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Regional Medical Research Centre for Tribals

**(Indian Council of Medical
Research)**

**Ministry of Health
Govt. of India
Nagpur Road, P.O. Garha,
Jabalpur-482003 M.P.**

e-mail :

rmrctjabalpur@rediffmail

website : www.org

Applications are invited by the Director upto **25th July, 2011** for filling up the following posts in the Centre :

1. Accounts Officer - One Post (Un-reserved)

Pay Band-3 Rs. 15600-39100 plus grade pay Rs. 5400/-

Qualification & Experience : A University Degree in Commerce. Ten years experience of which at least five years should be in a supervisory capacity in a Government/Semi Government/ Autonomous body/organization.

Desirable : Candidates having knowledge and experience of accounting procedure as followed in Central Government offices, ISTM (In cash and accounts) Training/ SAS passed/Section Officers with five years experience will be preferred.

Age : Below 45 years. Relaxable to SC/ST/OBCs as per rules.

Job Requirements : The duties of Accounts Officer include pre-checking of bills presented by DDO, preparation of budget, compilation of accounts (including preparation of balance sheet), audit, scrutiny of financial proposal relating to purchase of stores equipments, capital etc.; tendering of financial advice to the head of the Institute.

2. Stenographer - One Post (Un-reserved)

(Pay Band-1 Rs. 5200-20200 plus grade pay Rs. 2400/-)

Qualification & Experience: Matriculation or its equivalent examination with 80 words per minute speed in English Shorthand and 40 words per minute in English Typewriting.

Desirable : Knowledge of (a) handling day to day duties of a stenographer and making correspondences independently (b) computer applications (c) Hindi typing and stenography.

Age : Not exceeding 25 years. Relaxable to SC/ST/OBC as per rules.

General Conditions :

1. The incumbent will be governed by the New restructured defined contributory Pension system as per the provision contained in the Ministry of Finance, Department of Economic Affairs (ECB & PR Division) Notification No.5/7/2003-

ECB & PR dated 22.12.2003 effective from 1.1.2004.

2. The post is temporary but likely to continue.

3. The incumbent will be governed by rules and regulations of ICMR/GOI.

4. Candidates willing to apply should send their applications on plain

paper giving full particulars along with a passport size photograph and copies of all relevant certificates to the Director, Regional Medical Research Centre for Tribals (ICMR), Nagpur Road, Garha P.O., Jabalpur (M.P.)-482003.
Incomplete and late received

applications will not be accepted.
5. Employees working under the control of Central/State/Semi Government & Government controlled undertakings should apply through proper channel.

Director

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