INSTITUTE OF CYTOLOGY AND PREVENTIVE ONCOLOGY (ICMR)

Plot No. I-7, Sector-39, Noida – 201 301 (U.P.)

Applications are invited for the following posts at ICPO, Noida

Name of Post	Qualification & Exp.	Scale of Pay
Personal Assistant 01 (SC)	**Essential** Graduate Degree from recognized University and minimum speed of 120 w.p.m. in English shorthand and 40 w.p.m. in typing and on the basis of competitive test in General English and proficiency test. Age not exceeding 25 years as on 01.08.2015 (No age restriction for ICMR Departmental Candidates). **Desirable** (a)Five years working experience in GP Rs. 4200 in Central / State Govt. /Autonomous Body. (b) Diploma in Computer Application. (c) Proficiency in office automation.	PB-2, Rs.9300-34800 + GP Rs.4600
Lower Division Clerk (OBC-01,ST-01)	**Qualification** i)12th Class or equivalent qualification from a recognized Board or University. ii)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). **Age** Between 18-27 years of age as on last date for receipt of application (relaxable for Government Servants upto 40 years in accordance with the instructions or orders issued by the Central Government). In case of SC/ST/OBC candidates as per Govt.rules " 5 years for ST and 3 years for OBC Candidates.	PB-1 Rs.5200-20200 + GP Rs.1900

Application Fee: An IPO/crossed demand draft of Rs.100/- drawn in favour of the Director, ICPO, Noida payable at Noida is to be attached with the application form. SC/ST/PH and Women candidates are exempted from payment. Candidates

working in Central / State Govt. / Autonomous Body . should submit their applications through Proper Channel.

How To Apply: Application on plain paper indicating the Name of the Post applied for, Name, Father's Name, Date of Birth, Educational Qualification, Present Address, Permanent Adress, Mobile No. and e-mail address, Whether SC/ST/OBC/Gen., Martial Status, Experience etc. duly completed in all respects along with Application Fee and attested copies of certificates in support of date of birth, educational qualification, experience, caste etc. and a coloured photograph pasted on the application sheet may be sent to the Director, Institute of Cytology & Preventive Oncology, Plot No.I-7, Sector-39, Noida- 201 301 (U.P.) through Regd. A.D./Speed Post. Separate application for the separate post will be accepted along with prescribed fee. The last date for receipt of application is 24.09.2015.

Note:

1. Candidates may note that merely meeting the eligibility criteria does not imply calling all for next stage of selection process. The Director ICPO reserves the right to call only short listed candidates for next stage of selection/recruitment stage/process which will consist of Typing Test, Written Test, Personal-Discussions/Interview. Details will be intimated to the short listed candidates.

2. The Director ICPO, Noida further reserves the right to maintain a panel of "Selected" Candidates who may subsequently be offered appointment, if any vacancy arises during next one year from the date of declaration of above mentioned Recruitment results.