



**icmr** | **NITVAR**  
 INDIAN COUNCIL OF MEDICAL RESEARCH | NATIONAL INSTITUTE OF TRANSLATIONAL VIROLOGY AND AIDS RESEARCH

आई.सी.एम.आर. - राष्ट्रीय ट्रांसलेशनल वाइरॉलॉजी एवं एड्स अनुसंधान संस्थान  
 (भारतीय आयुर्विज्ञान अनुसंधान परिषद)

स्वास्थ्य अनुसंधान विभाग  
 स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार

ICMR - NATIONAL INSTITUTE OF TRANSLATIONAL VIROLOGY AND AIDS RESEARCH  
 (Indian Council of Medical Research)

Department of Health Research,  
 Ministry of Health and Family Welfare, Govt. of India

Advertisement No.: ICMR-NITVAR/DR/ADMN./01/2024/1274

Date: 14/08/2024

The ICMR- National Institute of Translational Virology & AIDS Research (ICMR-NITVAR), an autonomous organization functioning under the aegis of the Indian Council of Medical Research, Department of Health Research, Ministry of Health & Family Welfare, Government of India invites online applications from the citizen of India at **"MKCL RecruitLivePortal"**: <https://nitvar.recruitlive.in/> Only those applications which are successfully filled through the website and found in order shall be accepted. Candidates should go through the Recruitment notice carefully before applying for the post and ensure that they fulfill 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 follows:

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

Item(s) / Activities	Timeline
Website Link opening date for online registration for filling up of online application MKCL RecruitLive Portal ( <a href="https://nitvar.recruitlive.in/">https://nitvar.recruitlive.in/</a> ) /ICMR-NITVAR (formerly ICMR-NARI)/ICMR websites	20-08-2024 at 09.00 AM
Last date/closing date for online registration & submission of online applications	19-09-2024 up to 05.00 PM
Availability of Admit Card/Call Letter	The date will be intimated later on the website
Schedule for Computer Based Test (CBT)	The date will be intimated later on the website
Schedule for Skill Test	The date will be intimated later on the website

- 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-NITVAR (formerly ICMR-NARI) ([www.nari-icmr.res.in](http://www.nari-icmr.res.in)) and ICMR ([www.icmr.nic.in](http://www.icmr.nic.in)). Candidates are advised to remain in touch with these websites for information regarding this recruitment process and changes in the schedule, if any.
- 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 of these guidelines.



2. Details of vacancies/ Pay Level & Reservations:

Post Code	Name of the post	Pay Level as per VII CPC Pay Matrix plus allowances as admissible under the Govt. rules	No. of tentative vacancies	Reservation
UDC-01	Upper Division Clerk	Level-4 in Pay Matrix Rs.25500-81100	03	UR – 03 posts
LDC-02	Lower Division Clerk	Level-2 in Pay Matrix Rs.19900-63200	05	OBC – 02 posts UR – 02 posts EWS – 01 post

**Abbreviations:** - UR=Unreserved, OBC=Other Backward Caste and EWS=Economically Weaker Section

**Note:**

- The posts are meant for ICMR-NITVAR, Pune, however the candidates selected for the above vacancies can be posted anywhere by the Competent Authority of ICMR, New Delhi as it carries All India service liability.
- No request for specific posting/transfer on or after selection would be entertained.
- The above vacancies are provisional and subject to variation. The competent authority reserves the right to vary the vacancies at any stage. The competent authority also reserves the right to withdraw the advertisement at any stage without assigning any reason.

3. Eligibility Criteria: Essential, Desirable Qualification and Age Limit for the Post as on 13.08.2024:

Name of the Post	Upper Division Clerk (Group-C-Ministerial)
Post Code	UDC-01
Pay Matrix	Level-4 in Pay Matrix of Rs.25500-81100
Essential Qualification	<p>i. Degree of a recognized University or equivalent</p> <p>ii. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer.</p> <p>(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).</p>
Desirable Qualifications	<p>i. Post-Graduate Degree / Diploma in Computer Application</p> <p>ii. Two years' experience in the field of Accounts / Purchase / Establishment</p>
Age Limit	18 to 27 Years (Relaxation of Age Limit as per Government of India norms)
Job Description	To assist Administration/Establishment, Purchase & Stores and Finance/Accounts departments in routine office work. Noting, drafting, letter correspondence, statements, maintenance of file/registers. Should be able to carry out job in any section of Administration/Accounts etc.



