

INDIAN COUNCIL OF MEDICAL RESEARCH

No. SRUM/Main/2022/BMS

Dated: 11.09.2023

Walk-in Interview

Applications are invited from eligible candidates for the following Non-Institutional project human resource positions, purely on temporary contract basis for “**National Task Force on Safe and Rational Use of Medicine (SRUM)**” for an initial period of six months. The Walk-in-interviews will be conducted at ICMR Hqrs., Ansari Nagar, New Delhi-110029. Application will be received by hand on the date of Walk-in-interview between 9:00 A.M. and 10:30 A.M. The candidate may fill the below mentioned application form and submit the same duly filled in along with one set of photocopies of certificates and one latest photograph and all the Original Certificates for verification failing which their candidature cannot be considered for Interview.

After verification of the applications, the name of eligible candidates will be informed on the same day for Walk-in-interview. The candidates have to make their own arrangements for attending the Walk-in-interview. The applicants are advised to visit our www.icmr.nic.in regularly for any updates and changes in the recruitment process.

Place of work: Indian Council of Medical Research, Hqrs. office, Ansari Nagar, New Delhi.

Date of Walk-in-Interview: 03.10.2023

Required qualifications and other details are given below.

Sr.No.	Project Human Resource Position	No. of Positions	Essential Qualification	consolidated emoluments	Max age limit
1	RA-III	One (1)	<p>Essential: Ph.D/MD/MS/MDS or equivalent degree or having 3 years of research, teaching and design and development experience after M.S./M. Pharma/ME/M.Tech with at least one research paper in Science Citation Indexed (SCI) journal.</p> <p>Desirable Experience</p> <p>(i) Statistical analysis of studies conducted.</p> <p>(ii) Assisting in the coordination</p>	54,000/- + HRA	Upper age limit upto 40 years. Age relaxation will be as per the Government of India ICMR rules

			<p>of various activities including conduct of meeting, preparation of necessary documents, review of literature etc.</p> <p>(iii) Experience with protocol and manuscripts writing.</p> <p>(iv) Assist in preparation of meeting minutes</p>		
2	Project Consultant (Technical / Admin)	One (1)	<p>Essential: Retired Govt. employees with Bachelor Degree in any discipline and in the Grade Pay of Rs. 4,600/- and above with 15 years experience in administrative field.</p> <p style="text-align: center;">OR</p> <p>M.Sc. in Computer Science/ IT/ MCA with 1st class degree from a recognized university with 10 years experience in</p> <p>(i) Assisting in the coordination of various activities including conduct of meeting, preparation of necessary documents, (ii) Organising events (iii) manage noting for e-files (iv) fund management (v) liasoning with internal finance and accounts</p> <p style="text-align: center;">OR</p> <p>Graduate from a recognized university with Diploma/ Certificate (1 year) in computer applications with 12-15 years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>Graduate from a recognized university with at least 12-15 years experience of working in a government/PSU/Autonomous body of reputed organization</p> <p>Desirable Qualification and</p>	50,000/- p.m.	Maximum up to 65 years

			<p><u>Experience</u></p> <p>Manage all noting and filing managing travel of experts and PI timely disbursement of honorariums. organizing meetings. Drafting/reviewing file notes, ensure all file notes are up to date,</p> <p>Assist in all coordination and communication activities of the project.</p> <p>Timely release of grants, monitoring data collection, data cleaning, generating queries, responding to queries.</p>	
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General Terms and conditions: -

