

**NATIONAL INSTITUTE OF VIROLOGY  
(INDIAN COUNCIL OF MEDICAL RESEARCH)  
20-A, DR. AMBEDKAR ROAD, POST BOX NO.11, PUNE 411 001**

APPLICATIONS are invited up to 22-04-2013 to fill up the following vacancies at National Institute of Virology and its Units at different parts of the country:

SN	Post	No. of Vacancies & Reservation	Pay Scales & Pay Band	Qualifications		Job Requirement	Age
				Essential	Desirable		
1	Technical Officer-A (Technical Support)	<b>04</b> 02-UR 01-OBC 01-SC	PB-2 Rs.9300-34800 GP 4600	<ol style="list-style-type: none"> <li>Three years Graduate Degree in Life Sciences / Bioinformatics / Biophysics / Statistics</li> <li>Five years experience OR Two years Diploma with Three years experience</li> </ol>	<ol style="list-style-type: none"> <li>Post Graduate in relevant subject</li> <li>Knowledge of computer applications or Scientific Data Management.</li> </ol>	Supervision and management of Laboratory and field	Below 35 Years
2	Technical Assistant (Technical Support)	<b>02</b> 01-UR 01-OBC	PB-2 Rs.9300-34800 GP 4200	<ol style="list-style-type: none"> <li>Three years Bachelor Degree in Life Science / Bioinformatics / Biophysics / Statistics.</li> <li>One year Diploma in Medical Laboratory Technology (DMLT) OR</li> <li>One year experience in lower scale.</li> </ol>	<ol style="list-style-type: none"> <li>Post Graduate in relevant subject</li> <li>Knowledge of computer applications or Scientific Data Management.</li> </ol>	To carry out different field and laboratory related works.	Below 30 Years
3#	Technician – C (Technical Support)	<b>12</b> 07-UR 03-OBC 01-SC 01-ST	PB-1 Rs.5200-20200 GP 2800	<ol style="list-style-type: none"> <li>H.S.C. with Science subjects</li> <li>One year Diploma in Medical Laboratory Technology (DMLT)</li> <li>One year experience</li> </ol>	<ol style="list-style-type: none"> <li>Degree in Life Science / Bioinformatics / Biophysics / Statistics.</li> <li>Knowledge of computer applications or Scientific Data Management</li> </ol>	To carry out different field and laboratory related works.	Below 30 Years
4#	Technician 'B' (Technical Support)	<b>06</b> 03-UR 02-OBC 01-SC	PB-1 Rs.5200-20200 GP 2400	<ol style="list-style-type: none"> <li>H.S.C. with Science subjects.</li> <li>One year Certificate in Medical Laboratory Technology (CMLT).</li> <li>Eight years experience.</li> </ol>	<ol style="list-style-type: none"> <li>Degree in Life Science / Chemistry .</li> <li>Knowledge of computer applications or Scientific Data Management.</li> </ol>	To carry out different field and laboratory related works.	Below 30 Years

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				Essential	Desirable		
5	Technician – A (Technical Support)	<b>03</b> 02-UR 01-OBC	PB-1 Rs.5200-20200 GP 1900	<ol style="list-style-type: none"> <li>1. HSC with Science subjects</li> <li>2. One year Certificate in Medical Laboratory Technology (CMLT)</li> </ol>	<ol style="list-style-type: none"> <li>1. Graduate in Life Sciences</li> <li>2. Knowledge of computer applications.</li> <li>3. Three years experience in Laboratory works.</li> </ol>	To assist in the day to day maintenance of Laboratory and Field works.	Below 28 Years
6	Technical Assistant (Engineering Support)	<b>01</b> 01-OBC	PB-2 Rs.9300-34800 GP 4200	<ol style="list-style-type: none"> <li>1. Three years Diploma in Electrical OR Mechanical Engineering</li> <li>2. Two years experience</li> </ol>	<ol style="list-style-type: none"> <li>1. B.E. in relevant field</li> <li>2. Experience in Ultra low refrigeration system and air conditioning</li> <li>3. Certificate in CAD / CAM / CAT</li> <li>4. PLC/BMS Controls of HVAC System</li> </ol>	Upkeep of HT/LT electrical installation & HVAC Installation.	Below 30 Years
7	Technician-C (Engineering Support)	<b>02</b> 01-UR 01-OBC (Backlog)	PB-1 Rs.5200-20200 GP 2800	<ol style="list-style-type: none"> <li>1. H.S.C. with Science subjects</li> <li>2. Two years Diploma / ITI with NCTVT in Electrical Engineering.</li> <li>3. Five years experience.</li> </ol>	<ol style="list-style-type: none"> <li>1. Three years Diploma in Electrical Engineering.</li> <li>2. Certificate in CAD / CAM / CAT</li> <li>3. Operation &amp; maintenance of Electrical panels, motors, Electronic controlled Laboratory Equipments, PLC.</li> <li>4. Experience in HVAC Field.</li> </ol>	Upkeep of Laboratory equipments and electrical infrastructure including HVAC Control Panels	Below 30 Years
8	Technician 'B' (Engineering Support)	<b>02</b> 01-UR 01-OBC	PB-1 Rs.5200-20200 GP 2400	<ol style="list-style-type: none"> <li>1. H.S.C. in Science with ITI with NCTVT Certificate in Electrician Trade.</li> <li>2. Eight years experience.</li> </ol>	<ol style="list-style-type: none"> <li>1. Three years Diploma in Electrical Engineering.</li> <li>2. Knowledge of computer operation preferably CAT / CAD or equivalent and Electrical panels / motors and industrial Electronics Control, PLC.</li> </ol>	To carry out routine maintenance of Laboratory Equipments and electrical installations	Below 30 Years
9	Section Officer	<b>01</b> 01-UR	PB-2 Rs.9300-34800 GP 4600	Graduate Degree from any discipline	<ol style="list-style-type: none"> <li>1. Post Graduate Degree</li> <li>2. Passed Cash &amp; Accounts Course of ISTM or equivalent</li> <li>3. Five years working experience as Assistant or equivalent administrative post in Central / State Govt. or its Undertakings.</li> <li>4. Conversant with Central Govt. rules and regulations.</li> <li>5. Proficiency in computer operation.</li> </ol>	Capable to handle any of the Sections of Administration.	Below 35 Years

