



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

Phone No. 0413-2272396, 2272397

E-mail: director.vcrc@icmr.gov.in, Website: <http://vcrc.icmr.org.in>

ADVERTISEMENT No. 05/PROJECT/2023

Date: 26.05.2023

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: -

Name of the post	Assistant (Admin. & Finance)
Number of Post	01 (One) – (Unreserved)
Essential Qualification	Graduate in any discipline with 5 years’ experience of Administration/Finance and accounts work
Nature of Duties	1. To maintain project records, Accounts & Finance, handling all the bills / invoicing / accounting / vendor and project communication and assisting in developing monthly / quarterly report of the project 2. To assist in organizing project related meetings / workshops and arranging transport facilities 3. Maintenance of inventory of field / lab materials/Equipment and issue & receipt of field / lab materials 4. Assisting in purchases stores and maintenance of the inventory And any other work as assigned by the Principal Investigator
Age limit	Not exceeding 30 years
Consolidated Salary	₹ 32,000
Contract period	Up to 30.06.2023 and likely to be extended as per requirement
Place of posting	ICMR-VCRC, Puducherry
Selection Procedure	Written test or Interview
Venue	ICMR-Vector Control Research Centre, Medical Complex, Indira Nagar, Puducherry – 605 006.
Date of Walk-in-Written Test and/or Interview Reporting Time	02.06.2023 (Friday) Before 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