<b>Name of the Post</b>	<b>Lower Division Clerk (Group-C-Ministerial)</b>
<b>Post Code</b>	<b>LDC-02</b>
<b>Pay Matrix</b>	<b>Level-2 in Pay Matrix of Rs.19900-63200</b>
<b>Essential Qualification</b>	<p>i. <b>12<sup>th</sup> class pass or equivalent qualification from a recognized Board or University.</b></p> <p>ii. <b>Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer.</b></p> <p><b>(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).</b></p>
<b>Desirable Qualifications</b>	<p>i. <b>Graduate Degree / Diploma in Computer Application</b></p> <p>ii. <b>One year experience in the field of Accounts / Purchase / Establishment</b></p>
<b>Age Limit</b>	<b>18 to 27 Years (Relaxation of Age Limit as per Government of India norms)</b>
<b>Job Description</b>	<b>To assist Administration/Establishment, Purchase &amp; Stores and Finance/Accounts departments in routine office work. Noting, drafting, letter correspondence, statements, maintenance of file/registers. Should be able to carry out job in any section of Administration/Accounts etc.</b>

**Selection Procedure:**

- Eligible candidates will be required to appear for an Online Computer Based Test (CBT), information for which will be provided in the Admit card.
- Passing marks for CBT will be considered as 50% out of 100 marks test. (No relaxation in passing marks will be applicable for SC/ST/OBC/PH candidates applying for UR posts).
- Only such candidates who pass the 100 marks CBT, shall be called for skill/Typing test. The Skill test for LDC/UDC recruitment shall be of qualifying nature only.
- Computer Based Test (CBT) will be conducted for **100** marks. For preparation of merit list and shortlisting 95 percent weightage will be given to the marks scored by the candidate in the CBT (Computer Based Test).
- 'Post Qualification Experience' (Maximum 5 marks) - In-addition, up to 5 marks will be accorded to candidates who possess 'Post Qualification Experience' in any Government recognized approved registered Institution or Organization. These marks will be added to the candidate's score in the Computer Based Tests (CBT) as mentioned below:

<b>Relevant Experience</b>	<b>Weightage (marks)</b>
>1 and up to 2 years	1
>2 and <4 years	2
>4 and <6 years	3
>6 and <8 years	4
>= 8 years	5

- Candidates will be shortlisted based on marks secured in the CBT plus score received for weightage marks for Post essential experience as per DoPT guidelines (Total 100 marks).
- Shortlisted candidates who clear the qualifying skill test and fulfil all the eligibility criteria will only be considered for the final merit listing.
- After the Computer Based Test, Skill Test and Document verification wherever applicable, the ICMR-NITVAR will draw up the final Merit List for each category of the post.



- The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the CBT/Skill test, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the ICMR-NITVAR.

**Note:**

Selection of the above posts would be on the merit achieved by the candidates in the CBT and by qualifying the skill test. The passing marks for CBT shall be 50% (ref. page 3 of advertisement). Based on the number who have passed CBT, and considering the number of positions, a limited number of candidates shall be called for the skill test as per CBT merit. The skill test would be of a qualifying nature only. As the Government of India has dispensed with the holding of interviews for Group 'B' and 'C' (non-gazette) posts, there will be no interviews for these posts.

**4. Age Limit:**

- Only Indian nationals who have attained the age of 18 years and above are eligible to apply.
- The upper age limit is determined on the closing date for submission of online applications.
- Persons with Disabilities: Low vision, hearing impairment, and locomotor disability of minimum 40 % as defined by DoPT, Government of India - 10 years for UR and 13 years for OBC.
- For Ex-servicemen, actual military service shall be allowed to be deducted from actual age and the resultant age should not exceed 30 years.
- For certain other categories as per the instructions issued by the Government of India, Department of Personnel and Training from time to time in this regard.
- The age relaxation for reserved category candidates is admissible only in the case of vacancies being reserved for such categories. Such applicants, who apply against unreserved vacancies, will not get age relaxation and the maximum age limit applicable for unreserved category candidates shall be applicable for such category candidates. No age relaxation would be available to SC/ST/OBC candidates applying for unreserved vacancies.
- The upper age limit prescribed for direct recruitment shall be relaxed by 3 (three) years in respect of candidates belonging to Other Backward Classes (non-Creamy Layer).
- OBC applicants not covered under the Creamy Layer, as per the Standing Instructions of the Government of India as amended from time to time, seeking age-relaxation, reservation, etc. shall invariably submit the requisite Central Govt. certificate as per format. Further, he/she should not fall in creamy layer on the crucial date i.e. the last date of the advertisement.
- The upper age limit in the case of widows, divorced women and women judicially separated from their husbands who are not remarried shall be relaxed up to the age of 35 years, subject to production of a certified copy of the judgment/decreed of the appropriate court to prove the fact of divorce or the judicial separation, as the case may be.
- Date of Birth as recorded in the Matriculation/Secondary Examination Certificate only will be accepted for determining the age and no subsequent request for change will be considered or granted.
- 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.



