

# INDIAN COUNCIL OF HISTORICAL RESEARCH

New Delhi-110001

## **Important Instruction for candidates/Applicants 2022-23**

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-2022” 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 upto 13<sup>th</sup> February, 2023**. Applicants should fill in the On-line application form will rest squarely on the candidates.
4. The candidate should take printout of his/her submitted application form by the last date of closing date.
5. Editing options, to correct any data in the On-line Application Form, prior to final submit, will be available to the candidates till the closing date of submission of Online Applications.

**NOTE: After final submit of the application, applicants cannot be edited and deleted. If any problem while filling the form may contact at email: [exam@ichr.ac.in](mailto:exam@ichr.ac.in).**

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Online applications are invited for Direct Recruitment basis to the following posts in the ICHR:-

- 1. Library & Information Assistant:** Two post (UR-1,OBC-1)  
(Level 5 of Pay Matrix i.e. Rs.29,200-Rs.92,300)  
Age Limit: 28 years  
**Essential education qualification-**  
Bachelor's degree of a recognized University  
Degree in Library Science or a diploma for which degree is an admission requirement  
2 years experience in library of College/University/Govt. Department/Autonomous Organizations.
- 2. Copy Holder-One post (Unreserved)**  
(Level 5 of Pay Matrix i.e. Rs.29,200-Rs.92,300)  
Age Limit: 30 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.
- 3. Assistant- Two Post (UR-1, OBC-1)**  
(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  
5 years experience in Govt./Semi – Govt. organization or a Public Sector undertaking/ autonomous organization dealing with establishment matters and or Accounts.
- 4. 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.
- 5. Lower Division Clerk:** Eight posts (UR- 03, OBC-02, EWS-01, ST-02)  
(Level 2 of Pay Matrix i.e. Rs.19,900-Rs.63,200)  
Age Limit: 28 years  
**Essential education qualification-**
  - 12<sup>th</sup> class pass or equivalent qualification from a recognized Board or University.
  - Should pass type writing in English/Hindi with a minimum speed of 35/30 words per minute on computer (35/30 word per minute correspond to 10500/9000 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.
- 6. Hindi Typist - One post (Unreserved)**  
(Level 2 of Pay Matrix i.e. Rs.19,900-Rs.63,200)  
Age Limit: 28 years  
**Essential education qualification-**
  - 12<sup>th</sup> class pass or equivalent qualification from a recognized Board or University.
  - Should pass type writing in Hindi with a minimum speed of 30 words per minute on computer (30 word per minute correspond to 9000 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.
- 7. Lift Operator:- One post (Unreserved)**  
(Level 2 of Pay Matrix i.e. Rs.19,900-Rs.63,200)  
Age Limit: 28 years  
**Essential education qualification-**
  - 12<sup>th</sup> class pass or equivalent qualification from a recognized Board or University.
  - Should possess a certificate of training in lift operation.

8. **Staff Car Driver- One post (Unreserved)**  
(Level 2 of Pay Matrix i.e. Rs.19,900-Rs.63,200)  
Age Limit: 30 years  
**Essential education qualification:**
- 12<sup>th</sup> class pass or equivalent qualification from a recognized Board or University.
  - Should possess valid driving license with 2 years experience of driving.
9. **Scooter Driver- One post (Unreserved)**  
(Level 2 of Pay Matrix i.e. Rs.19,900-Rs.63,200)  
Age Limit: 30 years  
**Essential education qualification:**
- 12<sup>th</sup> class pass or equivalent qualification from a recognized Board or University.
  - Should possess valid driving license with 2 years experience of driving.
10. **MTS / Office Attendant – Eleven Posts (UR- 06, OBC-02, SC-01, ST-01, EWS-01)**  
(Level 1 of Pay Matrix i.e. Rs.18,000-Rs.56,900)  
Age Limit: 28 years  
**Essential education qualification:**
- 10<sup>th</sup> class pass or equivalent qualification from a recognized Board or University.
11. **MTS / Watch & Ward Attendant - Two post (UR-02)**  
(Level 1 of Pay Matrix i.e. Rs.18,000-Rs.56,900)  
Age Limit: 28 years  
**Essential education qualification:**
- 10<sup>th</sup> class pass or equivalent qualification from a recognized Board or University.
12. **Senior Library Attendant - One post (Unreserved)**  
(Level 1 of Pay Matrix i.e. Rs.18,000-Rs.56,900)  
Age Limit: 28 years  
**Essential education qualification:**
- 10<sup>th</sup> class pass or equivalent qualification from a recognized Board or University.
13. **Safai Karamachari – Three Posts (UR-01, OBC-01, SC-01)**  
(Level 1 of Pay Matrix i.e. Rs.18,000-Rs.56,900)  
Age Limit: 28 years  
**Essential education qualification:**
- 10<sup>th</sup> class pass or equivalent qualification from a recognized Board or University.

Application fee should be submitted through online mode only as per details given below:-

| Category   | Fee (Rs.) |
|------------|-----------|
| UR/OBC/EWS | 500/-     |
| SC/ST      | 250/-     |
| Women/PWD  | Nil       |

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3. Applicants are required to submit "**On-line Application Form**" by the closing date which is 30 days of the publication of advertisement in **Employment News/Rozgar Samachar**. 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**" in ICHR website.
4. The candidate should take printout of his/her submitted application form by the last date of closing date.
5. 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. Candidates working in Government organization/PSU should forward their applications (printout of the submitted application form) through proper channel. 2. Age relaxation would be provided as per the rules. 3. Any attempt to influence the Council in any manner would disqualify the candidate. 4. Mere submission of application & fulfilling the eligibility criterion would give no right to any person for selection. 5. Selection Committee/Chairman, ICHR may relax any eligibility conditions in case of deserving candidates. 6. The selected candidates should be prepared to work at any place in India.

**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](http://www.ichr.ac.in).

Vacancies are provisional and may increase or decrease.

**Member Secretary**