



icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH

RMRCGKP
REGIONAL MEDICAL RESEARCH
CENTRE, GORAKHPUR

आई सी एम आर-परिषद क्षेत्रीय आयुर्विज्ञान अनुसंधान केंद्र, गोरखपुर
बाबा राघव दास मेडिकल कॉलेज कैंपस गोरखपुर, उत्तर प्रदेश, २७३०१३
ICMR- -Regional Medical Research Centre, Gorakhpur,
BRD Medical College Campus, Gorakhpur UTTER PRADESH,
273013

Advt. No.-A.12013/1/2024.Estt.Recruitment/238

Date: 24.07.2025

DIRECT RECRUITMENT OF ASSISTANT AND STENOGRAPHER AT ICMR-RMRC,GORAKHPUR

The ICMR-Regional Medical Research Centre, Gorakhpur (ICMR-RMRCGKP), a research institute under the aegis of the Indian Council of Medical Research, Department of Health Research, Ministry of Health & Family Welfare, Government of India invites online applications from eligible Indian Citizens for various posts under Administrative cadre. Only those applications filled through online mode using the link provided herewith and are found in order will be accepted. Candidates should go through the detailed notification carefully before applying for the post and ensure that they fulfill the eligibility conditions indicated in this notification. Candidature of the applicants not meeting the eligibility conditions will be cancelled at any stage of the recruitment process without any notice. Candidature of the applicants shall be purely PROVISIONAL at all stages of recruitment process. Details are as follows:



Important schedules for the examination/test for all the posts will be as under:

Website Link opening date for online registration & submission of online applications	26th July,2025
Last date for online registration & submission of online applications	14th Aug, 2025
Opening date for availability of admit cards for downloading from ICMR-RMRC GKP website	Will be announced after closing date of receipt of applications
Date of Computer Based Test(CBT) and Computer Proficiency/Skill Test	Will be intimated in admit card
Link for Online Application	https://joinicmr.in

- *The admit cards for the CBT will be available for downloading in ICMR-RMRC,GKP website (www.rmrcgkp.icmr.org.in and www.icmr.gov.in/) until the day of CBT.

Details of vacancies with essential qualification:

Name of the Post	Assistant
Post Code	ASST01
Classification of Post	Group-B (Ministerial)
Pay Matrix	Pay Level-6 of 7 th CPC (Rs.35,400 – 1,12,500)
Age Limit	Not exceeding 30 years i.e. Age must be between 18 to 30 years
No. of Vacancies & Reservation Category	1 post (Unreserved) *
Educational and other Qualification	i. Minimum three years Bachelor's degree in any discipline from a recognized University/Institution;

	ii. Working Knowledge of Computer (MS Office / Power Point).	 
Name of the Post	Stenographer	
Post Code	STN01	
Classification of Post	Group-C (Ministerial)	
Pay Matrix	Pay Level-4 of 7 th CPC (Rs.25,500 – 81,100)	
Age Limit	Age must be between 18 to 27 years	
No. of Vacancies & Reservation Category	1 post (Unreserved) *	
Educational and other Qualification	i.	12 th Class pass or equivalent qualification from a recognized Board or University with computer literacy.
	ii.	80 w.p.m. speed in short hand in English or Hindi.

*** Increase/decrease/ the number of vacancies in any stage of selection process.**

Note: Qualifying marks for written test shall be 50% for UR/OBC/EWS and 40% for SC/ST/PwD. Only qualifying candidate shall be called for Skill in case of *Assistant*.

Note: Qualifying marks for written test shall be 50% for UR/OBC/EWS and 40% for SC/ST/PwD. Only qualifying candidate shall be called for Skill/Short hand Test in case of *Stenographer*.