- **Conditions for seeking age relaxations to Government Civilian Employees Applicants: -**

Departmental candidates and central government employees should have rendered not less than 03 (three) years continuous service on regular basis (and not on ad-hoc /project contract basis) in the same line or allied cadre as on the closing date of receipt of applications of the Notice and should remain in Government Service holding civil post in any of the above offices till the candidate receives Offer of Appointment from ICMR-NITVAR against the current advertisement. For claiming the benefit of age relaxation, they shall invariably submit/upload with the application, the requisite Certificate as per the prescribed format from the Competent Authority and also submit a Declaration as and when called for by ICMR-NITVAR, otherwise, their claims for age relaxation shall not be considered. Further, they would require the furnishing of “**NO OBJECTION CERTIFICATE**” (Annexure I) & “**VIGILANCE CLEARANCE CERTIFICATE**” from their EMPLOYER at the time of VERIFICATION OF DOCUMENTS, failing which their candidature is liable to be cancelled at that very stage or any stage of the recruitment process.

**NOTE:** Candidates should note that in case a communication is received from their employer by ICMR-NITVAR withholding permission to the candidate applying for or appearing in the Test at any stage of the recruitment process, their applications shall be rejected and candidature shall be cancelled.

6. **Application Fee:**

- Persons with Benchmark Disabilities (PwBD)/ SC/ ST/ Ex-Servicemen/ Women: - **Exempted from payment of fee.**
- For all others: Rs. 300/-

**Note:**

Applications without the prescribed fee shall not be considered and will be summarily rejected. No representation against such rejection will be entertained. The fee once paid shall not be refunded under any circumstances nor adjusted against any other examination or selection.

7. **Mode of Payment:**

The candidates can deposit the above application fee through the online payment gateway available at the APPLICATION PORTAL/as per MKCL's portal - UPI mode using a QR code.

8. **Important Note:**

- All information relating to this recruitment drive of all status of application, hall tickets of examination, skill test of qualified, result of the provisionally eligible candidates will be available on the websites of MKCL RecruitLive, ICMR-NITVAR and ICMR website. ICMR-NITVAR 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 MKCL RecruitLive, ICMR-NITVAR and ICMR websites. 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.
- **Candidates may note that all required documents for eligibility as well as post qualification experience must be uploaded on the MKCL RecruitLive application website. Documents not uploaded on the website will not be considered at a later date.**

**How to apply (Procedure of Application):**

- Eligible and interested candidates would be required to apply online through "MKCL RecruitLive website": <https://nitvar.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 a Truly Online registration process hence it is advisable to have a stable internet connection.
  - c) The computer used for registration should have a Camera and Microphone.
  - 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 an Aadhaar Card ready during the registration process to avoid 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 out the application form. Unblock the pop-ups before starting the registration process.
  - g) Please keep scanned pdf copies of all certificates for Educational Qualification & age and age relaxation and experience ready to be uploaded. Upload all relevant certificates.

**The registration process involves the following Steps:**

***Step 1: Filling up of Registration Form for URN Generation***

- Go to "MKCL RecruitLive website": <https://nitvar.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 a 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 a Unique Registration Number as Username.
- Apply for the Post from the Advertisement Management Menu under the 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-NITVAR. After payment, please click on the 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 the 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 the 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:**

- ICMR-NITVAR 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 the 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-NITVAR/MKCL Recruit Live 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-NITVAR.
- 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 Recruit Live 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-NITVAR will not reimburse any of such expenses.
- No TA/DA will be given to any candidates for appearing the examination.

