

**NATIONAL INSTITUTE FOR RESEARCH IN ENVIRONMENTAL HEALTH  
INDIAN COUNCIL OF MEDICAL RESEARCH  
(DEPARTMENT OF HEALTH RESEARCH)  
MINISTRY OF HEALTH & FAMILY WELFARE, GOVT. OF INDIA  
KAMLA NEHRU HOSPITAL BUILDING  
GANDHI MEDICAL COLLEGE CAMPUS, BHOPAL – 462 001  
Website : [www.nireh.org](http://www.nireh.org)**

**Advertisement No. NIREH/HR/PP/2014/03**

Applications are invited up to **2<sup>nd</sup> January, 2015** for the following posts at National Institute for Research in Environmental Health, Kamla Nehru Hospital Building, Gandhi Medical College Campus, Bhopal – 462 001.

- 1. Executive Engineer (Technical Officer – C) – Civil (01 Post)**  
**Pay Band – 3 (Rs. 15600-39100) Grade Pay Rs. 6600**

**Essential Qualification:**

B.E./B.Tech. Degree in Civil engineering subject with six years experience or equivalent degree from a recognized University.

**Desirable :** Five years experience in civil works in hospital / research laboratory.

**Age:** Not exceeding 40 years.

**Job Requirement :** To provide support in infrastructure development activities of the Institute and Estimation and execution of maintenance works.

- 2. Assistant Nursing Superintendent (01 Post)**  
**Pay Band – 3 (Rs. 15600-39100) Grade Pay Rs. 5400**

**Essential Qualification :**

Degree in Nursing / Post Basic (B.Sc.) from Institute recognized by Indian Nursing Council with minimum five years experience.

**Age:** Not exceeding 45 years.

**Job Requirement :** Supervise and provide Nursing services / Ambulatory care, indoor patient care, medicine administration, medicine store keeping and works related to indoor patient ward.

**3. Administrative Officer (Junior Grade): (1 Post)**  
**Pay Band-2 (Rs.9300-34800) Grade Pay Rs.4800**

**Essential Qualification and Experience: -**

- (1) An University Degree from recognized university
- (2) Four years experience in accounts, administration, establishment work in a government office/PSU/Autonomous Body/Statutory Body.

**OR**

Holding analogous post in GP Rs.4600 for 2 years in a Government/  
Semi Government/Autonomous body/ Organization

- (3) Knowledge of Government rules and regulations is essential. Familiarity with the use of computers in administration would be considered as an added qualification.

**Desirable: :-**

- (1) Post Graduate from recognized institution in Management / Finance / Accounts / HR or in a related area.
- (2) Good practical knowledge of Govt. of India rules and regulations on finance, establishment, service rules and welfare matters.
- (3) Proficiency in computer usage relevant for administration.

**Job Requirement:** Administrative Officer deals matters relating to establishment and stores of the Institute. He is responsible for smooth functioning of the administrative work and executes the orders and decisions of the Head of the Department and Head of Office and to assist the Disciplinary Authority in all disciplinary and vigilance matters, Guides the administration supporting staff in all administration/stores matters.

**Age:** Below 30 years

**4. Accounts Officer (Junior Grade): (1 Post)**  
**Pay Band -2 (Rs.9300-34800) Grade Pay Rs.4600**

**Essential Qualification and Experience: -**

- (1) An University Degree in Commerce from recognized university
- (2) Three years experience in cash, account and budget work in a government office /PSU/Autonomous Body/Statutory Board.

**OR**

Five years experience in GP Rs.4200 of which at least two years should be in a supervisory capacity in a government office/ PSU/ Autonomous Body/ Statutory Body.

**Desirable: -**

Candidates having knowledge and experience of accounting procedure as followed by Central Government Offices, ISTM (in Cash and Accounts) Training/SAS passed with five years experience will be preferred. Knowledge/Experience of Computer application in administration/accounts for information processing and retrieval.

**Job Requirement:** 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 proposals relating to purchase of stores, equipments, capital etc., tendering of financial advice to the Head of the Institute. Knowledge of income tax rules and preparation of statements of TDS etc.