HOW TO APPLY

- Candidates should apply only through online mode, the link will be available in the ICMR-RMRC, GKP website. (www.rmrcgkp.icmr.org.in and www.icmr.gov.in)
- Valid email id and mobile number is mandatory for online application process.
- Application fee (non-refundable) as mentioned below shall be applicable for applications to appropriate posts. **Candidates interested to apply for different posts should submit separate applications for each post and pay the applicable fees separately.**

Name of post	UR/EWS/OBC	SC/ST/PwD/ESM/ WOMEN
Assistant (Group-B)	Rs.2,000/-	Rs.1,600/-
Stenographer (Group-C)	Rs.2,000/-	Rs.1,600/-

- ICMR employees are **not** exempted from payment of application fee.
- Application fee is to be paid by candidates through online mode only during the application process. The fee once deposited will neither be refunded under any circumstances, nor can the fee be held in reserve for any other examination or selection.
- The candidates need to upload scanned copies of the following documents (original) along with their application as applicable:-
 - Proof of Date of Birth.
 - Proof of Educational Qualifications from Class-X onwards.
 - Proof of Work Experience clearly mentioning start dates and end dates for each position
 - Ex-servicemen Certificate for claiming reservation / age relaxation. **(Annexure-I)** , If applicable
 - No Objection Certificate for Government employees **(Annexure-III)**
 - Proof of Experience for age relaxation for Central Government employees in the prescribed format **(Annexure-IV)**
- All correspondences with the candidates shall be done only through their registered email id. All information regarding examination schedule/admit card etc. shall be provided through email and/or by uploading on Institute's website.
- Responsibility of receiving, downloading and printing of admit card/any other information shall be of the candidate.
- ICMR-RMRC, GKP will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate or for delay/non-receipt of information if a candidate fails to access his/her mail/website in time.
- The candidates will be allowed to appear in the online computer-based test only if they possess valid photo admit card.
- In the event of any false information furnished or suppression of any material in the application coming to notice, at any time during the recruitment process or thereafter, of a person, his/her candidature/services would be liable to be terminated.

SELECTION PROCEDURE FOR THE POST OF ASSISTANT (ASST01)

Computer Based online screening examinations for the post of Assistant consisting two tiers (Tier -1: A Computer Based Test of MCQs and Tier-2: Computer Proficiency Test) will be held.

- The computer-based test (CBT) will be of MCQ type with a total of 100 questions as given below:

Sl. No.	Name of the post	Topic		Number of Questions	Marks	Remarks
1.	Assistant	Section - A	English Language	20	20	Cumulative time of 90 mins. There shall be no section wise qualifying marks.
		Section - B	General Knowledge including Current Affairs/ICMR Related	20	20	
		Section - C	General Intelligence and Reasoning	20	20	
		Section - D	Computer Aptitude	20	20	
		Section - E	Quantitative Aptitude	20	20	
Total				100	100*	

*The CBT carries negative marking; 1 mark shall be awarded for each correct answer and 0.25 marks shall be deducted for every incorrect answer. Questions from the subject matter will be of a level commensurate with the essential qualification.

- The minimum essential qualifying marks (Pass marks) to be obtained by the candidates in the CBT for the post of Assistant are given below:

Category	Minimum essential qualifying marks
UR/OBC	50%
SC/ST/PwBD	40%

- Candidates Shortlisted based on their performance in CBT shall be called for Computer Proficiency Test of 20 marks which is **qualifying in nature**. The minimum essential qualifying marks for test shall be 50% of the total marks prescribed (i.e. 10 marks) for all the candidates.

Name of the Test	Skill Set	Marks	Duration
Computer Proficiency Test	Word Processing, Excel Sheet, Generation of Slides etc. The Test will include: 1. Typing of a passage and/or other word processing exercises. 2. Preparation of Excel Sheet. 3. Preparation of Power Point Presentation and related exercises which are required in the normal day to day functioning of an Office.	20 marks	Cumulative time of 60 mins

- Weightage for 'Post Qualification Experience' (Maximum 5 marks)** – In addition, up to 5 marks will be accorded to candidates who possess 'Post Qualification Experience' in any Government recognized or approved or registered Organization. The weightage marks for experience will be accorded as below:

Post Qualification Experience weightage table	
Relevant Experience	Weightage (marks)
>1 and up to 2 years	1
>2 and up to 4 years	2
>4 and up to 6 years	3
>6 and up to 8 years	4
> 8 years	5