9. **Online Computer based Test:**

The online Computer based test will be in **English/Hindi language** for **Section I** and for **Section II to IV would be bilingual i.e. in English & Hindi language both**. The questions will be of a level commensurate with the essential qualification viz. Graduation for Post code No. UDC-01 and Higher Secondary Examination for Post code No. LDC-02. Syllabus of the examination is as follows:

Sr. No.	Name of the Post	Syllabus	Questions	Marks	Remarks
1.	Upper Division Clerk Group-C (Ministerial) UDC-01	<b>Section I:</b> English/Hindi Language	25	25	Duration of test will be 90 Minutes.  One mark shall be awarded for each correct answer and negative mark of 0.25 for each wrong answer
		<b>Section II:</b> General Knowledge/Awareness (including Current affairs)	25	25	
		<b>Section III:</b> Quantitative Aptitude	25	25	
		<b>Section IV:</b> Reasoning and Computer aptitude	25	25	
		<b>Total</b>	<b>100</b>	<b>100</b>	
2.	Lower Division Clerk Group-C (Ministerial) LDC-02	<b>Section I:</b> English/Hindi Language	25	25	
		<b>Section II:</b> General Knowledge/Awareness (including Current affairs)	25	25	
		<b>Section III:</b> Quantitative Aptitude	25	25	
		<b>Section IV:</b> Reasoning and Computer aptitude	25	25	
		<b>Total</b>	<b>100</b>	<b>100</b>	

**Note:**

- The exam will be held in Pune, Maharashtra State Only.
- Candidate must bring printout of the Admit Card to the Examination Hall.
- Original valid Photo-ID proof like Aadhaar card/PAN card/Driving Licensee etc. having the Date of Birth as printed on the Admit Card, failing which the candidate will not be allowed entry.
- Any other document mentioned in the Admit Card may also be carried by the candidates while appearing in the Test.



10. The Skill Test will be as follows:

**For UDC and LDC:**

Type of Skill Test	Remarks
Typing (English or Hindi)	The Skill Test will be of a qualifying nature.

**Note:**

1. The Typing test would be in English and Hindi language both. Candidate would have an option to choose a language of their preference for appearing to the said test while applying for the post.

**NOTE:- SKILL TEST IS USED FOR 'QUALIFYING NATURE' ONLY.**

11. Verification of Documents:

The shortlisted candidates based on their merit in the CBT and qualifying for the Skill test would be called for verification of the documents, and the list of the eligible candidates would be displayed on the websites. The information furnished by the candidates in their applications will be verified by ICMR-NITVAR regarding the original documents during the Document Verification or even thereafter. In such verification of documents, if it is found that any information furnished by the candidate in the application is wrong or misleading, his / her candidature will be rejected forthwith, at any stage during the recruitment process or thereafter the selection. The candidates should ensure that they have furnished the correct information in the application form. Applications that have blurred / no photographs, blurred / no signature/fee not received / incomplete application/ etc. will be rejected. The candidates would be required to furnish the following documents at the time of verification:

- (i) Print out of the online application form.
- (ii) Matriculation/Secondary Examination Certificate or an equivalent Certificate for Age proof;
- (iii) Final Mark sheet/ Degree/Trade certificate in English/Hindi typing, Experience certificate as proof of meeting educational qualifications
- (iv) The departmental candidate, who requires age relaxation, should submit/upload a certificate from his/her Employer in the prescribed format (Annexure II).
- (v) Candidates who are already in Central/State Govt. Departments/ Public Sector Undertakings should submit/upload '**NO OBJECTION CERTIFICATE**' & '**VIGILANCE CLEARANCE CERTIFICATE**' from their respective Office/Department.
- (vi) Candidate should also submit/upload one set of self-attested photocopies of all the relevant documents produced for Document Verification.
- (vii) In the case of candidates belonging to the OBC category, the certificate should specifically contain the clause that the candidate does not belong to the "creamy layer section". OBC certificate for the purpose of age relaxation will mean "PERSONS OF OBC CATEGORY NOT BELONGING TO CREAMY LAYER" as defined in DOPT's guidelines. The closing date for receipt of the application will be treated as the date of reckoning for the OBC status of the candidate and also for assuming that the candidate does not fall in the Creamy Layer on the reckoning date.
- (viii) In case of candidates belonging to the EWS category, the certificate to be effect by the appropriate authority of the State Government specifically contains the "INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS"



