

ICMR Ref. No. 6-2(06)/2020-Admn.I

INDIAN COUNCIL OF MEDICAL RESEARCH
RAMALINGASWAMI BHAWAN, NEW DELHI – 110029

VACANCY CIRCULAR

Indian Council of Medical Research (ICMR), an autonomous organization under the Department of Health Research, Ministry of Health & Family Welfare, Government of India invites applications up to **26.02.2021** from eligible employees (SC/ST/UR) of Central/State Govt./Autonomous Body & PSU for filling-up the following post(s) on Deputation basis, initially for a period of three years but renewable every one year for the Institute (s) of ICMR which may be curtailed or extended further in the interest of administrative exigencies with the approval of the Competent Authority:-

S. No.	Name of the post & Pay level	Number of post(s) & category	Name of the Institutes where the vacancy is to be filled.
1	Admn. Officer - Level-10 (Rs. 56100-177500)	02 (SC)	ICMR-NIN, Hyderabad (1-SC) ICMR-NIMR, N. Delhi (1 - SC)
2	Section Officer Level-7 (Rs.44900-142400)	04(SC) 01 (ST)	ICMR-NIRT, Chennai (2-SC) ICMR-VCRC, Puduchery (1-SC) ICMR – RMRC, Bhubeneshwar (1-SC) ICMR-RMRC, Dibrugarh (1-ST)
3.	Accounts Officer Level-10 (Rs. 56100-177500)	01 (SC)	ICMR- NIMR, New Delhi (1)
3	Accounts Officer (Jr. Grade) – Level-7 (Rs.44900-142400)	03(UR)	ICMR-NITM, Belgavi (1) ICMR-NIIRNCD, Jodhpur (1) ICMR – RMRC, Gorakhpur (1)

A. Eligibility Condition for the post of Admn. Officer:

- (i) Holding analogous post OR the post of Section Officer in Level 8 (Rs.47600-151100) having four years regular service OR in level -7 (Rs.44900-142400) with 5 year's regular service in that grade in Central Govt./State Govt. /Autonomous Body/PSU.
- (ii) Below 56 years of age as on the last date of receipt of application.

B. Eligibility Condition for the post of Section Officer:

- (i) Holding analogous post possessing any degree having working knowledge of Computer OR Assistant in level 6 & 7 (Rs.35400-112400) & (Rs.44900-142400) of 7th CPC pay matrix respectively with 5 year's regular service in the grade in Central Govt./State Govt. /Autonomous Body/PSU.
- (ii) Below 56 years of age as on the last date of receipt of application.

C. Eligibility Condition for the post of Accounts Officer :

- (i) Holding analogous post OR Section Officers in Level 8 having 04 years' regular Service in the grade OR in Level 7 with 5 year's regular service in Central Govt. /State Govt./Autonomous Body/PSU.
- (ii) Two years working experience in Budget/Finance/Accounts
- (iii) Below 56 years of age as on the last date of receipt of application.

D. Eligibility Condition for the post of Accounts Officer (Jr. Grade):

- (i) Holding analogous post OR the post of Assistant in Level 6 & 7 (Rs.35400-112400) & (Rs.44900-142400) of 7th CPC pay matrix respectively having B. Com degree from a recognized university OR Chartered Accountant OR ICWA Course from Institute of Cost & Works Accounts, SAS, Finance Analyst, Subordinate Accounts Service with 5 year's regular service in the grade in Central Govt./State Govt. /Autonomous Body/PSU.
- (ii) Working knowledge of Computer And Accounts Software and 02 years working experience in Budget/Finance/Accounts
- (iii) Below 56 years of age as on the last date of receipt of application.

Note: The departmental officers (ICMR employees) shall not be eligible for deputation and similarly the deputationist shall not be eligible for promotion.

How to apply

2. Willing & eligible officers may submit their application in the prescribed form (available at ICMR <https://main.icmr.nic.in>) along with detailed CV (giving the details of past assignments and the work handled by the Officials) through **proper channel**, so as to reach the **Assistant Director General (Administration) (I), Indian Council of Medical Research, Ramalingaswami Bhawan, Ansari Nagar, Post Box -4911, New Delhi-110029** on or before 26.02.2021.

3. While forwarding the applications, the Controlling Authority should also send the following documents:-

- a) Vigilance Clearance Certificate/Integrity certificate.
- b) Attested copy of APARs of the last 5 years i.e. 2015-16, 2016-17, 2017-18, 2018-19 and 2019-20.

4. **The application received after the last date or incomplete or those not received through proper channel will not be considered.**

5. The short listed candidates shall be called for interview (off line/online) on given date and time at ICMR Hqrs. Office, New Delhi. NO TA/DA shall be paid for appearing in Personal Discussion.

6. The Instructions as issued by DoPT with regard to Deputation shall be applicable.

7. Applicant will not be permitted to withdraw his/her name after selection.

8. The selected candidates will be appointed on Deputation / ISTC basis *initially* for a period of three years but renewable in every 01 year which may be curtailed or extended further in the interest of administrative exigencies with the approval of the Competent Authority. The pay and other terms & conditions of deputation will be governed as per the instructions of the Department of Personnel & Training (DOP&T) issued from time to time in this regard.

Sd/-

Asstt. Director General(A)-I

Tel No. 011-2658694