

**ICMR-NATIONAL AIDS RESEARCH INSTITUTE**  
**Indian Council of Medical Research, Department of Health Research (DHR)**  
**Ministry of Health and Family Welfare**  
**PlotNo.73, G – Block, Bhosari, Pune – 411026**  
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**Ref: NARI/Estt/Consortium/2022-23**

**Date: 19-07-2022**

Online applications on ICMR-NARI website are invited up to **08-08-2022** for the following post under project **Consortium of National Reference Laboratories for kit Quality Consortium Project**. This position is purely temporary for the project duration only. In case of OBC, Non-creamy layer certificate from the competent authority empowered to issue such certificate. Date for personal discussion via Skype/Video call will be confirmed to the shortlisted candidates through phone or email.

Name of the post	No. of post	Age	Duration	Essential Qualification	Desirable Qualification	Job Requirement	Consolidated Salary per Month
Upper Division Clerk (UDC)	1 Post	28 Years	6 Months	<ul style="list-style-type: none"> <li>• 12<sup>th</sup> Pass or equivalent from a recognized board, with 5 years experience of administrative work. OR</li> <li>• Graduate in any discipline with 2 Years experience of administration work.</li> <li>• A typing speed of 35 wpm in English or 30 wpm in Hindi</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate in any discipline with a experience in Govt. Administrative section.</li> <li>• Knowledge of computers (Tally/Accounting/Salary related software)</li> </ul>	<ul style="list-style-type: none"> <li>• Preparing salary bills of staff, Travel bill settlements, purchase proposal processing, all administrative and account work.</li> <li>• Managing accounts of all projects.</li> <li>• Helping in making contracts</li> </ul>	Rs. 17,000/-

**It is mandatory: It is mandatory: Age concession to the extent of service rendered in other research projects will be admissible for experienced and skilled persons.**

Government servants should apply through proper channel or enclose 'No Objection Certificate' from the present office/employer along with their application. Any canvassing by on behalf of the candidates or bringing political or other influence with regards to the selection shall be considered as a disqualification. The selected candidate should be willing to join immediately. Local candidates will be given preference. Director, ICMR-NARI reserves the right to shortlist the candidates to be interviewed. 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.

**Link for Online Application: <https://www.nari-icmr.res.in/nari/career>**

Sd/-  
Principal Investigator

Sd/-  
Administrative Officer

Sd/-  
Director