

No.19/10/2019-Admn.I
INDIAN COUNCIL OF MEDICAL RESEARCH
V. Ramaligaswami Bhawan, New Delhi

Ansari Nagar, New Delhi - 110029

Dated: 28.03.2024

OFFICE MEMORANDUM

Subject: - Provisional Common Seniority List of Personal Assistant in respect of ICMR Hqrs. Office and its Institutes/Centre –

In pursuance of OM No.16/155/2015-Admn.II (Part.I) dated 10.10.2019 regarding Recruitment Rules, 2017 and amended RRs dated 15.01.2020 of ICMR Administrative Cadre (A,B & C), the draft provisional Common Seniority List of Personal Assistant appointed/promoted on a regular capacity in the Pay Level-6 (Rs. 35400-112400) of Pay Matrix has been prepared based on available records. All the staff members holding the post of Personal Assistant on regular basis may check their Seniority and furnish objection/comments, if any, to Establishment Section, ICMR Hqrs. through E-Mail admin1.hq@icmr.gov.in within 15 days from the date of issue of this Office Memorandum.

2. All employees may note that respective reserved category (SC, ST, PwD) has already been indicated against their names, in case, if any of them not inserted/ included, the same may be informed to Establishment Section, ICMR Hqrs. so that the same may be mentioned in the seniority list for the purpose of reservation through proper channel.

3. All Institutes/Centers are also requested to inform if, any staff member has been left/resigned/died/terminated or is required to be included in the provisional seniority list of PA.

4. In case, no information/ objection/ comment is received within 15 days, from the individual/ institutes/ centres, it will be presumed that the concerned officer/ institutes/ centres has no objection to his/ her position indicated in the draft provisional Seniority List and the same will be treated as final.

5. The common seniority list may be revised subject to outcome of clarification sought from the DHR and DOP&T on reservation, if any.

Signed by
Jagdish Rajesh

Date: 28-03-2024 14:35:35

(Jagdish Rajesh)
Assistant Director General (Admn.)

1. Directors / Directors-in- Charge of Institutes/ Centres concerned- with the request that all Personal Assistant may be directed to furnish objection/ comments through proper channel duly verified from service records through proper channel, if any within 15 days failing which Seniority List in the grade of Personal Assistant will be finalized.

2. All Personal Assistant, ICMR Hqrs. Office- for information and necessary action.

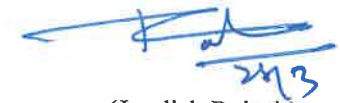
INDIAN COUNCIL OF MEDICAL RESEARCH

PROVISIONAL COMMON SENIORITY LIST OF PERSONAL ASSISTANT IN LEVEL - 6 (RS.35400-112400) OF PAY MATRIX AS ON DATE IN RESPECT OF ICMR HQRS. OFFICE AND ITS INSTITUTES/CENTERS AS ON 01.01.2024

Sl. No.	Name of the institute	Name of the Officer	Date of Birth	Date of Joining in ICMR	Date of appointment/ promotion Personal Assistant	Qualification	Remarks
1	NIOH, Ahmedabad	Mr. R. R. Mandalia	24.06.1961	06.07.1982	01.12.1998	B.Com (Adv.Account& Auditing)	Retired on 30.06.2021
2	RMRC, Bhubaneswar	Mrs. R. Varghese	01.04.1962	15.01.1986	04.12.2007	Matriculation	Retired on 31.03.2022
3	NIOP, Delhi	Smt. Rekha Rani	22.04.1972	21.10.1997	20.02.2009	12th Pass, B.A.	
4	ICMR Hqrs.	Smt. Sarita	08.04.1979	17.08.2000	30.06.2009	12th Pass, BA	
5	NIRTH, Jabalpur	Sh. Subhash Chandra Muduli	29.06.1968	16.05.2001	31.12.2010	MA, B.Lib., PGDCA	
6	NIOH, Ahmedabad	Mrs. M R Alamchandani	01.06.1960	13.09.1984	13.06.2013	B.Com	Retired on 31.12.2019
7	NIV, Pune	Ms. Shakila Imam Choudhari	18.06.1982	14.03.2014	14.03.2014	M.Com.,	
8	NIV, Pune	Ms. Suhasini Mangesh Bhave	11.05.1975	14.03.2014	14.03.2014	B.Sc., MCA, DFM,	
9	NIOP, Delhi	Smt.E. Sharda,	22.03.1974	18.12.1998	17.09.2014	12th Pass	
10	ICMR Hqrs.	Sh. Ravinder Singh	07.09.1976	04.04.2005	01.11.2014	12th Pass	
11	NICPR, Noida	Mrs. Krishna Magoo	20.10.1966	23.11.1990	14.05.2015	B.A, B.Ed	
12	NIOH, Ahmedabad	Mr. M R Chawla	29.03.1980	13.07.2004	01.10.2015	M.Com	
13	NIE, Chennai	Mr. R. Arumugam	05.06.1965	16.11.1988	22.05.2018	B. Com	


29/03

Sl. No.	Name of the institute	Name of the Officer	Date of Birth	Date of Joining in ICMR	Date of appointment/ promotion Personal Assistant	Qualification	Remarks
14	NIE, Chennai	Mrs. R. Janaki	12.12.1966	05.04.2011	06.08.2018	B.A.	
15	NIV, Pune	Mrs. S.S. Dube	08.10.1973	14.02.2002	24.12.2018	M.Com, B.Com. MS-CIT	
16	ICMR Hqrs.	Mrs. Arti Juneja	30.09.1994	08.03.2019	08.03.2019	B.Com.	
17	NIRT, Chennai	Mrs. K. Mahalakshmi	28.07.1987	20.03.2014	29.05.2019	B. Com.	
18	RMRCNE, Dibrugarh	Sh. Tika Bahadur	13.10.1993	10-06-2019	10-06-2019	B. Com.	
19	NIOH, Ahmedabad	Smt. Sindhu Acharya			14.09.2021		Please indicate the merit of selection so that they will be placed as per their seniority as well as their service particulars
20	NIOH, Ahmedabad	Smt. N. Shashikala			14.09.2021		
21	NIE, Chennai	Mr. P. Anitha			31.12.2021		Please indicate her service particulars



(Jagdish Rajesh)
Assistant Director General (Admn.)