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INDIAN COUNCIL OF
MEDICAL RESEARCH
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भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

Advt. No. Project Position/THR&NER/2022-ECD

Dated: 13/04/2022

The ICMR Headquarters intends to engage the following non-institutional project human resource positions, purely on temporary contract basis under multicentric Cohort / Task force research projects entitled: (i) "A non-inferiority randomized trial to assess the efficacy of low dose hydroxyurea (10 mg/kg/day) versus fixed dose hydroxyurea (20 mg/kg/day) in treatment of Sickle cell disease patients of tribal and non-tribal areas in India"; (ii) "Prevalence of thalassemia and Glucose -6- Phosphate (G-6-PD) deficiency among the selected autochthonous population of North East India"; and (iii) "A Multi-Centric Capacity Building Initiative to Strengthen the Clinical and Laboratory Detection of Melioidosis in India with special focus on the North Eastern States" under Division of ECD at ICMR Hqrs., New Delhi:

S.No.	Name of the Project Position and Consolidated Emoluments	No. of Positions and Reservation	Maximum Age Limit
01.	Project Research Scientist-VI (Non-Medical) Rs.54,000/- + HRA fixed (per month)	Three (Un-Reserved)	45 years
02.	Project Officer Rs. 32,000/- per month	One (OBC) One (EWS) and One (Un-Reserved)	30 years

(A) Required qualifications and desirable details are given below:

Project Human Resource Position	Essential Qualification	Desirable Details
Project Research Scientist-VI (Non-Medical)	1 st Class Master Degree in relevant subjects from a recognized university with 8 years experience OR 2 nd Class M.Sc + Ph.D in relevant subjects from a recognized university with 8 years experience	Candidate having working research experience in a Scientific and funding agency will be preferred, and also having the necessary experience in terms of the following: <ul style="list-style-type: none">• At least three years of post-qualification experience of managing public health programs especially in the designated project area.• Possessing Scientific Project Management skills and having administrative experience in project monitoring and evaluation including handling / coordinating projects related to communicable diseases.• Experience of preparing reports, notes, power-point presentation and undertaking programmatic data documentations.• Proficient in computer handling, having familiarity with commonly used Windows (MS Office software & software packages) and possessing knowledge of Computer applications / Business Intelligence tools / Data Management.

		<ul style="list-style-type: none"> • Demonstrated ability to work in a multi-disciplinary team environment with experience of travel for programmatic reviews and coordination.
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Job Requirements:

The selected candidate is expected to assist the Sr. Scientist(s) in the Division of ECD in:

- Monitoring / reviewing & coordinating the project activities on virtual platforms including organizing interim/review meetings and preparing / writing minutes of meetings.
- Writing and collating of project reports and frequent reporting of the project progress & milestones
- Preparing Scientific Notings and draft writing / editing of Manuscripts for Publications in the designated / implementing project(s).
- Ensuring that project performance indicators are met.
- Supporting data quality control and analyzing source data verification, data cleaning, query raising & resolution etc.
- Planning, initiating & implementing other research project(s) / activities in the Division.
- Any other work related to the scientific / technical activities in the Division, as assigned by the Sr. Scientist(s) / Head of the Division.

Project Human Resource Position	Essential Qualification	Desirable Details
Project Officer	Graduate in any discipline with 5 years experience of administration / finance and accounts work	Candidate having working administrative experience in a Scientific and funding agency will be preferred, and also having the necessary experience in terms of the following: <ul style="list-style-type: none"> • Working experience in the Central / State Govt. or Public Sector undertaking. Highly experienced candidate will be preferred. • Knowledge in computer operations including typing, excel sheets, power-point presentations etc. and to be able to take dictation, preferably shorthand. Preference will be given to the candidate having any Computer Course/Diploma (atleast one year). • Administrative experience of managing multicentric projects related to communicable diseases including supervision and monitoring of project accounts / funds. • Experience of preparing Scientific Notings and financial budget of multicentric research projects including maintenance of project files / records.

Job Requirements:

The selected candidate is expected to assist the Sr. Scientist(s) in the Division of ECD administratively in:

- Implementing, supervision & monitoring of project accounts / funds / requisite codal formality documentations for the project(s). Responsible for maintenance of records and financial budget of all the participating centers / sites.
- Verification, collection and ensuring timely submission of annual utilization certificates and statement of expenditures/accounts of the project(s).
- Assisting the Sr. Scientist(s) in organization for project review meetings and facilitating travel and logistic arrangements for Experts / PIs / Co-PIs etc., in case of hybrid meetings.
- Verification of the travel claims and compiling travel reports related to the project(s).
- Preparing project fund release bills and reconciling of all other relevant invoices.
- Maintaining a detailed, both electronic & hard copy records for quick and efficient retrieval of project related information.
- Coordinating with other staff in the Division for any other project related activities.
- Performing any other tasks / duties, as assigned by the Sr. Scientist(s) / Head of the Division.

(B) Other Details:

Place of work	ICMR Hqrs., New Delhi
Tenure	One year (may be renewed annually, depending upon evaluation of performance and tenure of the project).
Last Submission Date	28 th April, 2022 upto 17:00 hours
Date of Virtual Interview	Will be informed on ICMR website

Deserving candidates may send their application, duly filled in all respects in the prescribed format (as enclosed), along with updated CV and scanned copy of all the required / relevant supporting documents / certificates, duly self-attested, on the email: tribalhealth.icmr@gmail.com, in a SINGLE PDF FILE, within the scheduled date and time for submission of application, i.e., on or before 28th April, 2022 upto 17:00 hours. Late/Delayed/Incomplete/Unsigned applications will not be considered and rejected straight away without any correspondence. Candidates are therefore advised to submit their application well in time without waiting for the last date for submission of applications. ICMR/Institute/Centre will not be responsible if candidate fails to submit their application within time for any reason. Only those applications that are received within the stipulated date & time and are complete in all respects, will be screened by the Screening Committee of ICMR to shortlist candidates for further process of engaging the above project human resource positions. Shortlisted eligible candidates will be called through email for Virtual Interview via video conference. Candidature of successful candidates shall be subject to verification of all original documents by ICMR and also fulfillment of the required eligibility criteria, in all respects of qualification, age, experience, etc.

General Terms & Conditions:

1. The post is to be filled up on purely temporary basis.
2. Number of positions may vary.
3. These positions are meant for temporary projects and co-terminus with the project.
4. Incomplete / late applications will not be entertained.
5. Without signature applications will be rejected.
6. Application will only be accepted in prescribed format.
7. Any canvassing on behalf of the candidate or attempting to bring external influence with regard to selection / recruitment shall be considered as DISQUALIFICATION.
8. Age relaxation for reserved categories will be as per the guidelines of ICMR / DOPT rules and for deserving candidates.
9. Reserved category candidates must produce their latest Caste Validity Certificate. OBC candidates must possess a latest valid non-creamy layer certificate. PWD candidates shall produce latest disability certificate issued by a medical board of Government hospital with not less than 40% disability.
10. Category once applied shall not be allowed to be changed at later stage and no communication in this regard shall be entertained.
11. Cut-off date of age limit will be as on the last submission date of applications.
12. No benefit of Provident fund, CCA, Leave Travel Concession, Medical Claim, Staff quarters etc. will be considered, since the post is on purely temporary basis.
13. No TA/DA etc. will be given to attend the interview.

14. The appointment is terminable with one month notice from either side without assigning any reason.
15. Since the project is purely temporary, the incumbents selected will have no claim for regular appointments under ICMR or continuation of their services in any project.
16. Project manpower cannot be permitted to register for Ph.D, due to time constraints.
17. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
18. Leave shall be as per the ICMR's policy for project human resource positions.
19. ICMR reserves the right to cancel/modify the process at any time, at its discretion.
20. The decision of Competent Authority will be final and binding.
21. Qualification & experience should be in relevant discipline / field and from an institution of repute. Experience should have been gained after acquiring the minimum essential qualification.
22. Person already in regular time scale service under any Government Department / Organizations are not eligible to apply.
23. Candidate must submit his/her duly filled in application form in the prescribed format **(as enclosed)** with a recent passport size color photograph along with a detailed bio-data/CV and all relevant documents; **duly self-attested**; in proof of his/her educational qualifications [all certificates and mark-sheets from 10th Std. onwards] working experience, age, caste and **photo id** [Aadhar Card/Indian Passport/PAN Card/Driving License] etc., on the email: tribalhealth.icmr@gmail.com, **in a SINGLE PDF FILE**, within the scheduled date and time for submission of application **i.e., on or before 28th April, 2022 upto 17:00 hours**, failing which his/her candidature will not be considered. Late/Delayed/Incomplete/Unsigned applications will not be considered at all and no correspondence will be entertained in this regard. Application received through any other mode will not be accepted.
24. ICMR reserves the right to terminate the project human resource position even during the agreed contract period or extended contract period without assigning any reason.
25. ICMR reserves rights to consider or reject any application/candidature.
26. Mere fulfilling the essential qualification does not guarantee the selection.
27. Corrigendum/addendum/further information; if any; in respect of this advertisement, will be published on ICMR website only. Hence, the candidates are advised to see the website of ICMR regularly for further updates related to this advertisement.

Administrative Officer
Division of ECD



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Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

Indian Council of Medical Research

Application for engagement of Project Human Resource Position, purely on temporary basis

Note: No field in this application should be left blank

1. Name of the Project Human Resource Position, applied for : _____
2. Advertisement No. : _____
3. Name in full (IN BLOCK LETTERS) : _____
[First Name] [Middle Name] [Last Name]
4. Father's / Husband's Name (Please tick) : _____
5. Address for Correspondence : _____

Contact No. _____
Email id: _____
6. Permanent Address : _____

7. Date of Birth (Certificate must be supported) : _____ Age: _____ (as on _____)
[dd/mm/yyyy] (years/months/days)
8. Whether SC/ST/OBC/General/EWS : _____
9. Marital Status (Tick appropriately) : Married / Unmarried / Divorcee / Widower / Widow

Paste here latest
photograph and
sign across

10. Education Qualifications

: (Certificates in proof of qualifications must be supported)

(Starting from latest)

S.No	EXAM. PASSED	YEAR OF PASSING	BOARD / UNIVERSITY	% OF MARKS / GRADE	SPECIALIZATION

11. Work Experience (Certificates in proof of experience must be supported) :

Name of Employer	Post	From date	To date	Reason for leaving

Total Experience gained after acquiring the minimum essential qualification (in years) : _____

12. Details of NET/GATE/National level exams passed if any.

Exam Passed	Date, Month & year of Passing	Valid till (date, month & year)

13. Total number of publications in Indexed Journal: _____ (kindly attach an Annexure of published research articles alongwith Impact Factor and Citation Index against each paper).

Note: Additional information, if any can be provided on a separate paper or on overleaf of this page.

Declaration: I hereby declare that the particulars furnished in this form by me are true to the best of my knowledge and belief. Furnishing of false information or suppression of facts will be disqualification and is likely to render the candidate unfit.

Date: _____

Signature: _____

Place: _____

Name of the candidate: _____