



BRIC-NATIONAL INSTITUTE OF IMMUNOLOGY  
(a Research Institute of BRIC, Department of Biotechnology)  
Aruna Asaf Ali Marg, New Delhi -110067

**VACANCY NOTICE**  
**Advt. No. NII/01/2025**

National Institute of Immunology is a Research Institute of Biotechnology Research Innovation Council (BRIC) under Department of Biotechnology, Ministry of Science and Technology, Government of India. The Institute is located in the institutional area on Aruna Asaf Ali Marg, adjacent to Jawaharlal Nehru University.

The Institute invites Online Applications from eligible and interested candidates for filling up the following vacancies under Administrative Cadre on Direct Recruitment Basis:-

**IMPORTANT NOTE: Only online applications will be accepted. Applications received through any other mode shall stand rejected automatically.**

Opening Date of receipt of online applications:- 22.03.2025

Closing Date of receipt of online applications:- 22.04.2025

Sl. No	Name of the post	No. of vacancies	Level in Pay Matrix	Upper Age Limit	Eligibility Criteria	Advt. Categories
1.	Junior Assistant-I	03	Level- 04	Not exceeding 30 years as on the last date for receipt of applications	Graduate with one year experience. Knowledge of Computer/Word processor operation is essential.	01-UR, 01-OBC and 01-SC

**Job profile:-** Maintenance of files, putting up cases to supervisors, dealing with attendance, leave, LTC, Bonus, grant of incentives, probation period, keeping office record, telephone bills, Preparation of CVs, cheques, drafts, vouching of bills, writing cash books, ledgers, , Receipt/Issue of stores, maintenance of purchase files, docketing of papers, assist in physical verification of stocks, typing work and any other work as may be assigned by the senior officers from time to time.

**Note:** (i) The Institute reserves the right to withdraw/cancel the advertisement at any stage of recruitment process and may keep any of the advertised vacancy unfilled. No correspondence will be entertained in this regard.

(ii) Candidates must have acquired the Essential Educational Qualifications and Experience requirements on the crucial date of eligibility for the posts they are applying i.e. 22.04.2025.

Those awaiting results of the final examination as on 22.04.2025 for the prescribed qualification are not eligible and hence should not apply.

### **COMPENSATION / PAY DETAILS**

Recruited candidates will get pay as per 7th CPC Pay Matrix and other benefits include Dearness Allowance, House Rent Allowance, Transport Allowance, Children Education Allowance, Leave Travel Concession, Medical Facilities and other allowances/ advances as per Govt. of India Rules. The recruited candidates will be covered under National Pension System (NPS) of the Government of India unless provided otherwise as per Govt. of India Rules.

### **AGE LIMIT & RELAXATION**

The age of the applicant should be between 18 to 30 years as on the last date of receipt of applications i.e. 22.04.2025. Age Relaxation for the reserved category candidates against the reserved vacancies shall be applicable as per Government of India Rules. There would be no upper age limit in respect of Officers/Staff members already working on regular basis in the Institute.

The limits of date of birth to be eligible to apply are mentioned below:

LOWER LIMIT OF DATE OF BIRTH (Born on or before)	UPPER LIMIT OF DATE OF BIRTH (Born on or after)		
	UR	OBC	SC
22.04.2007	22.04.1995	22.04.1992	22.04.1990

### **NATIONALITY**

Candidate must be citizen of India.

### **ELIGIBILITY CRITERIA**

All eligibility conditions will be determined with reference to the crucial date of eligibility as mentioned in this advertisement i.e. 22.04.2025.

### **RESERVATION/RELAXATION BENEFITS**

- Reservation/relaxation benefits regarding age, minimum qualifying criteria etc. are applicable to the reserved category candidates applying against the vacancies earmarked for them, in accordance with the extant Govt. of India instructions/ orders/ circulars.
- All candidates applying against unreserved (UR) vacancies will be treated as general candidates.
- Candidates seeking reservation/relaxation benefits must support their claim with duly self- attested copies of relevant certificates issued by Govt./notified Competent Authority, at the time of document verification or whenever required by the National Institute of Immunology, else their claim for any relaxation/ concession etc. will not be considered and their application will be treated under Unreserved (UR) category.
- A candidate seeking reservation/relaxation benefits of OBC must ensure that he/she possess a genuine caste/ community certificate in Central Govt. Format and does not fall in creamy layer on the crucial date of eligibility, as prescribed in this advertisement i.e. 22.04.2025. Candidates belonging to OBC category shall also submit photocopy of non-creamy layer certificate of the year 2023-24 without which they will be considered only

- for Unreserved category.
- Candidates with Benchmark Physical Disability of 40% and more only would be considered as Persons with Benchmark Disability (PwBD). Candidates belonging to PwBD category shall be required to produce medical certificate in the prescribed form by the Competent Medical Authority.
  - It may be noted that candidature will remain provisional till the veracity of the concerned documents are verified by the Appointing Authority.

**PROCEDURE FOR APPLICATION FOR THOSE WHO ARE ALREADY IN GOVT. EMPLOYMENT / PSUs / AUTONOMOUS BODIES ETC.**

Candidates employed in Government/ Public Sector Undertakings/ State Government/ Autonomous Organizations etc. and Departmental Candidates must apply through proper channel OR should produce No Objection Certificate (NOC) from the present employer at the time of written test, failing which the candidate will not be allowed to appear in the written test.

**APPLICATION FEE (Only Online)**

A non-refundable Application Fee of Rs. 500/- (Rupees Five Hundred Only) is to be paid by the candidate. Fee is to be paid online through Credit Card/Debit Card/Net Banking. Application Fee paid by the candidates who have not submitted their application or whose application is rejected will not be refunded. All applicable service charges, bank charges etc. shall be borne by the candidates only.

**EXEMPTION FROM PAYMENT OF APPLICATION FEE**

Women and SC/ST/PwBD/Ex-servicemen candidates are exempted from payment of application fee as per Govt. of India rules in this regard.

**SELECTION PROCESS**

The selection process will consist of

- i. Tier-I Written Test consisting of Objective Type MCQs (OMR based) and Descriptive Questions; and
- ii. Tier-II (Computer/Word Processor Operation Proficiency Test).

The Score of Tier-I (OMR Based Written Test and Descriptive Test) may be normalized as per requirement.

There shall be negative marking of 1/4 for each wrong answer for OMR based Test.

The medium for OMR based written test and Descriptive Test will be both English and Hindi. The merit list for Tier-II would be based on the overall scores obtained in the written examination (OMR based Written Test and Descriptive Test).

In case, where more than one candidate secures the equal aggregate marks in Tier-I written examination (OMR based written test and Descriptive Test), tie cases will be resolved by applying following criteria, one after another, as applicable till the tie is resolved.

- (i) Date of Birth:- Older candidate placed higher in merit list
- (ii) Alphabetical order (English Language) in which the names of the candidate appear.

### **DATE OF EXAMINATION AND ADMIT CARD**

The date of examination will be published on the website of the Institute i.e. [www.nii.res.in](http://www.nii.res.in). The date, time & venue of examination will be given on the Admit Card which will be available on the website of the Institute i.e. [www.nii.res.in](http://www.nii.res.in) for downloading/printing, two weeks prior to the written test. Admit cards will not be sent by post. Candidate must print (preferably in colour) the admit card and carry it for appearing in the written test. Valid Original Photo- ID, issued by the Govt. of India i.e. Aadhar Card, Voter Id Card, Driving License, Passport, Office I-Card issued by any Govt. Organization (as mentioned in the application form) is mandatory with admit card to appear in the written test. Mere issue of admit card to the candidates will not imply that their candidature has been finally accepted by NII.

**NOTE:- (i) The examination centre will be in Delhi Only. Any request to allot exam centre in any other state will not be entertained under any circumstances.**

**(ii) Any further updation/information related to this recruitment exercise shall only be made available on the Institute's website i.e. [www.nii.res.in](http://www.nii.res.in). Accordingly, candidates are advised to visit the Institute's website [www.nii.res.in](http://www.nii.res.in) regularly.**

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**WOMEN CANDIDATES FULFILLING THE REQUIREMENTS ARE ENCOURAGED TO APPLY.**

**“In case of any discrepancy in Hindi Language, the English version as contained in the English Advertisement will be treated as final”.**

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### **CONTACT US**

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**Name of the Post: - Junior Assistant-I**

The following shall be the scheme of examination and syllabus for the post of Junior Assistant-I:-

**A. Scheme of Examination:-**

Written Test	No. of Questions	Max. Marks	Duration	Components
OMR Based Objective Type, Multiple Choice Questions (MCQs)	70	70 (Each Question carries 1 Mark)	1 hour 45 minutes (105 Minutes)	(i) General Awareness (ii) General Intelligence (iii) Quantitative Aptitude (iv) Proficiency of Hindi OR English Language

**\*25 min extra per hour would be given to PwD candidates.**

**B. Syllabus:-**

- I. General Awareness (10 Marks):-** Includes Questions relating to Indian History, Art & Culture, Indian Geography, Current Affairs, Important Scientific Research, Sports, Awards etc.
- II. General Intelligence (15 Marks):-** Includes Questions of both verbal & non-verbal types i.e. analogies, symbolic operations, similarities, differences, word building, blood relation, problem solving, number classification, number series, figural series etc.
- III. Quantitative Aptitude (15 Marks):-** Includes Questions on Arithmetic.
- IV. Proficiency of Hindi OR English Language (10 Marks):-** Includes Questions on Spot the error, Synonyms, Antonyms, Spellings/Detecting Mis-spelt words, One word substitution, Conversion into Direct/Indirect narration, Active/Passive voice of verbs etc.
- V. Domain Knowledge (20 Marks):-** Includes Questions to test knowledge of GOI rules and regulations relating to the functioning of Administration, Accounts and Stores.

**C. Descriptive Test (30 marks-1.0 hour duration):-**

**Knowledge of GOI Rules & Regulations related to Administration, Accounts and Stores functioning (30 Marks):-** The Subjective Questions will broadly test knowledge on LTC Rules, Bonus, Grant of incentives, CCS Leave Rules, Promotion/Upgradation, Service Book, Probation/Confirmation, Manual of Office Procedure, Reservation in Services, GFR 2017, stock verification, Procurement through GeM, Ledgers, Budget and Accounts etc.

**Note:-**

1. The question paper for written examination shall be bilingual (English & Hindi) and the applicant will have the option to undertake the examination in either of the language. In case of discrepancy of questions in Hindi and English language, the English version shall prevail. The questions related to proficiency of Hindi OR English language shall be in Hindi OR English language only.
2. The standard of questions in the written examination will be of Graduate level.
3. There shall be negative marking of 1/4 for each wrong answer.
4. The candidates securing minimum qualifying marks in the written examination (OMR based written test and descriptive test), as decide by the Institute, will be subjected to the Computer/Word Processor Operation Proficiency Test.
5. The scheme of Computer/Word Processor Operation Proficiency Test will be notified later on the Institute's website.
6. In case tie of marks between the candidates, the merit will be determined as under:
  - i. The candidate elder in age i.e. whose date of birth is earlier than the other candidate will be given preference.
  - ii. In case both candidates have same date of birth, than the candidate whose name figure 1<sup>st</sup> in alphabetical order will be given preference.