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				Essential	Desirable		
10	Personal Assistant	<b>02</b> 02-UR	PB-2 Rs.9300-34800 GP 4600	1. Graduate Degree from any discipline 2. Government Commercial Diploma in Shorthand with minimum speed of 120 w.p.m. and 40 w.p.m. in Typing	1. Post Graduate Degree 2. Degree / Diploma in office automation / computer applications 3. GCD in Shorthand and Typing in Hindi 4. Five years experience	Capable to handle a desk in any of the Sections of Administration.	Below 25 Years
11	Staff Car Driver (Ordinary Grade)	<b>03</b> 02-UR 01-OBC	PB-1 Rs.5200-20200 GP 1900	1. Matric / S.S.C. 2. Valid LMV, Two wheeler Driving License 3. Two years experience	1. License to drive Heavy Motor Vehicle (Goods & Passenger) and Three Wheelers (Auto Rickshaw) 2. Capable of handling minor repairs	Other than routine driving work, should be capable to assist team for collection of samples / data in different locations of the country.	Below 25 Years

**(Please read the following instructions carefully)**

- ABBREVIATION:** UR - Un-Reserved, SC – Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Classes, DAP - Differently able persons.
- Out of Post No. 1 to 4 (Technical Officer – A, Technician – C, Technician – B and Technician – A), One vacancy for Orthopedic and one for Hearing impaired with aid are reserved for DAP.
- Age relaxation up to 5 years is allowed for Government Servants, SC/ST – 5 years, OBC – 3 years and DAP – 10 years in accordance with the orders issued by the Central Government from time to time. Crucial date for calculating the age will be **1<sup>st</sup> March 2013**.
- Candidates belonging to SC/ST/DAP and OBC (Non-Creamy layer) should furnish their latest certificates in the prescribed format as per Gol instructions, failing which their application will not be considered.
- Those working in Central /State Govt. /Public Sector Undertakings/Government funded organizations etc. should submit their applications THROUGH PROPER CHANNEL.
- Candidates working (as on date of notification) on Long Term Projects in NIV will be given “One Time” age relaxation.
- Pay & other allowances are admissible as per ICMR rules. Benefit of new restructured defined contributory Pension Scheme is admissible for new entrants as per provision contained in the Ministry of Finance, Dept. of Economic Affairs (ECB & PR Divn.), Notification No. 5/7/2003-ECB & PR dated 22.12.2003 effective from 01.01.2004.
- 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.
- #** For the posts at 3 & 4, Technician – C (TS) & Technician – B (TS), number of years spent on higher education on regular basis over and above the prescribed minimum qualification shall be treated as experience.
- No TA/DA will be paid to attend the interview and the candidates have to make their own arrangement.
- Separate application should be submitted for each post and each category.

Application form will be available at NIV website: [www.niv.co.in](http://www.niv.co.in) and ICMR website [www.icmr.nic.in](http://www.icmr.nic.in). The application may preferably be submitted ONLINE. Those who do not have online access may obtain the application form from NIV Pune on any working day between 1400 to 1600 hours till the closing date. Printed copy of the filled application form should be submitted along with a Demand Draft / IPO for Rs.100/- drawn in favour of “Director, NIV, Pune” along with attested copies of certificates in support of date of birth, educational qualification, experience, caste verification etc., to The Director, National Institute of Virology, 20-A, Dr. Ambedkar Road, Camp, Pune – 411 001 on or before the last date. SC/ST/DAP and Women candidates are exempted from payment of Rs.100/-. **ICMR employees are not exempted from the payment.** Envelope should be super scribed with Sr.No. and the post applied for.

**NOTE :** Application should be submitted in the prescribed format only. Incomplete / late or without demand draft applications will straight away be rejected. The Director, NIV reserves the right to accept or reject any / all the applications. Since it is not possible to call all the eligible candidates, only short listed candidates will be called for written test / personal discussion / interview. 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.

DIRECTOR

**[CLICK HERE TO APPLY ONLINE](#)**