## 12. General Instructions:

- It will be a Truly Online registration process hence it is advisable to have a stable internet connection.
- It is advisable to have a Camera and Microphone equipped Laptop /Desktop.
- Candidates are advised to have an Aadhaar Card ready during the registration process to avoid 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.
- Candidates are advised to have a mobile device with them during the registration process as OTP will be shared on his/her mobile number.
- Candidate is advised to have their own personal email ID with them during the registration process as OTP will be shared on his/her email ID.
- 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.
- Candidates possessing the required essential qualification from recognized Universities or Institutes will only be eligible to apply.
- The term departmental candidate means those candidates who are currently working as permanent employees with the Central Government including ICMR.
- The exam will be held in Pune, Maharashtra State only. The name of the exam center & date/time shall be informed later through email.
- Only the post-qualification experience shall be taken into consideration.
- While applying, the candidates should enter their full name as it appears on the matriculation/secondary school certificate.
- The outstation candidates will have to make their own arrangements to stay as per the schedule of the online written examination/Skill Test. No TA/DA or accommodation facilities would be given to any candidates for appearing in the online written examination/Skill Test.
- If the candidate wishes to apply for more than one post, the candidate should apply for the visible post in his/her login.
- The court of jurisdiction for any dispute will be in Pune.
- Candidates are advised to regularly visit ICMR/ICMR-NITVAR Websites for updated information on the selection process. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available on websites. No further press advertisement will be notified.
- Canvassing in any form or bringing political or other outside influence with regard to selection/recruitment shall be considered as a disqualification for employment in the ICMR-NITVAR.
- No enquiries/correspondence shall be entertained.
- All candidates, who apply in response to this advertisement by the CLOSING DATE by paying application fees, will be assigned PRN which will be helpful for login purposes, profile building activity, post-application and during the examination. A candidate must write his/her PRN along with his/her name, Post Code, date of birth and name of the examination while addressing any communication to MKCL or ICMR-NITVAR. Communication from the candidate not furnishing these particulars shall not be entertained. All communications must be within prescribed time limit.
- The decision of the Competent Authority of ICMR-NITVAR in all matters relating to eligibility,



acceptance or rejection of the applications, the penalty for false information, mode of selection, the conduct of examination(s), allotment of examination centers, deciding cutoff of the candidates to be called for skill test, selection, etc. will be final and binding on the candidates no enquiry/correspondence will be entertained in this regard.

- The recruitment process can be cancelled/terminated/suspended without assigning any reasons. The Decision of the Director, ICMR-NITVAR in all matters will be final and no appeal will be entertained.
- The candidature of the candidate will be cancelled for the following reasons:
  - Incorrect information or misrepresentation or suppression of material facts.
  - For carrying prohibited items to the Examination premises / Hall.
  - Non-production of original certificates at the time of Document Verification.
  - Candidates who are found in an inebriated condition in the Examination Hall.
  - Any other irregularity such as unruly behavior or creating a nuisance to disturb the other candidates or disrupt the examination.
- Mere fulfilling the essential qualification or/and success in the examination confers no right of appointment unless it is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.
- Merely appearing for the CBT/skill test does not make a candidate eligible for the post for which the candidate has applied.
- Success in the tests confers no right of appointment unless ICMR-NITVAR is satisfied that the candidate is suitable in all respects for appointment to the service/post.
- ICMR-NITVAR will not undertake detailed scrutiny of applications for eligibility and other aspects at the time of the Computer Based Test/skill test and, therefore, the candidature will be accepted only provisionally.
- When scrutiny of documents is undertaken at any stage of the recruitment process if any claim made in the application is not found substantiated, the candidature will be cancelled automatically and the ICMR-NITVAR's decision shall be final.
- Candidates scoring less than the cut-off marks as decided by ICMR-NITVAR will not be considered for the next stage of recruitment.

All posts are with all India transfer liability under the Council. The selected candidates may be posted at any of the Institutes/Centres under the control of ICMR. The selected candidates will be given an offer of appointment with directions to report at ICMR-NITVAR, Pune. No TA/DA shall be provided for joining the post.

