

ICMR-National AIDS Research Institute
Indian Council of Medical Research, Department of Health Research (DHR)
Ministry of Health and Family Welfare
Plot No.73, G - Block, MIDC, Bhosari, Pune - 411 026
Phone No. 27331200, Fax.No.020-27121071

Advertisement No: NARI/SVG/2020-2021

Date: 12-03-2021

Online applications are invited up to **22-03-2021** for the following posts under project STI "Prevalence of select sexually transmitted infections/reproductive tract infections among subpopulations at high risk of HIV in India". This post is purely temporary and is to be filled for the project period.

Kindly email full bio-data, copies of proof of age, qualifications, experience, in case of OBC Non-creamy layer certificate from the competent authority empowered to issue such certificate should be emailed on recruitment.nari@gmail.com. Tentative date for personal discussion via skype/ video call will be confirmed to the shortlisted candidate through phone or email.

Sr. No.	Name of the post	No. of Post	Age	Essential Qualification	Desirable Qualification	Consolidated Salary	Job Responsibility
2.	Upper Division Clerk (UDC)	1	28 Years	i. 12 th Pass or equivalent from recognized board with 5 years' experience of administrative work. OR ii. Graduate in any discipline with 2 years' experience of administration work iii. A typing speed test of 35 wpm in English or 30 wpm in Hindi	i. Graduate in any discipline with 2 years of experience in Govt. Administrative section ii. Knowledge of computers (Tally/ Accounting/ Salary related software)	Rs. 17,000/-	i. Preparing Salary bills of Staff, Travel bill settlement, Purchase proposal processing, all administrative and account work. ii. Managing accounts of all projects. iii. Helping in making contracts

It is mandatory:

Age and experience is relaxable in deserving cases. Government servants should apply through proper channel or enclose 'No Objection Certificate' from the present office/employer along with their application on email. Any canvassing by or on behalf of the candidates or bringing political or other influence with regards to the selection shall be considered as a disqualification. The appointing authority has the right to accept/ reject any application without assigning any reason(s) and no correspondence in this matter will be entertained.


Principal Investigator


A.O.


Director in charge