

INDIAN COUNCIL OF HISTORICAL RESEARCH

35, Ferozeshah Road, New Delhi-110001

Online applications are invited for appointments to the following posts in the ICHR:-

- 1. Editorial Assistant-** Two posts (**Unreserved**) (Direct Recruitment basis)
(Level 6 of Pay Matrix i.e. Rs.35400-Rs.1,12,400)
Age Limit: 35 years
Essential education qualification-

 - Master's degree in Art preferable in History or BA with History as one of the subjects plus 2 years experience of editing in a publishing house
 - Proficiency in English.

Desirable: Proficiency in Proof- reading
- 2. Assistant-** One post (**Unreserved**) (Direct Recruitment basis)
(Level 6 of Pay Matrix i.e. Rs.35400-Rs.1,12,400)
Age Limit: 28 years
Essential education qualification-
Bachelor's degree of a recognized university with 5 years experience in a Govt./ Semi Govt. organization or a Public Sector. Undertaking/Autonomous organization dealing with establishment matter and or accounts.
- 3. Xerox Operator-** One post (**Unreserved**) (Direct Recruitment basis)
(Level 5 of Pay Matrix i.e. Rs.29,200-Rs.92,300)
Age Limit:30 years
Essential education qualification-

 - 12th class pass or equivalent qualification from a recognized Board or University.
 - Should be trained to operate the Xerox machine.
 - At least 2 years experience of working on Xerox machine.

Desirable:

 - Graduate with knowledge and experience of computer applications like; MS Office, Excel etc.
 - Proficiency in English.
- 4. Copy Holder-**One post (**Unreserved**) (Direct Recruitment basis)
(Level 5 of Pay Matrix i.e. Rs.29,200-Rs.92,300)
Age Limit: 35 years
Essential education qualification-

 - Bachelor's degree of a recognized University.
 - 3 years experience as a copy holder in any Govt. or in publishing concern.

Desirable:

 - Familiarity with the signs used in Proof- Reading.
 - Knowledge of proof-reading.
 - Good knowledge of English.
- 5. Junior Hindi Translator-** One post (**Unreserved**) (Direct Recruitment basis)
(Level 4 of Pay Matrix i.e. Rs.25,500-Rs.81,100)
Age Limit: 30 years
Essential education qualification-
Bachelor's degree of recognized university with Hindi and English as compulsory subject or either of the two as medium of examination and the other a compulsory/elective subject.
Desirable: Proficiency in Hindi & English language with proven experience in translation work.
- 6. Accounts Clerk-** One post (**ST**) (Direct Recruitment basis)
(Level 4 of Pay Matrix i.e. Rs.25,500-Rs.81,100)
Age Limit: 28 years
Essential education qualification-
Graduate in Arts, Science or Commerce
Desirable: At least 3 years experience in cash or accounts matters.
- 7. Lower Division Clerk -** Thirteen posts (ST-1, SC-2, OBC-4 & UR-6) (Direct Recruitment basis)
(Level 2 of Pay Matrix i.e. Rs.19,900-Rs.63,200)
Age Limit: 28 years
Essential education qualification-

 - 12th class pass or equivalent qualification from a recognized Board or University.
 - Should pass type writing in English with a minimum speed of 35 words per minute on

computer (35 word per minute correspond to 10500 KDPH on a average of 5 key depression for each word.

Desirable:

- Graduate with knowledge and experience of computer applications like; MS Office, Excel etc.
- Proficiency in English.

8. Staff Car Driver- One post (Unreserved) Direct Recruitment

(Level 2 of Pay Matrix i.e. Rs.19,900-Rs.63,200)

Age Limit: 30 years

Essential education qualification:

- 10th class pass or equivalent qualification from a recognized Board or University.
- Should possess valid driving license with 2 years experience of driving.

1. To appear in skill test / written examination etc only original admit card issued by ICHR will be accepted. No other identification document will be acceptable.

2. Applicants are advised to read all terms and conditions/ instructions of the advertisement as well as "Important Instructions for Candidates-2017" given on ICHR website carefully in order to submit their online applications complete in all respects. The Onus/ responsibility of correctness of the data given in the On-line application form will rest squarely on the candidates.

3. Applicants are required to submit "**On-line Application Form**" by the closing date which is up to **22nd January 2018**. Applicants should fill in the On-line Application Form carefully in the light of the Guidelines and Instructions mentioned in the Advertisement for the said post and "**Important Instructions for Candidates**".

4. Editing options, to correct any data in the On-line Application Form, will be available to the candidates till the closing date of submission of Online Applications.

General Conditions: - **1.** The post applied for should be clearly indicated in the application and also superscribed on the envelope containing the application. **2.** Candidates working in Government organization/PSU should forward their applications through proper channel. **3.** Age relaxation would be provided as per the rules. **4.** Any attempt to influence the Council in any manner would disqualify the candidate. **5.** Mere submission of application & fulfilling the eligibility criterion would give no right to any person for selection. **6.** Selection Committee/Chairman, ICHR may relax any eligibility conditions in case of deserving candidates. **7.** The selected candidates should be prepared to work at any place in India. **8. Those who have applied earlier in response to the advertisement dated 15.04.2017 need not to apply again. However, they may submit their updated C.V. alongwith your Registration No. via. Email at so.admin1@ichr.ac.in**

Note: Only shortlisted candidates will be called for skill test or written test or both. The ICHR reserves the absolute right to decide as to whether to hold skill test or written test or both for selection of the candidates for respective posts. The decision of the appointment authority will be final in this regard. TA for SC & ST candidates will be paid as per the rules. Incomplete applications will be rejected.

Any addendum/corrigendum/notification in respect of above shall be notified in the ICHR's website i.e. www.ichr.ac.in.

Vacancies are provisional and may increase or decrease.

Member Secretary