**APPLICATIONS are invited through online up to 9th February, 2015 to fill up the following vacancies at National Institute of Virology and its Units at different parts of the country on All India service liability:**

<table>
<thead>
<tr>
<th>SN</th>
<th>Post</th>
<th>Group</th>
<th>No. of Vacancies &amp; Reservation</th>
<th>Pay band &amp; Grade pay</th>
<th>Qualification</th>
<th>Job requirement</th>
<th>Age Maximum years excluding any relaxations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Multi Tasking Staff (Technical-Lab)</td>
<td>C</td>
<td>10&lt;br&gt;&lt;br&gt;UR - 05&lt;br&gt;ST - 02&lt;br&gt;OBC - 03&lt;br&gt;Out of 10 above, one vacancy is earmarked for Persons with Disabilities.</td>
<td>PB-1&lt;br&gt;5200-20200&lt;br&gt;GP 1800</td>
<td>Matriculation / SSC</td>
<td>1. One year DMLT&lt;br&gt;2. Driving License for 3 or 4 wheelers (LMV).&lt;br&gt;3. Knowledge of computer operations.</td>
<td>Capable to do multi tasking works at the laboratories and field.</td>
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<tr>
<td>2</td>
<td>Multi Tasking Staff (Maintenance)</td>
<td>C</td>
<td>03&lt;br&gt;&lt;br&gt;UR - 03&lt;br&gt;Out of 03 above, one vacancy is earmarked for Persons with Disabilities.</td>
<td>PB-1&lt;br&gt;5200-20200&lt;br&gt;GP 1800</td>
<td>Matriculation / SSC</td>
<td>1. ITI/NCTVT in Electrical / Wireman Trade.&lt;br&gt;2. Driving License for 3 or 4 wheelers (LMV).&lt;br&gt;3. Knowledge of computer operations.</td>
<td>Capable to do multi tasking works at the maintenance division for round the clock uninterrupted services.</td>
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<td>3</td>
<td>Technical Assistant (Engineering Support)</td>
<td>B</td>
<td>02&lt;br&gt;&lt;br&gt;UR - 01&lt;br&gt;OBC – 01&lt;br&gt;Backlog</td>
<td>PB-2&lt;br&gt;9300-34800&lt;br&gt;GP 4200</td>
<td>1. Three years diploma in Electrical Engineering&lt;br&gt;2. Two years experience</td>
<td>1. B.E. in relevant field&lt;br&gt;2. Experience in maintenance of Ultra low refrigeration system and HVAC system.&lt;br&gt;3. Certificate in CAD/CAM&lt;br&gt;4. PLC/BMS controls of HVAC System</td>
<td>Upkeep of HT/LT, electrical installations &amp; HVAC installation.</td>
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<tr>
<td>4</td>
<td>Technician - C (Engineering Support)</td>
<td>C</td>
<td>02&lt;br&gt;&lt;br&gt;UR - 01&lt;br&gt;OBC - 01&lt;br&gt;Backlog</td>
<td>PB-1&lt;br&gt;5200-20200&lt;br&gt;GP 2800</td>
<td>1. 10 + 2 with Science subjects.&lt;br&gt;2. Two years Diploma in Electrical Engineering/Wireman Trade.&lt;br&gt;3. Five Years Experience.</td>
<td>1. Three years Diploma in Electrical Engineering.&lt;br&gt;2. Certificate in CAD / CAM.&lt;br&gt;3. Operation and Maintenance of Electrical Panels, motors, Electronic controlled Laboratory Equipments, PLC.&lt;br&gt;4. Experience in HVAC Field.</td>
<td>Upkeep of Laboratory equipments and electrical infrastructure including HVAC Control Panels.</td>
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| 5  | Technician B (Engineering Support) | C     | 02 UR - 01 OBC - 01 Backlog | PB-1 5200-20200 GP 2400 | 1. Matriculation / SSC  
2. ITI or National Trading Certificate in Electrician or Refrigeration / Air Conditioning Trade issued by NCVT.  
3. Successful completion of All India Trade Test in electrician trade.  
4. Eight years experience. | 1. Three years Diploma in Electrical Engineering or AC/Refrigeration.  
2. Knowledge of computer operation preferably CAD or equivalent.  
3. Capable to maintain electrical panels / motors and industrial Electronics Control, PLC, HVAC. | To carry routine maintenance of Laboratory Equipments and electrical & HVAC installations. | 28 |
| 6  | Assistant | B     | 01 SC - 01 | PB-2 9300-34800 GP 4600 | Three years Bachelor's degree. | 1. Bachelor’s Degree preferably in Commerce.  
2. Master's degree in Commerce / Management.  
3. Undergone Cash and Accounts Training or equivalent on govt. accounting policies.  
4. Diploma in office automation / MSCIT.  
5. Undergone TALLY or other such similar accounting package training.  
6. Five years experience as a clerk.  
7. Well conversant with Central Govt. rules. | Capable to handle a desk/cell independently in any of the sections of Administration. | 28 |
| 7  | Lower Division Clerk | C     | 10 UR - 06 SC - 01 OBC - 03 | PB-1 5200-20200 GP 1900 | 1. Higher secondary (10 + 2)  
2. A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (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). | 1. Three years Bachelor's degree preferably in Commerce / Management.  
2. Diploma in office automation / MSCIT.  
3. Undergone TALLY or other such similar accounting package training.  
4. Three years experience as a clerk. | Capable to handle a desk in any of the sections of Administration. | 27 |
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| 8  | Library & Information Assistant        | B     | 02                              | UB - 02                         | Out of 02 above, one vacancy is earmarked for Persons with Disabilities. | Pay band 2 9300-34800 GP 4200          | 1. Bachelors degree in Library Science / Library & Information Science.  
2. Two years professional experience in a Library of scientific/higher education Institute. | Capable to work in a research and academic library. |

