

**ICMR, Ref. No. 6-2(01)/2023-Estt.**

**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 28.04.2023 from eligible employees of Central/State Govt./Autonomous Body/ PSU to fill up the following vacancies (including anticipated vacancies) on Deputation ISTC basis, initially for a period of three years, and thereafter renewable on yearly basis for two more years for the HQ/ Institute(s) of ICMR. The vacancies may vary due to administrative exigencies/reasons, with the approval of the Competent Authority:-

S. No.	Name of the post & Pay level	Number of vacancy	Name of the Institute(s)	Post Code
1	Administrative Officer Level-10 (Rs. 56100-177500)	04	ICMR Hqrs., New Delhi	A1
		01	ICMR- National Institute for Implementation Research on Non-Communicable Diseases, Jodhpur	A2
		01	ICMR - National Jalma Institute of Leprosy & Other Mycobacterial Diseases, Agra.	A3
		01	ICMR- Regional Medical Research Centre, Gorakhpur	A4
		01	ICMR- Regional Medical Research Centre, Dibrugarh	A5
		01	ICMR- National Institute of Cancer Prevention and Research, Noida	A6
		01	ICMR- National Institute of Traditional Medicine, Belagavi	A7
		01	ICMR – ICMR-NARF, Hyderabad	A8

**Note-1:** The anticipated vacancies include the vacancies of the recruitment year 2023, due to superannuation of Officials. Hence, the offer will be given, as and when clear vacancy arises.

**A. Eligibility Condition for the post of Administrative Officer :**

- (i) Officers from Central/State Govt./Autonomous body/PSU;
- (ii) Holding analogous post OR Section Officer in Level 8 (Rs. 47600-151100) having four years regular service in the grade or in level-7 (Rs. 44900-142400) with five years' regular service in that grade in Central Govt./State Govt./Autonomous Body/PSU.

(iii) Below 56 years of age as on the last date of receipt of application.

Note-2: The departmental officers (ICMR employees) shall not be eligible for deputation and similarly the deputationist shall not be eligible for promotion.

**How to apply**

1. Willing & eligible officers may submit their application in the prescribed form (available at ICMR <https://main.icmr.nic.in>) on or before 28.04.2023.
2. While forwarding the applications, the Controlling Authority shall also send the following documents:-
  - a) NOC, Vigilance Clearance Certificate, Integrity certificate.
  - b) Attested copy of APARs of the last 5 years from 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22.
3. **The application received after the last date or incomplete or NOC not received through proper channel, will not be considered.**
4. The short listed candidates shall be called for interview (off line/online) at ICMR Hqrs. Office, New Delhi for which the date & time shall be intimated later.
5. The Instructions for pay and other terms & conditions of deputation issued by DoPT from time to time shall be applicable.
6. The candidates who apply for the aforementioned posts(s) will not be allowed to withdraw their candidature subsequently.
7. The selected candidates will be appointed on Deputation / ISTC basis, in the interest of administrative exigencies, with the approval of the Competent Authority.
8. The candidates must clearly indicate the Post Code(s) for which he/she is applying. Multiple Post Code(s) are also permissible.
9. Any future correspondence or other information regarding this advertisement will be made available on the website of the Council Headquarter and its subordinate institutes/centres. No correspondence or telephonic contact should be made with the Council Headquarter in this regard.

  
14/3/23

Assistant Director General (Admin.)

**INDIAN COUNCIL OF MEDICAL RESEARCH**  
**V. Ramalingaswami Bhawan, Ansari Nagar, New Delhi-110029**

**FORM OF APPLICATION FOR THE POST OF ADMINISTRATIVE OFFICER**

**Part-I**

To be filled by the Applicant (No column should be left blank)

1 Name of the Post:

Post Code (S):

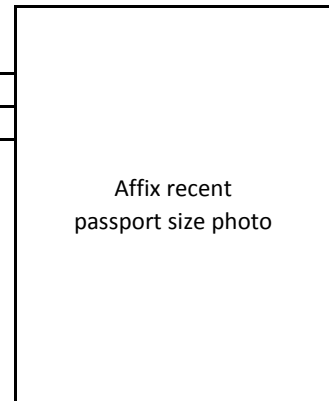
A1	A2	A3	A4	A5	A6	A7	A8	-	-	-	-	-
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2 Full name of the applicant ( in block letters):

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3 Father's name/Spouse name

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4 Gender :  Male  Female

5 (a) Date of Birth  DD  MM  YYYY

(b) Age as on last date for receipt of application:  DD  MM  YYYY

(c) Date of Retirement  DD  MM  YYYY

6 Date of joining in Service  DD  MM  YYYY

7 Details of posting in last 10 years, starting with present post held: ( use separate page, if required)

Sl	Designation	Name of Organisation/ Department/Office	Whether post held on regular/adhoc/ officiating/ deputation basis	Scale of Pay/Pay Band + Grade Pay + Pay Level	Period		Duration
					From	To	

8 Current post held on regular basis  
(a) Name of the post

(b) Whether Group A/B Gazetted: Group-A  Group-B

(c) Pay Level & pre revised Grade pay/Pany Band

(d) Date of appointment on regular basis in Group'A' ( Gazetted)/Group'B' (Gazetted post)  
 DD  MM  YYYY

9 (a) Educational Qualifications

(b) Professional Qualifications, if any


10 Experience, particularly relating to Health Sector/Finance/Accounts


11 Date of return from last ex-cadre post, if any date of completion of cooling off period, if applicable

		DD			MM					YYYY
		DD			MM					YYYY

12 Whether all eligibility conditions are fulfilled :

		Yes			No
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13 (a) Postal address for communication with Pin Code ( in block letters)

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Telephone No.

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Mobile No.

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E-mail ID

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(b) Postal address of Parent Department with PIN Code and Telephone/Fax Number/E-mail ID ( in block letters)

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Certified that the information furnished above by me is correct

Signature of the applicant with date

3

**Part-II**

(To be filled by the Cadre Controlling Authority of the applicant)

- 1 Certified that the particulars given above by the applicant are correct as per the records available in the Department/Office of \_\_\_\_\_
- 2 It is also certified that Shri/Ms \_\_\_\_\_ is clear from Vigilance Angle and no disciplinary proceedings are pending or contemplated against him/her.
- 3 It is also certified that integrity of Shri/Ms \_\_\_\_\_ is \_\_\_\_\_
- 4 The attested copies of the Annual Confidential Reports ( ACRs/Annual Performance Appraisal Reports ( APARs for the last 5 years, i.e. 2017-2018, 2018-2019, 2019-2020, 2020-2021 and 2021-2022) (if ACR/APAR for period of more than 3 months is not available/recorded then ACRs/APARs prior to 2013-2014 for the matching period needed to be forwarded along with No Report Certificate (NRC)

5 It is hereby certified further that this Department/Office shall have no objection to the relieving of said officer in case Shri/Ms \_\_\_\_\_ is selected for the post of Administrative Officer.

Place:

(Name, Signature & Telephone No.  
of officer with official Stamp)

