



CENTRE OF BIOMEDICAL RESEARCH

(Formerly Centre of Biomedical Magnetic Resonance)

An Autonomous Centre of Govt. of U.P.

Sanjay Gandhi Postgraduate Institute of Medical Sciences Campus, Raebareli Road, Lucknow – 226014, U.P. (INDIA)

Adv. No. CBMR/ 02/2016

Dated 12.04.2016

REQUIRED

JUNIOR ACCOUNT OFFICER (ON DEPUTATION)/ PRIVATE SECRETARY

Centre of Biomedical Research Lucknow (CBMR) Lucknow invites applications on prescribed form for the post of Junior Account Officer (On Deputation) (01 post), & Private Secretary (01 post) as per details available on our website www.cbmr.res.in. Application Form may be downloaded from above web site and it should be sent by 10.05.2016 through Registered/Speed Post only.

Director



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Applications are invited for the following posts on plain paper, duly photograph affixed giving full details of Advt. No, posts applied for, full name (in Block Letter), Father's / Husband's Name, Date of Birth, whether GEN/SC/ST/OBC/EX Serviceman, Address in Block Letters for Correspondence, Educational Qualification (Examination Passed/ University/ Board, Year of passing% of Marks/Division). Technical/ Professional Qualification, Experience if any, Name of Employer and Position held along with all the testimonials and certificates, duly certified by a competent authority.

- 1. JUNIOR ACCOUNTS OFFICER: (On Deputation)** 01 Post: Pay Scale Rs. 9300-34800 Plus Grade Pay Rs. 4200/- Essential Qualification: and experience: M.Com (with accountancy in B.com) Plus 5 years of working experience in Govt./Semi Govt. organization of the same post & same scale.
- 2. PRIVATE SECRETARY:** 01 Post. Pay. Maximum age 40 years as on 01.07.2016 Scale Rs. 9300-34800+grade pay Rs. 4200. Essential Qualification and experience: Graduate with speed of 80 w.p.m in Hindi and English stenography and 40/35 w.p.m. in English and Hindi typing and knowledge in computer application with 07 year experience as Personal Assistant in Govt. /Semi Govt. organization and knowledge of noting and drafting.

GENERAL CONDITIONS:

- Application form is available at Centre's website (www.cbmr.res.in). Completed form should be sent, with copies of proofs of educational/academic qualifications, experience, testimonials, research publications, etc, as indicated there in, along with an application fee via a demand draft of Rs. 500 (Rupees five hundred only) in favour of 'Director, "CBMR Lucknow" payable at State Bank of India (IFS code SBIN0007789) SGPGI, Lucknow, India.
- Application need to be sent by speed post/registered post only. The envelope must be superscribed the name of post applied for and advertisement no. and addressed to the Director Centre of Biomedical Research(CBMR), SGPGIMS Campus, Raibareily Road, Lucknow- 226014, INDIA. Applications by hand will not be entertained. If the last date of submission of application is a holiday, the application will be accepted till 05 PM on the next working day.
- The number of post indicated is provisional and subject of change without prior notice.
- Selections may not be held for all the advertised posts.



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- Director of the Centre reserves the right to reject any or all applications without assigning any reason. All disputes will be subject to the jurisdiction of the Lucknow bench of Hon'ble High Court of Judicature at Allahabad.
- Incomplete applications will not be considered and will be treated as cancelled.
- Advance applications will be accepted but a copy forwarded through proper channel or a 'no objection certificate' from the current employer must be submitted before the date of interview.
- Reservation and age relaxation for reserved category candidates, including reservation for physically handicapped persons, dependents of freedom fighters and ex-servicemen, will be applicable as per the Uttar Pradesh (UP) government rules and for only those domiciled in UP.
- Exceptionally –qualified candidates having meritorious records and/or specialized experience may be given advance increments on the recommendation of the selection committee. In case of non-availability of candidates of requisite qualifications and experience, the selection committee may make such recommendations as it may deem fit. Candidates with higher qualifications shall be preferred.
- No. TA/DA shall be admissible for attending the interview.
- The deadline for submission of the complete applications is 10.05.2016.

Director