



**Institute of Kidney Diseases and Research Centre
Civil Hospital, Campus, Asarwa Ahmedabd-380016.**



Advertisement for Appointment

Online applications are invited for filling up the vacant post of (1) Administrative Assistant Class-III (2) Administrative Officer Class-II (3) Office Superintendent Class-III (4) Senior Clerk Class-III (5) Junior Clerk Class-III (6) Personal Secretary (English Steno.) Grade-II Class-III (7) Head Clerk Class-III at IKDRC, Ahmedabad by appointment.

Online registration for application will be available between Date: 15/04/2023 (14:00 hours) to 16/05/2023 (17: 00 hours)

For further details & Information, please visit our Website: www.ikdrc-its.org.

Date: /04/2023
Ahmedabad.

Director
IKDRC, Ahmedabad



Institute of Kidney Diseases and Research Centre
Civil Hospital, Campus, Asarwa Ahmedabad - 380016



Recruitment Advertisement for various posts of class- II, III
Advertisement No: 01/2023 IKDRC

Institute of Kidney Diseases and Research Center (IKDRC) for the recruitment of various posts of class- II, III equivalent on Direct Recruitment from the following qualified candidates for a total of **90** various posts of class- II, III equivalent in the Institute of Kidney Diseases and Research Center, Ahmedabad. Online applications are invited in the prescribed format. For this, the candidate can apply on the website <https://ikdrc-its.org> from **15/04/2023 (14:00 hours) to 16/05/2023 (17:00 hours)** as per the instructions posted on <https://ikdrc-its.org> website only online application has to be done. Candidate's recent passport size photograph (15 KB) and signature specimen (15 KB) should be scanned in JPG format in such a way that it does not exceed the size and uploaded in the online application. Candidates have to fill the details in the application forms regarding their educational qualification, age, caste and other necessary certificates.

Details of vacancies and educational qualification, pay scale, age limit, age relaxation and general instructions are available on above website.

Vacancies to be filled as per percentage of reservation in respect of vacant posts:

Sr. No.	Post	SC	ST	SEBC	General (EWS)	General	Total	Ex. Ser.	PH
1	Administrative Assistant (Class -III)	0	0	0	0	1	1	0	0
2	Administrative Officer (Class -II)	0	0	0	0	2	2	0	0
3	Office Superintendent (Class -III)	0	0	1	0	4	5	0	0
4	Sr. Clerk (Class -III)	0	1	2	0	6	9	2	0
5	Jr. Clerk (Class -III)	4	10	18	6	31	69	6	2
6	Personal Secretary (English Steno.) Grade -II (Class -III)	0	0	0	0	1	1	0	0
7	Head Clerk (Class -III)	0	0	0	0	3	3	0	0
	Total	4	11	21	6	48	90	8	2

- Only citizens of India can apply.
- Reserved seats are reserved only for candidates belonging to SEBC, Scheduled Castes, Scheduled Tribes and Economically Weaker Sections (EWS) of Gujarat origin.
- Posts are reserved for ex-servicemen as per 10% of the total fillable posts. Which will be offset against that category. 4% seats are reserved for PH candidates and these candidates will be included against that category.

Salary Scale:

The post wise details of Pay scale is mentioned in below table.