1. Number of positions may vary.
2. These positions are meant for temporary projects and co-terminus with the project.
3. Engagement of the above advertised Project Human Resource Positions will depend upon availability of funds, functional requirements and approval of the Competent Authority. Therefore, we are not committed to fill up all the advertised Project Human Resource Positions and the process is liable to be withdrawn / cancelled / modified at any time.
4. The rates of emoluments/stipend shown in this advertisement are project specific and may vary according to sanction of the funding agency of the Project.
5. Cut-off date for age limit will be as on the date of last date for submission of applications.
6. Age relaxation will be as per the guidelines of ICMR.
7. Reserved category candidates must produce their latest Caste Validity Certificate. OBC candidates must possess a latest valid non-creamy layer certificate. PWD candidates shall produce latest disability certificate issued by a Medical board of Government hospital with not less than 40% disability.
8. Separate application should be submitted for each position. Allotment of project to the successful candidates will be decided by the competent authority at its discretion.
9. Qualification & experience should be in relevant discipline/field and from an Institution of repute. Experience should have been gained after acquiring the minimum essential qualification.
10. Mere fulfilling the essential qualification does not guarantee the selection.
11. Persons already in regular time scale service under any Government Department / Organizations are not eligible to apply.
12. No TA/DA will be paid to attend interview / personal discussion and candidates have to arrange transport/accommodation themselves.
13. ICMR reserves rights to consider or reject any application/candidature.
14. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
15. The persons engaged on Project Human Resource Positions cannot be permitted to

- register for Ph.D., due to time constraints.
16. The persons engaged on Project Human Resource Positions will normally be posted at the study site; however, they can be posted to any other sites in the interest of research work. They are liable to serve in any part of the country.
 17. The persons engaged on Project Human Resource Positions shall **not** have any claim on a regular post in ICMR or in any of its Institutes/Centers or in any Department of Government of India and their project term with breaks or without breaks in any or multiple projects will not confer any right for further assignment or transfer to any other project or appointment/absorption/regularization of service in funding agency or in ICMR. Benefits of Provident Fund, Pension Scheme, Leave Travel Concession, Medical claim, Staff Quarters and other facilities applicable to the regular staff of ICMR etc. are **not** admissible to the project human resource positions.
 18. Successful candidates will normally be engaged on Project Human Resource Position initially for a period of six months, depending upon the tenure of the Project and functional requirements. Continuation / Extension to engagement of Project Human Resource Positions will be depending upon evaluation of performance, tenure of the project, availability of funds, functional requirements and approval of Competent Authority. The maximum term of any Project Human Resource Position in any or multiple projects, with breaks or without breaks shall be five years only. The concerned Project Investigator, Division Head and Head of the host Institute shall personally be responsible and accountable for the continuation / extension given if any without prior concurrence of the Director General, ICMR to any project human resource position beyond five years either with or without breaks in any or multiple projects.
 19. ICMR reserves the right to terminate the project human resource position even during the agreed contract period or extended contract period without assigning any reason.
 20. Leave shall be as per the ICMR's policy for project human resource positions.
 21. ICMR reserves the right to cancel/modify the process at any time, at its discretion.
 22. The decision of the Competent Authority will be final and binding.
 23. Canvassing in any form will be a disqualification.
 24. Corrigendum/addendum/further information; if any; in respect of this advertisement, will be published on our website only. Hence, the candidates are advised to see the website of ICMR regularly for further updates related to this advertisement.

(G.S. Sandhu)

Sr. Administrative Officer

Indian Council of Medical Research
V. Ramalingaswami Bhawan, Ansari Nagar, New Delhi - 110029

Application Form

Post applied for.....

1. Name (In Block Letters)
2. Father's/Spouse's Name.....
3. Date of Birth:.....
4. Present AgeYears.....Months..... Days
5. Gender.....
6. Permanent Address.....
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Present Address
8. Mobile Number.....
9. E-mail.....
10. Nationality.....
11. Educational Qualifications (matriculation onwards)

Sl. No	Examination Passed	Board/University	Year of Passing	Subject	%of Marks

Experience(in chronological order starting from the present employer)

Sl.No.	Name of the Employer	Nature of Duties	Date of Joining	Date of Leaving
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13. Additional information, if any

DECLARATION

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any of the information provided by me, if found false or incorrect at any stage, my candidature/appointment shall be liable for cancellation/termination without notice or any compensation in lieu thereof.

Place:

Signature of the Candidate

Date: