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INDIAN COUNCIL OF
MEDICAL RESEARCH
Serving the nation since 1911

भारतीय आयुर्विज्ञान
अनुसंधान परिषद

NO: 6-2(13)/2019-स्थापना

19 जनवरी 2024

रिक्ति परिपत्र – 01/2024

भारतीय चिकित्सा अनुसंधान परिषद (आईसीएमआर), स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के तहत एक स्वायत्त संगठन, केंद्र/राज्य सरकार/स्वायत्त निकाय/पीएसयू के पात्र कर्मचारियों से 28.02.2024 तक तीन साल की अवधि के लिए सहायक महानिदेशक (प्रशासन), वेतन स्तर -12, के एक पद को प्रतिनियुक्ति/अल्पकालिक अनुबंध के आधार पर भरने के लिए आवेदन आमंत्रित करता है। प्रतिनियुक्ति की अवधि आईसीएमआर मुख्यालय में आवश्यकता होने पर बढ़ाया/घटाया जा सकता है।

2. अधिक जानकारी के लिए कृपया <https://main.icmr.nic.in> पर जाएं। आवेदन प्राप्त होने की नियत तारीख के बाद प्राप्त आवेदन या अपूर्ण या उचित माध्यम से एनओसी प्राप्त नहीं होने पर आवेदन पर विचार नहीं किया जाएगा।

सहायक महानिदेशक (प्रशासन)

NO: 6-2(13)/2019-Estt.

19 January 2024

VACANCY CIRCULAR – 01/2024

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 up to **28.02.2024** from eligible employees of Central/State Govt./Autonomous Body/ PSU for filling up **one post of Assistant Director General (Administration) in the Pay Level-12 Deputation basis including short term contract**, for a period of three years, and thereafter may be extended/curtailed, if required by the ICMR Hqs.

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.

Assistant Director General (Admin.)

/13031/2024



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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

NO: 6-2(13)/2019-Estt.

19 January 2024

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2. Eligibility Condition for the post of Assistant Director General (Admin):

- (i) Officers from Central/State Govt./Autonomous body/PSU
- (ii) Holding analogous post OR Under Secretary in Pay Level-11 (Rs. 67700-208700) or equivalent possessing any degree and having working knowledge of computer, with four years service in the grade; and
- (iii) 5 years working experience in administration and finance
- (iv) Below 56 years of age as on the last date of receipt of application.

Note-1: Pay Band/Pay Level granted under ACP/MACP is personal to the officer and therefore shall not be considered for eligibility.

Note-2: The departmental officers (ICMR employees) shall not be eligible for deputation and similarly the deputationist shall not be eligible for promotion.

How to apply

3. Willing & eligible officers may submit their application in the prescribed form (available at **ICMR** <https://main.icmr.nic.in>) on or before **28.02.2024**.

4. While forwarding the applications, the Controlling Authority shall also 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 and 2021-22, 2022-23.

5. **The application received after the due date of receipt of applications or incomplete or NOC not received through proper channel will not be considered.**

/13031/2024

6. The short listed candidates shall be called for interview 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.
7. The Instructions for pay and other terms & conditions of deputation basis issued by DoPT/Gol from time to time shall be applicable.
8. The candidates who apply for the aforementioned posts(s) will not be allowed to withdraw their candidature subsequently.
9. The selected candidates will be appointed on Deputation/ISTC basis, in the interest of administrative exigencies, with the approval of the Competent Authority.

Signed by

Jagdish Rajesh

Date: 24-01-2024 04:29:35

Assistant Director General (Admin.)

INDIAN COUNCIL OF MEDICAL RESEARCH
V. Ramalingaswami Bhawan, Ansari Nagar, New Delhi-110029

FORM OF APPLICATION FOR THE POST OF ASSISTANT DIRECTOR GENERAL (Admin.) ON DEPUTATION BASIS
Vacancy Circular 01/2024

Part-I

To be filled by the Applicant (No column should be left blank)

1 Name of the Post:

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

3 Father's name/Spouse name

4 Gender :

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)

S.No.	Designation	Name of Organization/ Department/Office	Whether post held on Regular/Ad-hoc/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



Affix recent
passport size photo

(b) Whether Group A Gazetted/ Non Gazetted: Gazetted Non-Gazetted

(c) Pay Level & pre revised Grade pay/Pay Band

(d) Date of appointment on regular basis in Group'A' (Gazetted/Non-Gazetted)
 DD MM YYYY

9 (a) Educational Qualifications

(b) Professional Qualifications, if any

10 Experience, particularly relating to Health Sector/Administration /Finance

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)

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Certified that the information furnished above by me is correct.

Signature of the applicant with date

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 Assistant Director General (Admin.) on deputation basis.

Place:

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