

I/6118/2023

No. 6-2(03)/2023-Estt.
INDIAN COUNCIL OF MEDICAL RESEARCH
V. Ramalingaswami Bhawan,
Ansari Nagar, New Delhi- 110029

Dated 27.09.2023

To, PS to Secretary,
Ministry of Water Resources
6th Floor Cabin, Shram Shakti
Bhawan,
Rafi Marg, New Delhi-110001

Subject: Filling up of the post of Administrative Officer on deputation basis -reg.

Sir,

The ICMR has invited applications through Newspaper/Employment News to fill the vacancies of Administrative Officer in the level -10 (Rs. 56,100 – 177,500), on deputation basis. The last due for receipt of application from willing & eligible officers is on 31.10.2023.

The vacancy circular & application form are enclosed herewith with the request that the same may be circulated in your organization and also upload on your organization's website for wider publicity.

Digitally Signed by Jagdish

Rajesh

Yours faithfully,

Date: 29-09-2023 12:58:35

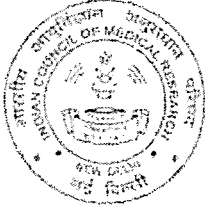
Reason: Approved

(Jagdish Rajesh)

Assistant Director General (Admn.)

Encl. as above

I/6120/2023



icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH
New Delhi

भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, नई दिल्ली

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

NO:6-2(01)/2023-Estt.Section /AO-Dep/
2023

25th Sep

VACANCY CIRCULAR - 04/2023

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 upto **31.10.2023** from eligible employees of Central/State Govt./Autonomous Body/ PSU to fill up the vacant positions of Administrative Officer including anticipated vacancies on **Deputation basis including short term contract**, initially for a period of three years, and thereafter renewable on yearly basis for two more years at the HQ/ Institute(s) of ICMR.

2. The number of vacancies may be increased/decreased due to administrative exigencies/reasons, with the approval of the Competent Authority:

Sno.	Name of Post & Pay Level	Post Code	Name of Institute	Tentative positions
1.	Administrative Officer Level-10, (Rs. 56100-177500)	A1	ICMR-NIIRNCD, Jodhpur	01
		A2	ICMR-RMRC Port Blair	01
		A3	ICMR-NIN, Hyderabad	01
		A4	ICMR-NJIL&OMD Agra	01

Note: 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.

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

- Officers from Central/State Govt./Autonomous body/PSU
- Holding analogous post OR Section Officers in Pay Level-8 (47600-151100) having four years' regular Service in the grade **OR** in Pay Level -7 (44900-142400) with five year's regular service in Central Govt. /State Govt./Autonomous Body/PSU.
- 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.

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How to apply

6. Willing & eligible officers may submit their application in the prescribed form (available at ICMR <https://main.icmr.nic.in>) on or before **31.10.2023**.
7. While forwarding the applications, the Controlling Authority shall also be sent the following documents:-
- NOC, Vigilance Clearance Certificate, Integrity certificate and endorsement (as per Part-II of application form).
 - Attested copy of APARs of the last 5 years from 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23.
8. **The application received after the due date of receipt of applications or incomplete or NOC not received through proper channel, will not be considered.**
9. 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. No TA/DA shall be paid for appearing in Personal Discussion.
10. The Instructions for pay and other terms & conditions of deputation basis issued by DoPT/Gol from time to time shall be applicable.
11. The candidates who apply for the aforementioned posts(s) will not be allowed to withdraw their candidature subsequently.
12. The selected candidates will be appointed on Deputation/ISTC basis, in the interest of administrative exigencies, with the approval of the Competent Authority.
13. The candidates must clearly indicate the name of Post and at least three choices of their place of posting for which he/she is applying.

Assistant Director General (Admin.)

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/Pay Band

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

<input type="text"/>	<input type="text"/>	DD	<input type="text"/>	<input type="text"/>	MM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YYYY
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2

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

<input type="text"/>	<input type="text"/>	DD	<input type="text"/>	<input type="text"/>	MM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YYYY
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<input type="text"/>	<input type="text"/>	DD	<input type="text"/>	<input type="text"/>	MM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YYYY
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12 Whether all eligibility conditions are fulfilled :

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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13 (a) Postal address for communicating with Pin Code (in block letters)

Telephone No.

Mobile No.

E-mail
ID

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

Certified that the information furnished above by me is correct

Signature of the applicant with date

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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. 2018-2019, 2019-2020, 2020-2021,2021-2022 and 2022-23) (if ACR/APAR for period of more than 3 months is not available/recorded then ACRs/APARs prior to 2018-2019 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 on deputation basis.

Place:

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