearly visible signature of the candidate
iii) Proof of date of Birth
iv) Proof of Educational Qualifications from Class-X onwards,
v) Proof of work Experience, if any
vi) Proof of experience for age relaxation for the candidates working in the government sector in the prescribed format. Certificate to be uploaded by Serving/Retired/Released Armed Forces Personnel for availing the Age Concession for Posts Filled by Direct recruitment,
vii) Income and Asset Certificate for EWS candidates, in the prescribed format, also to be uploaded
viii) Proof of category i.e. SC/ST/OBC/PwBD/ExSM applying against UR post.
ix) No objection certificate (wherever applicable),
x) Disability certificate for claiming age relaxation,
xi) Proof of any other enclosure.

The registration process involves following Steps:

Step 1: Filling up of Registration Form for URN Generation

- Go to "MKCL RecruitLive website": https://nirth.recruitlive.in/
- Read the General Instructions carefully.
- Click on the Radio Button showing your agreement about you have successfully read the General Instructions.

- Fill up all the required fields till Unique Registration Number is generated.
- Ensure the information provided is correct and then submit.

Step 2: Profile Building

- Login with Unique Registration Number as Username
- Start Building the Profile by entering valid information in all fields

Step 3: Application for Post

- Login with Unique Registration Number as Username.
- Apply for the Post from Advertisement Management Menu under Advertisement Dashboard link for the post/s you wish to apply for.

Step 4: Payment

- Login with Unique Registration Number as Username
- Click on "Make Payment" which will take you to Payment Gateway, which has been authorized to collect the application fees/processing charges on behalf of ICMR-NIRTH. After payment, please click on Confirm button for final confirmation.
- Once the payment is made, Candidates should retain a photocopy of their e-receipt and Registration Slip as they can be asked to produce the same for reference, at any stage of selection process.
- Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application/processing fees and to fill in the payment details carefully.
- **Failed Transaction amount will be automatically refunded to same A/c from which payment was originally made, within 15 working days.**
- Candidates will have to make payment separately for each post.

Step 5: Admit Card Generation and Downloading

- Login with Unique Registration Number as Username
- Kindly click on Download Admit Card from Exam Management Menu
- Responsibility of receiving, downloading and printing of admit card/any other information shall be of the candidate.

Important Instructions:

- During the CBT, the Candidate shall solve one question at a time.
- Exam in English and/or Hindi.
- Candidates who have submitted the applications are provisionally eligible to appear in the CBT and Skill test. His/her candidature shall be verified only after verification of original documents during the process of recruitment i.e. before CBT or after CBT / Skill test (if applicable).
- All information relating to this recruitment right from the status of application up to the nomination of the selected candidates to the initial place of posting including call letters for the Tests, to the provisionally eligible candidates will be available on the websites of ICMR-NIRTH and ICMR. ICMR-NIRTH will not be responsible for information available from other sources.
- Any Addendum/Corrigendum/updates, information regarding shortlisting of candidates based on CBT, list of qualified candidates called for skill test, declaration of results etc will be displayed on the ICMR-NIRTH and ICMR website. Candidates will not be

informed individually in this regard. Therefore, candidates are advised to regularly visit these websites for any updates.

- All the applicants are advised to read these Guidelines carefully before starting online registration and ensure that no column is left blank and all the columns in the REGISTRATION FORM and APPLICATION FORM are filled in correctly as once registered/submitted, candidates will not be able to change the entries and their candidature will be decided accordingly. In the event of rejection of the application form due to INCORRECT entries filled by the candidate, no correspondence/request for reconsideration will be entertained.
- ICMR-NIRTH will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or for delay/non-receipt of information if a candidate fails to access his/her mail/website in time.
- All correspondence with candidates regarding the CBT and Skill test will be done only on the registered e-mail ID provided by candidate.
- Other information regarding examination schedule/admit card etc. of CBT and Skill test shall be provided through email and/or by uploading on ICMR/ICMR-NIRTH/MKCL RecruitLive websites. The intimation other than the above i.e. result of written examination, list of qualified candidates to be called for skill test, document verification, final selection result etc. will be given through notice on website only. Such information will not be given through e-mail.
- Candidates are not required to send any document to ICMR-NIRTH.
- Candidates will be allowed to appear in the Online Computer based Test only if they possess the valid Photo Admit Card which will be available for downloading from the MKCL RecruitLive website and prescribed original photo identity card.
- Only qualified candidates shall be called for Skill Test which would be qualifying in nature.
- The expenses for appearing to the all the above tests should be borne by the candidates, ICMR-NIRTH will not be entitled to reimburse any of such expenses.

Director
ICMR-NIRTH, Jabalpur