

INDIAN COUNCIL OF MEDICAL RESEARCH
Division of Reproductive, Child Health & Nutrition Division (RCN)
(EMPLOYMENT NOTIFICATION FOR CONTRACTUAL POSTs)

Advt. No. 5/7/141/Mission Mode/MH/2022-RBMCH&N

Dated: 16.02.2023

ICMR Headquarters intend to engage following non-institutional project human resources positions, purely on temporary contract for its short-term research project entitled: “Feasibility, Acceptability and Costs of providing comprehensive Preconception Care services to young couples in Maharashtra” under Division of RCN, ICMR HQ, New Delhi.

Eligible candidates may send their applications in the prescribed format (attached), duly filled in all respects along with all required supporting documents and certificates, duly self attested, on the email: rcnicmr@gmail.com within the schedule date and time for submission of applications i.e on or before 01.03.2023 up to 15:00 hours. Late / Delayed / Incomplete / Unsigned applications will not be considered and rejected straight away without any correspondence. Shortlisted eligible candidates will be called for a Virtual Interview via video conference. The Candidates may download the application form (prescribed format) from website <https://main.icmr.nic.in>

A. Required qualifications and desirable details are given below:

Sl.No	Project Human Resource Position	No. of Position	Essential Qualification	Desirable Qualifications	Consolidated emoluments (per month)	Max. Age limit
01	Project Officer/ Assistant (UR)	01 (UR)	<ul style="list-style-type: none"> Bachelor’s degree in any discipline from a recognized University. Minimum 5 years experience in dealing with Accounts/Finance/Administration work. Working Knowledge of Computer and MS-office 	<ul style="list-style-type: none"> Preference will be given to those having experience in dealing with administrative work in Govt./ Semi Govt/ Autonomous Organization 	<ul style="list-style-type: none"> Rs. 32,000/- per month No other allowance will be payable. 	Not exceeding 30 years on 01.03.2023

Nature of Duties:

- Management of project activities and monitoring implementation of project the participating sites.
- To assist in preparation of reports & other documents.
- Travel to participating sites for assessment and monitoring of progress.
- To assist in any other works related to the project or other scientific/technical activities
- To assist in preparation of all necessary documents of the meetings.
- Assist in organizing meeting and preparation of minutes of the meeting
- Data Management, Secretarial Assistance
- To assist in any other works related to the project or other technical activities

02	Data Entry Operator (Grade – A) (UR)	01 (UR)	<ul style="list-style-type: none"> • Intermediate or 12th Pass from recognized board. • A speed test of not less than 15000 key depressions per hour through speed test on computer. • Working Knowledge of Computer and MS-office 	<ul style="list-style-type: none"> • 2 years' experience in government, Autonomous, or any other recognized organization. • Preference will be given to those having experience in dealing with administrative work in Govt./ Semi Govt/ Autonomous Organization 	<ul style="list-style-type: none"> • Rs. 17,000/- per month • No other allowance will be payable. 	Not exceeding 25 years on 01.03.2023
Nature of Duties: <ul style="list-style-type: none"> • Experience of data entry, letter drafting, working in Excel. • Clerical and administrative and any other responsibilities assigned by the superiors. 						

B. Other details:

Place of work:	ICMR HQ, New Delhi
Tenure:	One Year (may be renewed annually based on performance till the end of the project). Total project duration is for 3 years.
Last Submission Date	01.03.2023 upto 15:00 hours
Date of Virtual Interview	Will be informed through email to shortlisted candidates.

Posts is to be filled on purely temporary basis till the project lasts. The appointment can be terminated with one month notice from either side without assigning any reason. The age qualification and experience may be relaxed for deserving candidates. Since the post is purely temporary, the incumbents selected will have no claim for regular appointment under ICMR/DHR or continuation of his / her services in any other project. No benefit or provident fund, HRA, CCA Leave Travel Concession, MEDICAL CLAIM, is admissible. No TA/DA will be paid to attend the interview.

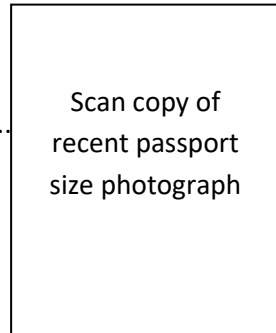
Selection procedure: A personal discussion via hybrid (Link to be provided by ICMR) will be conducted for the eligible and shortlisted candidates after verification of the application on the prescribed form and certificated submitted.

General Conditions: The conditions for employment will be the same as that of the project staff on contract basis. The candidates have no right to claim for any regular employment. One time age relaxation for staff working in ICMR project at ICMR Hqrs./Institutes/Centre will be allowed. The appointing authority has the right to accept/reject any application without assigning any reasons (s) and no correspondence in this matter will be entertained. Age, Qualification, experience etc will be reckoned as on, the date of personal discussion via video conferencing.

APPLICATION FORM

Post applied for: _____

1. Name of the applicant (in full block letters)
2. Father's /Husband's Name
3. Date of Birth
4. Age as on 01.03.2023:YearsMonths.....Days.....
5. Gender (Male/Female)
6. Category
7. Present Address (with pin code)
-
8. Permanent address (with pin code)
-
9. Email ID
10. Mobile No
11. Academic & professional Qualification (Starting From Higher Secondary)*



No.	Name of the Exam	Board/University /College	Year of Passing	Percentage of Marks
1				
2				
3				
4				
5				

12. Details of experience in* - Starting with the current /most recent one

No.	Organization Name	Designation	From	To	Total in months/ years	Roles and Responsibility	Last Salary Drawn

13. Total experience in year as above :-----
14. Knowledge of M.S Office:
15. Any other information

DECLARATION

It is certified that the information provided as above is true & complete in all respects and to the best of my knowledge & Belief. If anything found wrong/Incorrect, my candidature stands cancelled.

(Signature of the Application)

Name.....
Place & Date.....