(Please read the following instructions carefully)

1. **ABBREVIATION:** UR - Un-Reserved, SC – Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Classes (non creamy layer), PwDs – Persons with Disabilities

2. Only Online Applications will be accepted.

3. Age relaxation (in accordance with the orders issued by the Central Government from time to time)
   
   a) SC/ST - 5 years
   b) OBC - 3 years
   c) Govt. Servants with three years regular service
      i) Group C vacancies - upto 40 years (45 years for SC/ST)
      ii) Group B vacancies - 5 years
   d) Persons with Disabilities - Low vision, hearing impairment and locomotor disability as defined by DoPT, Govt. of India
      i) For Group C vacancies - 10 years for UR, 15 years for SC/ST and 13 years for OBC.
      ii) For Group B vacancies - 5 years for UR, 10 years for SC/ST and 8 years for OBC.
   e) One time age relaxation for ICMR / NIV project staff (for SI.No.1 to 5 only) shall be decided by DG, ICMR as per ICMR Recruitment Rules.

   Crucial date for calculating the age will be the closing date for online application (9th February, 2015). Such age relaxation shall be extended only for the reserved vacancies (SC/ST/OBC) and no age relaxation against the Unreserved vacancies as per Govt. of India order No.36011/1/98/Estt(Res.) dated 01.07.1998.

4. Those working in Central/State Govt. /Public Sector Undertakings/Government funded organizations etc. should submit their applications (hard copy) THROUGH PROPER CHANNEL.

6. Educational qualification and experience should be from a recognized Board / Organization / Institute of repute. Experience will count after the date of acquiring prescribed essential qualifications.

7. No TA/DA will be paid to attend the written test / interview and the candidates will have to make their own arrangement.

8. Separate application should be submitted for each post and each category.

9. Online application form and PDF format of challan are available at NIV website: www.niv.co.in and ICMR website www.icmr.nic.in. Candidates (other than exempted) may pay the application fee of Rs.100 with bank commission of Rs.50 (total Rs.150) at any of the SBI branches before submitting online application. The challan payment details must be entered at the appropriate column of online application. After successful online application, candidates will be sent an automatic confirmation email. No copy of certificate / testimonial is required at this stage. SC/ST/PwDs and Women candidates are exempted from payment of application fee. ICMR employees are not exempted from the payment.

10. Original and copies of certificates/ Testimonials will be verified and collected from the candidates who will be called for interview. At that time, candidates belonging to SC/ST/PwDs and OBC (Non-Creamy layer) should furnish their latest certificates in the prescribed format as per GOI instructions, failing which their candidature will not be considered.

11. Application once made will not be allowed to withdraw and fees once paid will NOT be refunded on any count nor can it be held in reserve for any other recruitment or selection process.

Duly filled and signed hard copy of application along with the SBI challan may be sent to the Director, NIV at the above address on or before the last date (23rd February, 2015). Envelope should be super scribed with Sr. No. and the post applied for including reservation if any.

NOTE: Any wrong or misleading information in the application may forfeit the candidature either during the process or thereafter. Incomplete / late or without application fee (except for the exempted candidates) applications will straight away be rejected. The Director, NIV reserves the right to accept or reject any / all the applications. For further updates / amendments, please refer to our above two websites. The vacancies shown are tentative and may vary. No enquiry or correspondence in this regard will be entertained. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to selection/recruitment shall be a disqualification.

CLICK HERE TO APPLY ONLINE

DIRECTOR