### **13. PROVISION OF COMPENSATORY TIME AND ASSISTANCE OF SCRIBE:**

- In case of persons with benchmark disabilities in the category of low vision and locomotor disability (both arm affected-BA), the facility of scribe will be provided, subject to such requests being made to the ICMR-NITVAR while filling up the online application form. Since some categories of posts are not identified suitable for the persons with both arms affected (BA) disability, therefore facility of scribes will not be admissible to such candidates.
- In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be provided on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/ her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per Proforma at Annexure-IX.
- The candidates will have the discretion of opting for his/ her own scribe or the facility of scribe provided by the NITVAR. Appropriate choice in this regard will have to be given by the candidate in the online application form.
- In case a candidate opts for his/ her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the Test. The candidates with benchmark



disabilities opting for their own scribe shall be required to submit details of their own scribe as per Proforma at Annexure-X (A & B). In addition, the scribe has to produce a valid ID proof in original at the time of the Test. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will also be submitted. In case, subsequently, it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/ her right to the post and claims relating thereto.

- Own scribe should not be a candidate for this Test. If a candidate is detected as assisting another PwBD candidate as a scribe in this Test, then the candidatures of both candidates will be cancelled.
- A compensatory time of 30 minutes of Test will be provided to the persons who are allowed the use of scribe as per above paras.
- The candidates referred to Paras above, who are allowed the use of a scribe but do not avail of the facility of scribes will also be given compensatory time of 30 minutes of Test.
- The PwBD candidates who have availed the facility of Scribes/ Passage Reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time, during the conduct of CBT, and/or as and when called for by the NITVAR and also at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the Test.
- No attendant other than the scribe for eligible candidates will be allowed inside the examination Hall. No change in the scribe will be permitted after submission of the details of the scribe to ICMR-NITVAR, Pune.
- One-eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without a magnifying glass and who wish to write/ indicate the answer with the help of a Magnifying Glass will be allowed to use the same in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.
- Success in the Test confers no right of appointment unless ICMR-NITVAR is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.

**Call Center Number 7066951951. Call between 10.00 AM to 06.00 PM on Monday to Saturday except Holidays.**

**Director**

ICMR- National Institute of Translational Virology & AIDS Research Pune  
*formerly ICMR-National AIDS Research Institute (ICMR-NARI)*



NO OBJECTION CERTIFICATE

(To be produced on the Letter Head of the Department and to be filled by the Head of the Department in which the candidate is working)

1. It is certified that Mr./Mrs./Miss/Dr. \_\_\_\_\_ (designation) \_\_\_\_\_ is working in the permanent capacity with effect from \_\_\_\_\_. The particulars furnished by him/her in the application form are correct and he/she possesses educational qualification and experience mentioned in the Vacancy Circular No. \_\_\_\_\_  
Dated \_\_\_\_\_. **This** Organization has no objection in his/her applying to the post of \_\_\_\_\_ **as mentioned in the above stated circular.**
2. It is certified that his/her Pay Level is \_\_\_\_\_. He/She is drawing a Basic Pay of Rs. \_\_\_\_\_. He/her next increment is due on \_\_\_\_\_.
3. It is certified that in the event of selection of Mr./Mrs./Miss/Dr. \_\_\_\_\_ to the post of \_\_\_\_\_ at ICMR-NITVAR, Pune, he/she shall be relieved within a period of 01 month of issue of Appointment letter to Mr./Mrs./Miss/Dr. \_\_\_\_\_ by ICMR-NITVAR.

Place:

Date:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal of the office \_\_\_\_\_



(Format of certificate to be submitted by Central Government Employees seeking age relaxation)

(To be produced on the Letter Head of the Department and to be filled by the Head of the Department in which the candidate is working)

It is certified that Shri/Smt/Kum. \_\_\_\_\_ is a Central Government employee holding the post of \_\_\_\_\_ in the Pay Scale/Pay Level of Rs. \_\_\_\_\_ with 03 years regular/continuous service in the grade as \_\_\_\_\_ w.e.f. \_\_\_\_\_.

2. There is no objection to his/her appearing for the post of \_\_\_\_\_ and document verification for the said recruitment.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Tel No \_\_\_\_\_

Office Seal \_\_\_\_\_



**FORM OF DECLARATION/UNDERTAKING TO BE SUBMITTED BY OBC CANDIDATE (IN ADDITION TO THE  
COMMUNITY CERTIFICATE)**

I, \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_ resident  
of \_\_\_\_\_ village/town/city

\_\_\_\_\_ District \_\_\_\_\_  
\_\_\_\_\_ State \_\_\_\_\_ hereby declare that I belong to the

\_\_\_\_\_ community which is recognized as a backward class by the  
Government of India for the purpose of reservation in Service admission in Central Govt. institutions as per  
orders contained in the Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt.(SCT)  
dated 08th September, 1993. I also declare that I do not belong to the persons/sections (Creamy Layer)  
mentioned in Column 3 of the Schedule to the above referred Office Memorandum dated 08th September, 1993,  
which is modified vide Department of Personnel and Training Office Memorandum No. 36033/1/2013-Estt.  
(Res.) dated 14th September, 2017

