



icmr

भारतीय आयुर्विज्ञान अनुसंधान परिषद
INDIAN COUNCIL OF MEDICAL RESEARCH

वी. रामलिंगस्वामी भवन, अन्सारी नगर, पोस्ट बॉक्स 4911, नई दिल्ली - 110 029
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No.16/155/2016-Admn.II

Dated:5.2.2020

Office Memorandum

Subject:- Recruitment Rules for Group A,B and C Administrative Cadre -

The revised Recruitment Rules for Administrative Cadre Group A,B and C have been notified. So the minimum qualification should be Graduate for all the posts starting from Dy. Director General, Asstt. Director General, Sr. Administrative Officer, Sr. Accounts Officer, Administrataive Officer, Accounts Officer, Jr. Administrtrive Officer, Jr. Accounts Officer, Section Officer, Private Secretary, Assistant and Personal Assistant.

ICMR is a Scientific Organization wherein the Administrative/Stenographer also should have minimum knowledge of different scientific fields wherein research is going on in ICMR. Thus, it is necessary that all existing administrataive/stenographer staff shall acquire minimum degree qualification within 31.12.2025 positively.

All the list of administrative/stenographer staff not having Degree but retiring after 1.1.2026 is enclosed at Annexure-I.

Hence these officers/staff are requested to join in any Graduation programme through distance education/night colleges and acquire degree within the next six calendar years without fail. The Institutes/ICMR Hqrs. will give necessary permission to such employee forthwith.

Yours faithfully,

(Agnes Xalxo)

Dy. Director General (Admn.)

To

1. All the Directors/Directors-in-charge of all Institutes/Centres of ICMR.
2. Deputy Director General (Admn.) ICMR Hqrs. New Delhi

Copy to:

- i) PS to DG/Addl.DG/Sr.DDG(A)/Sr.FA
- ii) S.O. Admn.I
- iii) All Division/Sections at the Hqrs.
- iv) Dr. L.K. Sharma, Scientist 'E' for upload on ICMR website.

The list of Administrative/Stenographer Staff not having Degree but retiring after 1.1.2026 is as follows :

Institute Name	Name	Designation	Educational Qualification	Date of Retirement
NIE Chennai	Mr. Dasari Ramesh	Stenographer	Intermediate	31.08.2047
NIRT Chennai	Mr. B. Durai Raj	Assistant	10 th	30.06.2032
NICPR Noida	Mr. Kumar Gautam	Accounts Officer	PGDFM	30.11.2044
NIOH, Ahmedabad	Mrs. N. Shashikala ROHC (S)	Stenographer	SSLC	30.11.2033

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