Educational Qualification:-

Sr. No.	Post	Education Criteria	Maximum Age	Pay Scale
1	Administrative Assistant (Class -III)	[A] Candidate should have passed a bachelor's degree obtained from any of the Universities established or incorporated by or under the Central or a State Act in India; or any other educational institution recognised as such or declared to be deemed as a University under section 3 of the University Grants Commission Act, 1956; or possess an equivalent qualification recognised by the Government; with have about <u>three</u> years experience in the field of administrative work in the Government / Government undertaking / Board / Corporation / Local bodies / University or Limited Company established under the Companies Act, 2013 on the post which can be considered equivalent to the post not below the rank of Head Clerk, Class III in the State Government; [B] possess the basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967, and [C] possess adequate knowledge of Gujarati or Hindi or both	38	44900-142400
2	Administrative Officer (Class -II)	[A] Candidate must possess a bachelor's degree obtained from any of the Universities established or incorporated by or under the Central or a State Act in India; or any other educational institution recognised as such or declared to be deemed as a University under section 3 of the University Grants Commission Act, 1956; or possess an equivalent qualification recognised by the Government; and have about <u>three</u> years experience in any administrative cadre not below the rank of Head Clerk, Class III, in the subordinate services under the Commissionerate of Health, Medical Services and Medical Education and Research, Gujarat State, OR have about <u>three</u> years experience in any administration in the Government / Government undertaking Board Corporation Local bodies/ University or Limited Company established under the Companies Act, 2013 on the post which can be considered equivalent to the post not below the rank of Head Clerk, Class III in the subordinate services under the Commissionerate of Health, Medical Services and Medical Education and Research, Gujarat State;	38	44900-142400 (Regular Pay Scale)

		[B] Possess the basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules,1967 [C] Have adequate knowledge of Gujarati or Hindi or both		
3	Office Superintendent (Class -III)	[A] Possess a Bachelor Degree obtained from any of the Universities established or incorporated by or under the Central or State Act in India; or any other education institution recognized as such or declared to be deemed as a University under section 3 of the University Grants Commission Act, 1956; or possess an equivalent qualification recognized by the Government; [B] Possess the basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules,1967 [C] Have adequate knowledge of Gujarati or Hindi or both	35	39900-126600
4	Sr. Clerk (Class -III)	[A] Possess a Bachelor Degree obtained from any of the Universities established or incorporated by or under the Central or State Act in India; or any other education institution recognized as such or declared to be deemed as a University under section 3 of the University Grants Commission Act, 1956; or possess an equivalent qualification recognized by the Government; [B] Possess the basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules,1967 [C] Have adequate knowledge of Gujarati or Hindi or both	35	25500-81100
5	Jr. Clerk (Class -III)	[A] Possess passed the Higher Secondary School Certificate Examination conducted by Secondary and /or Higher Secondary Education Board or possess an equivalent qualification recognised as such by the Government [B] Should have a speed of not less than 5000 key Depressions per hour with accuracy for data entry work in English and Gujarati [C] Possess the basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules,1967 [D] Have adequate knowledge of Gujarati or Hindi or both	33	19900-63200
6	Personal Secretary (English Steno.) Grade -II (Class -III)	[A] Possess a Bachelor Degree obtained from any of the Universities established or incorporated by or under the Central or State Act in India; or any other education institution recognized as such or declared to be deemed as a University under section 3 of the University Grants Commission Act, 1956; or possess an equivalent qualification recognized by the Government; [B] Possess the speed of not less than 80 words per minutes in English Shorthand and 40 words per minutes in English typewriting [C] Possess the basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules,1967 [D] Have adequate knowledge of Gujarati or Hindi or both	40	35400-112400
7	Head Clerk (Class -III)	[A] Possess a bachelor's degree obtained from any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956 or possess an equivalent qualification recognized by the Government [B] Possess the basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules,1967 [C] Have adequate knowledge of Gujarati or Hindi or both	28	35400-112400

Information about computer:-

Candidate should have basic knowledge of computer usage as prescribed by the State Govt. According to the curriculum decided by the General Administration Department dated 13/08/08 Government Resolution No.: CRR-10-2007-120320-V.5, Certificate / Marksheet from a Government recognized training institute or a Government recognized university for having basic knowledge of computers and Certificates having Computer as a subject in any Diploma Course in Computer Knowledge in the Institute or having passed Class-10th and Class-12th Examination with Computer subject. Candidates who do not have this certificate at this stage can also apply but after getting the appointment they will have to pass the examination within the prescribed time frame and submit the certificate/mark sheet as per the provisions of the Government's resolutions from time to time.

