



[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 for filling up the following vacant posts 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 position |
|------|---|-----------|-----------------------|--------------------|
| 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.

2. For more details, please visit <https://main.icmr.nic.in>. The application received after the due date of receipt of applications or incomplete or NOC not received through proper channel, will not be considered.

Digitally Signed by Jagdish
Rajesh
Date: 29-09-2023 13:00:11
Reason: Approved

Assistant Director General (Admin.)



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

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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.

I/6120/2023

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:-
 - a) NOC, Vigilance Clearance Certificate, Integrity certificate and endorsement (as per Part-II of application form).
 - b) 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.)

INDIAN COUNCIL OF MEDICAL RESEARCH

V. Ramalingaswami Bhawan, Ansari Nagar, New Delhi-110029

FORM OF APPLICATION FOR THE POST OF ADMINISTRATIVE OFFICER ON DEPUTATION BASIS Vacancy Circular 04/2023

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 |
| | | | |

2 Full name of the applicant (in block letters):

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |

Affix recent
passport size photo

3 Father's name/Spouse name

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |

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/contract 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/Pay Band

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

DD MM YYYY

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

DD MM YYYY

DD MM YYYY

12 Whether all eligibility conditions are fulfilled :

Yes No

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

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. 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)