**Age:** Below 30 years.

**5. Section Officer (1 Post)**

**Pay Band-2 (Rs.9300-34800) Grade Pay Rs.4600.**

**Essential Qualifications:**

- (1) Three years Graduate Degree from a recognized University.
- (2) Five Years regular service rendered in post in Pay Band-2(Rs.9300-34800) with GP 4200 or equivalent in a Government/Semi Government/Autonomous Body/ organization.
- (3) Possessing minimum two years regular experience in dealing matters related to administration or establishment or accounts.

**Job Requirement:** The duties of Section Officer include working as in-charge of the Section, dealing with all establishment & administrative matters, finance/accounts and audit of accounts with the assistance of his subordinates. His duties include maintenance of discipline in the Section and distribution of work among the staff.

**Age:** Not exceeding 30 years

**6. Assistant (6 Posts – One Post Reserved for OBC)**

**Pay Band-2 (Rs.9300-34800)Grade Pay Rs.4200.**

**Essential Qualifications:**

Three years Graduate degree from a recognized University.

**Desirable:**

- (1) Five years experience of working in the pay Band-1 (Rs.5200-20200) with GP 2800 or equivalent in Government/Semi Government/Autonomous Body/Organization.
- (2) Knowledge of Government rules/regulations related to Establishment and Finance/Accounts matters.

**Job Requirement:** The duties of Assistant include pre-checking of receipt of bills presented to DDO, preparation of budget, compilation of accounts (including preparation of balance sheet), audit scrutiny of financial proposals relating to purchase of stores, equipment, capital and personnel & administrative matters.

**Age Limit :** Not exceeding 28 years.

**7. Staff Nurse: (6 Posts: One Post Reserved for OBC)  
Pay Band-2 (Rs.9300-34800) Grade Pay Rs.4600.**

**Essential Qualifications:**

- (1) Diploma in General Nursing and Midwifery (GNM) or equivalent.
- (2) (i) Registered as Nurse, or  
(ii) Registered as ANM or equivalent with any State Nursing Council.

**Job Requirement:** Ambulatory care and indoor patient care, medicine administration, medicine store keeping and works related to indoor patient ward.

**Age limit:** Not exceeding 30 years, relaxable to 40 years in case of Departmental Candidates. Also age is relaxable for SC/ST candidates up to 45 years.

**8. Technical Assistant (Junior Engineer) ( 2 posts – one Civil and one Electrical)  
PB-2 (Rs.9300-34800) Grade Pay 4200.**

**Essential Qualifications:** Three years diploma in engineering in the relevant trade with two years working experience in the recognized Institute/Organization after obtaining diploma from a recognized Board or Institute.

**Job Requirement:** Junior Engineer shall assist Assistant Engineer & Executive Engineer in their respective fields as per CPWD/Council's guidelines/norms.

**Age Limit:** Not exceeding 30 years.

**9. Technical Assistant: (4 Posts-Reserved for SC-1 Post, OBC – 3 Posts)  
Pay Band-2 (Rs.9300-34800) Grade Pay Rs.4200**

**Essential qualifications:**

Three years Bachelor Degree from a recognized University with DMLT/Certificate of one year duration or one year experience in the lower scale.

**Job Requirement:** Supporting activities and providing guidance to Technicians in calibration of equipments; preparation of solutions and reagents; setting of the experiments; taking readings, keeping records; up keep of log book of each laboratory equipment; follow the laboratory protocols in each & every activity in the laboratory; take day-to-day assignments for laboratory/field work and provide assistance to the Scientists as required in their laboratory/field work of scientific projects.

**Age Limit:** Not exceeding 30 years.

**10. Technician B: (1 Post)**

**Pay Band-1 (Rs.5200-20200) Grade Pay Rs.2400**

**Essential qualifications:**

10+2 in Science subject with eight year experience in the relevant field in medical institutions

OR

BMLT with five year experience

OR

DMLT or equivalent from Govt. recognized Institute with seven years experience.

**Job Requirement:** To take day to day assignments for laboratory/field work and provide assistance to the Scientists in their laboratory/field work of scientific projects.

**Age limit:** Not exceeding 28 years.

**11. Technician A: (4 Posts-Reserved for OBC-1 Post): Pay Band-1 (Rs.5200-20200) Grade Pay Rs.1900**

**Essential qualifications:**

10+2 in Science subject with one year experience in the relevant field in medical institutions

**Desirable:** BMLT /DMLT/Diploma or equivalent from Govt. recognized Institute.

**Job Requirement:** To take day to day assignments for laboratory/field work and provide assistance to the Scientists in their laboratory/field work of scientific projects.