Age Limit:-

- 1) A candidate shall not be less than 18 years of age and the maximum/upper age limit with respective of the posts will be mentioned of above table. The Age will be calculated as on the last date of receipt of application.

Relaxation in Age Limit:-

- 1) Relaxation of five (5) years in the upper age limit will be given as per rules in case of candidates belonging to Caste, Caste, Socially Backward, Economically Weaker Sections who are originally from Gujarat.
- 2) Upper age relaxation of 10 years will be given to candidates with 40% or more disability.
- 3) All reserved category candidates with relaxation of upper age limit should not in any case exceed 45 years on the due date.

Examination Methodology/ Minimum Eligibility Standard/ Selection Process:-

It will be declared separately on the official website of IKDRC i.e. <https://ikdrc-its.org>. keep visiting the website frequently.

Application Fee:-

1. Application fee to each candidate applying. Rs. 1000/- has to be paid and the payment has to be done online.

2. **Candidates who pay fees online must maintain access to the fee payment.**
3. Refund is not amenable under any circumstances after payment of fee.
4. After paying the application fee, the candidate will be notified through SMS on the registered mobile number.

General Instructions:

1. All instructions / details related to this recruitment can be found on <https://ikdrc-its.org> website. Website should be checked for updated instructions from time to time.
2. The details filled by the candidate in the prescribed application shall be considered final for the entire recruitment process.
3. A candidate can make only one application. However, in case of multiple application, only one application which is confirmed last among the applications filled in all manner including the fee will be considered valid. All other applications will be canceled and the fee paid will not be refunded.
4. In case of reserved category candidates' caste certificate issued by the competent authority, non-criminal certificate as applicable, Economically Weaker Section (EWS) certificate, educational qualification and age limit as on the date of publication of advertisement shall be considered valid.
5. The appointment of the candidate finally selected under this recruitment process shall be subject to such conditions as may be decided by the competent authority and such conditions shall apply from time to time which shall be binding on the concerned.
6. A candidate himself shall not be entitled to claim appointment to the post concerned merely by being included in the final selection list. If it is noticed at any stage that the candidate is not found suitable as per the existing recruitment rules for the post, the appointment will be canceled at any stage.
7. To cancel or alter this advertisement or to vary the number of posts for any reason whatsoever IKDRC shall have full right/authority to do so if the necessity arises. IKDRC It will not be bound to give reasons for this. Also in such cases the application fee paid will not be refunded.
8. Before filling the application form, the candidate is requested to carefully study the instructions for filling the online application form and the instructions posted on the website <https://ikdrc-its.org> and only then fill the online application form.
9. Online application form in this regard has to be filled online on IKDRC website <https://ikdrc-its.org>. Only online application will be considered valid, if the application is sent in any other mode, it will not be considered valid.

How to Apply:-

In respect of this advertisement only online application through <https://ikdrc-its.org> website will be accepted. The candidate can fill the application form on the website <https://ikdrc-its.org> from 15.04.2023 to 16.05.2023 (up to 17:00 hours) as mentioned in the advertisement.

Details of educational qualification, age limit, age relaxation, application fee and selection method and all other details of advertisement as per the recruitment rules of this cadre post are mentioned on <https://ikdrc-its.org>. If any details shown by the candidate in the online application form and the documents related to date of birth, educational qualification, age, caste, other qualifications submitted by the candidate to the appointing authority are found to be inconsistent and/or incorrect at any stage of the verification proposal or stage, the candidature/selection/appointment of such candidate will be rejected at any stage. Will be disqualified and the selection/appointment of such candidate will be canceled at any stage and legal action will be taken against such candidate.

IKDRC reserves the right to make any changes or cancel this advertisement as per the recruitment process of this post and is not bound to give reasons for the same.

-SD-

Director
IKDRC
Ahmedabad