Signature of Candidates: \_\_\_\_\_

Full Name: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Place:

Date:



**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF  
INDIA**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of  
\_\_\_\_\_ of \_\_\_\_\_ village/town  
\_\_\_\_\_ in \_\_\_\_\_ District/Division  
\_\_\_\_\_ in the State/Union Territory \_\_\_\_\_  
belongs to the \_\_\_\_\_ community which is recognised  
as a backward class under the Government of India, Ministry of Social Justice and  
Empowerment's Resolution No. \_\_\_\_\_ dated  
\_\_\_\_\_. \* Shri/Smt./Kumari \_\_\_\_\_ and /or his/her  
family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the  
\_\_\_\_\_ State/Union Territory. This is also to certify that  
he/she does not belong to the persons/sections (Creamy Layer) mentioned in  
Column 3 of the Schedule to the Government of India, Department of Personnel &  
Training O.M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993, OM No. 36033/3/2004-  
Estt. (Res) dated 9<sup>th</sup> March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14<sup>th</sup>  
October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27<sup>th</sup> May, 2013\*\*.

Signature \_\_\_\_\_  
Designation \_\_\_\_\_ \$

Dated:

Seal

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\*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* - As amended from time to time.

\$ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.



PRESCRIBED PROFORMAE

Performa-I

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Shrimati/Kumari\*.....  
son/daughter\* of ..... of village/town\*  
..... in District/Division\* ..... of the  
State/Union Territory\* ..... belongs to the..... caste/tribe\* which is  
recognised as a Scheduled Caste/Scheduled Tribe\* under:—

- @ The Constitution (Scheduled Castes) Order, 1950
- @ The Constitution (Scheduled Tribes) Order, 1950
- @ The Constitution (Scheduled Castes) Union Territories Order, 1951
- @ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.



This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati\*..... Father/Mother of Shri/Shrimati/Kumari ..... of village/town\* ..... in District/Division\*..... of the State/Union Territory\*..... who belongs to the caste/tribe\* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* of ..... issued by the ..... dated .....

% 3. Shri/Shrimati/Kumari\*..... and/or\* his/her\* family ordinarily resides in village/town\*..... of..... District/Division\* of the State/Union Territory\* of.....

Signature.....  
\*\*Designation.....

(With Seal of Office)  
State/Union Territory\*

Place: .....  
Date: .....

\*Please delete the words which are not applicable.  
@Please quote specific Presidential Order.  
% Delete the paragraph which is not applicable.

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

\*\*List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.  
†(not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)



Form-VII

Certificate of Disability

(In cases other than those mentioned in Forms V and VI)  
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE  
CERTIFICATE)  
[See rule 18(1)]

Recent Passport  
size Attested  
photograph  
(Showing face  
only) of the  
person with  
disability

Certificate No. ....

Date: .....

This is to certify that I have carefully examined Shri/Smt./Kum  
..... son/wife/daughter of Shri .....  
Date of Birth..... (DD)/(MM)/(YY) Age ..... years,  
male/female..... Registration No. .... permanent  
resident of House No..... Ward/Village/Street .....  
Post Office ..... District..... State .....  
whose photograph is affixed above, and am satisfied that he/she  
is a case of ..... disability. His/her extent of  
percentage physical impairment/disability has been evaluated as  
per guidelines (to be specified) and is shown against the relevant  
disability in the table below:-



S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/ non-progressive/ likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary

Or



(ii) is recommended/ after ..... years ..... months, and therefore this certificate shall be valid till ..... (DD)/(MM)/(YY)

@ - eg. Left/Right/both arms/legs

# - eg. Single eye/both eyes

€ - eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)  
(Name and Seal)

Countersigned

(Countersignature and seal of the  
Chief Medical Officer/Medical Superintendent/  
Head of Government Hospital, in case the  
certificate is issued by a medical  
authority who is not a government  
servant (with seal))

Signature/Thumb  
impression of the person  
in whose favour certificate  
of disability is issued.

**Note:** In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

**Note:** The principal rules were published in the Gazette of India by Ministry of Social Justice and Empowerment vide notification number 489, dated 15.06.2017.



Government of.....