**Age limit:** Not exceeding 28 years.

**General Clauses:**

1. **Method of Selection:** Selection will be through a competitive test and interview.
2. **Age limit** to be reckoned on closing date for receipt of application.
3. **Age relaxation:**
  - a) For all posts relaxable up to 5 years for Government servants and SC/ST/OBC candidates in accordance with the instructions issued by the Department of Personnel and Training from time to time in this regard.
  - b) Departmental candidates possessing the requisite qualifications will be eligible to compete and there will be no age restriction in their case.
4. **One time age relaxation** is also allowed to candidates have worked/working in long term projects of ICMR Institutes/Centers provided they meet essential qualifications and experience for the post.

**How to apply:**

Application Form can be downloaded which is attached herewith. Applicants should indicate the post applied for legibly on the first page of prescribed "APPLICATION FORM" and affix one passport size photograph. Application Form (hard copy only) should be accompanied by copies of necessary documents (duly attested by Gazetted Officer) and should be sent in a sealed cover super scribing "***the post applied for***" on the envelope to **Director, National Institute for**

**Research in Environmental Health (NIREH), Kamla Nehru Hospital Building, Gandhi Medical College Campus, Bhopal – 462 001** through Regd. A.D. Speed Post, latest by **2<sup>nd</sup> January, 2015** along with non refundable Demand Draft of Rs. 100/- (Rupees One Hundred Only) payable to NIREH, Bhopal. SC /ST, Physically Handicapped candidates (PH) and Women are exempted from the application fee. Demand Draft are payable by all other candidates including ICMR employees. Unsigned / Incomplete application or application without supportive evidence asked for / without postal order, application received late are liable to summarily rejected. Application sent by other mode i.e., Fax / E-mail will not be accepted.

5. Applications from employees working in Central/State Govt. Departments/Public Sector Undertakings and Govt. funded research agencies must be forwarded through proper channel. Advance copies of application will be considered subject to the conditions that a “No Objection Certificate” from the employer is produced at the time of personal discussion.
6. Applications received late/incomplete will not be entertained. Council will not be responsible for late receipt of application due to postal delay.
7. SC/ST candidates should submit attested copies of certificates for claiming age relaxation.
8. OBC certificate for the purpose of age relaxation will mean “PERSONS OF OBC CATEGORY NOT BELONGING TO CREAMY LAYER” as defined in DOPT’s O.M.No.36012/22/93-Estt (SCT) dated 8.9.1993 & modified vide O.M.No.36033/3/2004-Estt(Res) dated 9.3.2004 and 14.10.2008 and subsequently revised vide O.M.No.36035/1/2013-Estt.(Res.) dated 27.5.2013.

The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also for assuming that the candidate does not fall in the Creamy Layer on the reckoning date. The candidate should furnish the relevant OBC certificate in the format prescribed for Govt. Job and furnish declaration. OBC candidate must, therefore, furnish valid and updated OBC certificate which should specifically include the clause regarding “Exclusion from Creamy Layer” in order to get age relaxation.

**Declaration**  
**(Only for OBC Category Candidates)**

“I, \_\_\_\_\_ son/daughter of  
Shri. \_\_\_\_\_ resident of  
village/town/city \_\_\_\_\_ district \_\_\_\_\_ State \_\_\_\_\_  
\_\_\_\_\_ hereby declare that I belong to the \_\_\_\_\_  
Community which is recognized as backward class by the Government of  
India for the purpose of reservation in service as per orders contained in  
Department of Personnel and Training Office memorandum.  
No.36012/22/93-Estt.(SCT) dated 8.9.1993. It is also declared that I do  
not belong to persons/sections (Creamy Layer) mentioned in column 3 of  
the Schedule to the above referred Officer Memorandum dated 8.9.1993  
and further revised vide O.M. No.36035/1/2013-Estt.(Res.) dated  
27.05.2013.

9. Any canvassing by or on behalf of candidates or to bring political or other outside influence with regard to selection/recruitment shall be considered as disqualification.
10. No TA / DA will be admissible to attend competitive test / interview.
11. Date of Competitive test / interview will be communicated to the eligible candidates through call letters and no enquiry in this regard will be entertained.

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