IMPORTANT NOTE regarding the post of Assistant:

- The CBT and Post Qualification Experience will carry a cumulative weightage of 100% and the Computer Proficiency Test is qualifying in nature.
- The Candidates based on their performance in CBT shall be called for Computer Proficiency Test in 1:10 ratio (10 candidates for every vacancy in respective category).
- The Scores of candidates in CBT will be considered for the final merit list only if the candidate qualifies the Computer Proficiency Test.
- The CBT scores carries a weightage of 95% and up to a maximum of 5 marks will be accorded for Post Qualification Experience. The sum arrived will have a weightage of 100% and shall be the final scores, from which the final merit list shall be prepared.

SELECTION PROCEDURE FOR THE POST OF STENOGRAPHER(STN01)

Computer Based online screening examinations for the post of Stenographer consisting two tiers (Tier -1: A Computer Based Test of MCQs and Tier-2: Short Hand/Computer Skill Test) will be held.

- The computer-based test (CBT) will be of MCQ type with a total of 100 questions as given below:

Sl. No	Name of the post(s)	Topic		Number of Questions	Marks	Remarks
1.	Stenographer	Section - A	English Language	20	20	Cumulative time of 90 mins. There shall be no section wise qualifying marks.
		Section - B	General Knowledge including Current Affairs/ ICMR Related	20	20	
		Section - C	General Intelligence and Reasoning	20	20	
		Section- D	Computer Aptitude	20	20	
		Section - E	Quantitative Aptitude	20	20	
Total				100	100*	

* The CBT carries negative marking; 1 mark shall be awarded for each correct answer and 0.25 marks shall be deducted for every incorrect answer. Questions from the subject matter will be of a level commensurate with the essential qualification.

- The minimum essential qualifying marks (Pass marks) to be obtained by the candidates in the CBT for the post of Stenographer are as follows:

Category	Minimum essential qualifying marks
UR /OBC	50%
SC/ST/PwBD	40%

- Short Hand/Computer Skill Test for the post of Stenographer will be **qualifying in nature** as below:

Name of the Test	Short Hand/Typing Speed
Short Hand/ Computer Skill Test	80 w.p.m. in English or 80 w.p.m. in Hindi

IMPORTANT NOTE regarding the post of Stenographer:

- Selection for the posts of Stenographer will be through written test and Skill/typing test from qualified candidates. The written test would be of 100 marks consisting of 100 objective/MCQ type questions of one mark each for the correct answer. For each wrong answer 0.25 marks will be deducted.
- The Candidate securing highest marks in the written examination and skill test will be selected in order of their merit as per DoPT guidelines and subject to fulfilling all the eligibility criteria.

SYLLABUS IN DETAIL:

CBT syllabus for the post of Assistant And Stenographer	
Topics	Syllabus
English language	Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, spotting error in sentences, Grammar - Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of "A", "AN" and "THE", Idioms and Phrases etc.
General Knowledge including Current Affairs	Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Science and Scientific Research, Awards, Sports, National and International Organizations/Institutions including ICMR, Current Affairs - India & World, Current Affairs, ICMR Related etc.
General Intelligence and Reasoning	Analogies - Symbolic/Number Analogy, Semantic Analogy, Figural Analogy, Similarities and differences, word building, relation concepts, visual memory, discrimination, observation, relationship concepts, Arithmetic number series, Semantic series, Number series. Coding and Decoding-small & Capital Letters/numbers coding, decoding and classification etc.
Computer Aptitude	Characteristics of Computer, Computer Organization including RAM, ROM, File System, Input Devices, Computer Software - Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power Point), Information Technology Act, Digital Signatures, Application of Information Technology in Government for E-Governance, Mobile/Smartphone's Information Kiosks etc.
Quantitative Aptitude (Maths)	Number System, Decimals, fractions, LCM, HCF, Ratio and Proportions, Percentage, Average, Profit and Loss, Simple & Compound Interest. Time and work, Time and distance, Mensuration (2D and 3 D), Algebra, Data interpretation, Table & Graphs etc.