(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY  
ECONOMICALLY WEAKER SECTIONS**

Certificate No.....

Date:.....

VALID FOR THE YEAR .....

This is to certify that Shri/Smt./Kumari .....  
son/daughter/wife of ..... permanent resident of,  
..... Village/Street, ..... Post Office,  
.....District..... in the State/Union  
Territory..... Pin Code.....whose photograph  
is attested below belongs to Economically Weaker Sections, since  
the gross annual income\* of his/her family\*\* is below Rs. 8 lakh  
(Rupees Eight Lakh only) for the financial year ..... His/her  
family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari ..... belongs to the .....  
caste which is not recognized as a Scheduled Caste, Scheduled  
Tribe and Other Backward Classes (Central List).

Signature with seal of Office.....

Name.....

Designation.....

<p>Recent passport size attested photograph of the applicant</p>
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**\*Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

**\*\*Note 2:** The term '**Family**' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

**\*\*\*Note 3:** The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

\*\*\*\*\*



FORM OF CERTIFICATE TO BE SUBMITTED BY EX-SERVICEMEN FOR SEEKING AGE-RELAXATION/APPOINTMENT AGAINST VACANCIES RESERVED FOR EX-SERVICEMAN

A. Form of Certificate applicable for Released/Retired Personnel

It is certified that No.....

Rank.....

Name..... whose date of birth is..... has rendered service from..... to in Army/Navy/Air Force.

2. He has been released from military services:

a) On completion of assignment otherwise than

(i) By way of dismissal, or

(ii) By way of discharge on account of misconduct or inefficiency, or

(iii) On his own request, but without earning his pension, or

(iv) He has not been transferred to the reserve pending such release

b) On account of physical disability attributable to Military Service.

c) On invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Signature, Name and Designation  
of the Competent Authority\*\*  
SEAL

Place : .....

Date: .....

Delete the paragraph which is not applicable.



**Certificate regarding physical limitation in an examination to write**

This is to certify that I have carefully examined Shri/Smt./Kum .....(name of the candidate with disability) a person with.....(nature and percentage of disability as mentioned in the certificate of disability), son/wife/daughter Of Shri ..... a Resident of ..... Village/District/State and to ensure that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a  
Government Health Care Institution

Name and Designation

Name of Govt Hospital/Health Care Centre with Seal

Place:

Date:

**Note:** Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual Impairment-Ophthalmologist, Locomotor disability-Orthopaedic specialist/PMR)



**Letter of Undertaking for Using Own Scribe**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (Name of the State). My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/reader for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

**(Signature of the candidate with Disability)**

**Place:**

**Date:**



**LETTER OF UNDERTAKING FOR USING SCRIBE**

**NOTE:** Candidates who are Visually Impaired (VI)/candidates whose writing speed is affected by Cerebral Palsy / muscular dystrophy / candidates with locomotor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) are eligible for Scribe. PARTICULARS OF SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE

1. Name of the Candidate.....
2. Roll No. ....
3. Name of Examination Centre.....
4. Qualification of Candidate.....
5. Disability Type.....
6. Name of the Scribe.....
7. Date of Birth of the Scribe.....
8. Father’s Name of the Scribe.....
9. Address of the Scribe.....
- (a) Permanent Address.....
- (b) Present Address.....
10. Educational Qualification of the Scribe.....
11. Relationship, if any, of the Scribe to the Candidate.....

Paste here recent colour Passport Size Photograph of the SCRIBE of size 3.5 cm x 4.5 cm (The colour photograph should not be more than 3 months old).

**12. DECLARATION:**

- i) We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/ been read out the instructions of the MKCL regarding conduct of the candidates assisted by Scribe/Scribes at this examination and hereby undertake to abide by them.
- ii) We do hereby undertake that the qualification of scribe is mentioned correctly and the qualification of the scribe is one step below qualification of candidate. In case, subsequently it is found qualification of scribe is not as declared by the candidate, I (the candidate) shall forfeit my right to the post and claims relating thereto.
- iii) We declare that the Scribe himself/herself is not a candidate in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected.
- iv) We declare that the scribe has not acted/will not act as Scribe to any other candidate of this examination.

(Signature of the Candidate)	(Signature of the Scribe)
<b>Left thumb impression of the Candidate in the box given above</b>	<b>Left thumb impression of the Scribe in the box given above</b>

Signature of the Observer/Office Supdt. of the Examination Centre