



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\(01\)/2023-Estt.Section](#) /AO-Dep/  
2023

25<sup>th</sup> 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 to fill up the vacant positions 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 positions
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.

### 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)