Note: The Syllabus for the all the post are identical. However, the difficulty level of the examination will be of a level commensurate with the essential qualification.

CITIES /CENTRES FOR COMPUTER PROFICIENCY TEST AND Short Hand/COMPUTER SKILL TEST

- The list of exam centres will be announced later through ICMR-RMRC, GKP website.

TERMS AND CONDITIONS

- The applicant must be a citizen of India.
- The posts are to be filled on direct recruitment(DR) basis as per rules.
- All applicants must fulfill the essential qualifications for the posts and other conditions stipulated in the notification as on the last date of the applications.
- Mere possessing the Educational Qualification will not entail any candidate a right to be considered eligible for the post.

- e) *Date, Time and Venue of the CBT will be communicated to the shortlisted candidates through email/ ICMR-RMRC, Gkp website and no enquiry/request in this regard will be entertained. Candidates are advised to visit ICMR-RMRC,GKP website from time-to-time for the updated status of the recruitment process.*
- f) No TA/DA will be paid to attend the CBT/Skill Test and the candidates will have to make their own arrangements.
- g) All the posts carry All India Transfer Liability.
- h) Pay and Allowances are admissible as per ICMR rules.
- i) Benefit of new structured defined contributory pension system is admissible for New entrants as per provision contained in the Ministry of Finance, Department of Economic Affair (ECB & PR Division), Notification No. 5/7/2003-ECB & PR dated 22.12.2003 effective from 01.01.2004.
- j) **In case, at any stage of recruitment or even after appointment, it has come to the notice that any of the candidates does not fulfil the required qualifications in respect of the above mentioned eligibility criteria or has furnished any wrong or false or misleading information in the application form or has suppressed any material fact(s) or is not eligible otherwise, his/her candidature will automatically stand cancelled without assigning any reason or notice thereof irrespective of his/her marks obtained in the CBT and no enquiry/ request/ correspondence will be entertained in this regard.**
- k) Appointment will be subject to Medical fitness and verification of Character and Antecedents from Civil/Medical Authorities.

AGE LIMIT

- The crucial date for determining the age limit shall be the last date of receipt of applications i.e. 14th Aug, 2025 for all the posts.
- No age relaxation will be given to SC/ST/OBC (Non Creamy Layer) candidates applying for the Unreserved posts as per Govt. of India order No.36011/1/98/Estt(Res.) dated 01.07.1998 as amended from time to time.
- The Central Government Servants/Departmental Candidates should submit **No Objection Certificate** in the prescribed format given in the Annexure-III.

Note:

- I. **The age relaxation for reserved category applicants is admissible only in the case of vacancies being reserved for such categories. The reserved category applicants, who apply against unreserved vacancies, will be treated on par with UR category candidates.**
- II. **Applicants may check their eligibility for seeking relaxation in Upper Age Limit carefully. If eligible, they are required to fill appropriate Category Code as applicable to them.**

PROBATION:

- The period of probation will be **Two years** for all the posts from date of joining. Other terms and conditions regarding probation will be as per the rules of ICMR/GOI issued from time to time.

OTHER TERMS AND CONDITIONS:

- Category once filled in the application form cannot be changed and no benefit of other category will be admissible later on.
- The candidates working in the Central/State Government Departments/Public Sector Undertaking etc. should submit "No Objection Certificate and Vigilance Clearance Certificate" failing which the application will be summarily rejected. **(Annexure-III)**.
- The Central Government Servants / Departmental Candidates and candidates working in the ICMR Funded Projects should submit "No Objection Certificate" in the prescribed format **(Annexure-III)**.
- All the posts carry all India transfer liability. The selected candidates may be posted at any of the Institutes/Centres/Field Units under the control of ICMR-RMRC, GKP. No TA/DA shall be considered in this case.
- Benefit of new structured defined contributory pension system is admissible for new entrants as per 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 01.01.2004.
- Any canvassing by or on behalf of the candidate or bringing political or other outside influence with regard to the selection/recruitment amounts to unfair practice and shall lead to disqualification.
- The Experience Certificate (Work Experience) should be issued by the Competent Authority of the government recognised/approved/registered institution etc. and must be clear with Name, Designation, period of work experience (From – to), nature of duties performed etc. by the candidate.
- Educational qualifications should be from a recognised board/organization/institute of repute and experience should be in a government recognised/ approved/ registered institution.
- Only post qualification experience shall be taken into consideration.
- No TA/DA will be paid to attend the computer-based test/Short Hand/Skill Test and the candidates will have to make their own arrangements.
- The candidates applying in response to this advertisement, in their own interest, are advised that they should satisfy themselves regarding their eligibility for the post applied for. They must ensure that they fulfil all the eligibility criteria viz., age limit, essential qualification, experience, reservation etc. as on the last date of receipt of application. In case, at any stage of recruitment or even after appointment, it has come to the notice that any of candidates does not fulfil the required qualifications in respect of the above mentioned eligibility criteria or has furnished any wrong or false or misleading information in the application form or has suppressed any material fact(s) or is not eligible otherwise, his/her candidature will automatically stand cancelled without assigning

any reason or notice thereof irrespective of his/her marks obtained in the test and no enquiry/request/correspondence will be entertained in this regard.

- It is the responsibility of the candidates to visit ICMR-RMRC, GKP websites for any updates in the recruitment process.
- In case of any dispute related to the terms & conditions of this advertisement the English version of this advertisement will prevail.

The Director, ICMR-RMRC GKP reserves the right to: -

- Merely fulfilling the essential qualification and requisite experience by the candidate does not confer any right to be called for the computer-based test/ skill /Short Hand / final selection.
- Increase/decrease/delete the number of vacancies in any category and at any stage of selection process.
- Fill up or not to fill up any/all of the advertised positions without assigning any reasons thereof.
- Rectify any inadvertent error or omission in the advertisement, at any stage of the recruitment process by notifying it on the ICMR-RMRC, GKP websites (www.rmrcgkp.icmr.org.in/ and www.icmr.gov.in/).

DIRECTOR
ICMR-RMRC, Gorakhpur

Annexure-I

Certificate for serving Defence Personnel

I hereby certify that, according to the information available with me (No.)
_____ (Rank) _____ (Name)
_____ is due to complete the specified term of his engagement
with the Armed Forces on the (Date) _____.

(Signature of Commanding Officer)
Office Seal

Place:

Date:

Annexure-II

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I, bearing Roll No....., appearing for the Document Verification of theExamination, 20....., do hereby undertake that:

(a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.

(b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or

(c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason..... in the office of I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or

(d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason..... in the office of Therefore, I am eligible for age relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature:.....

Date of Discharge:

Name:.....

Last Unit/ Corps:

Roll Number:.....

Mobile Number:

Date:.....

Email ID:.....

Date of appointment in Armed Forces:

Annexure – III

NO OBJECTION CERTIFICATE

(To be produced on the Letter Head of the Department and to be filled by the Head of the Department in which the candidate is working)

1. It is certified that Mr./Mrs./Miss/Dr. _____
(designation) _____ is working in the temporary/permanent capacity with effect from _____. **This organization has no objection in his/her applying to the post of _____ at _____.**

2. It is certified that his/her Pay Level is _____. He/She is drawing a Basic Pay of Rs. _____. His/Her next increment is due on _____.

Place:

Date:

Signature _____

Name _____

Designation _____

Seal of the office _____

Annexure-IV**(Format of certificate to be submitted by Central Government Employees seeking age relaxation)****(To be produced on the Letter Head of the Department and to be filled by the Head of the Department in which the candidate is working)**

It is certified that Shri/Smt/Kum. _____ is a
 Central Government employee holding the post of
 _____ in the Pay Scale/Pay Level of Rs.
 _____ with 03 years regular/continuous service in the
 grade as _____ w.e.f. _____.

2. There is no objection to his appearing for the post of _____ and
 document verification for the said recruitment.

Signature _____

Name _____

Designation _____

Tel No _____

Office Seal _____