

INDIAN COUNCIL OF MEDICAL RESERACH
ANSARI NAGAR, NEW DELHI - 110029

Division of NCD

Walk-in-Interview

Adv. No.55/3/2/Coord.Reg.Phase-III/20/NCD-III

Dated: 02.02.2023

Applications are invited from eligible candidates for the following position on purely contractual terms to be filled up in Coordinating Centre under the Project entitled, "ICMR-Young Diabetes Registry (YDR) & YDR Cohort-Phase-III". The applications will be screened and the shortlisted candidates will be called for interview.

Details of the Position:

Name of the Position - Project Officer - 1 (UR)

Number of Position - 1 (One)

Qualification and Experience:

Essential: Graduate in any discipline with 5 years experience of administration work.

Desirable:

- Knowledge of file management and office work (training/certificate course).
- Diploma/ Certificate course in Computer Application & data entry.
- Knowledge and experience of project related work would be added advantage.
- Additional experience of Administrative work.

Age limit:

Not exceeding 30 years as on last date of receipt of application.

Consolidated Monthly Salary - Rs. 32,000/- per month fixed.

Place of duty: ICMR Hqrs., Ansari Nagar, New Delhi

Job Requirement:

- To assist the office administration and other office related work for the project management and implementation.
- Managing activities, such as file, electronic and paper communication etc. of intramural as well as extramural activities/task force project

Interested and eligible candidates may submit their application online at interviewncd@gmail.com alongwith the copy of supporting documents, latest by **10th February, 2023 at 5:00 PM**. The list of short listed candidates will be displayed on ICMR website. Candidates are required to check the same. No individual communication will be made. Canvassing in any form, shall be a disqualification.

Contd.

Term & conditions:

- The engagement will be initially for one year and extendable upto the period of the project, on a yearly basis, subject to satisfactory performance of the selected candidate and requirement of the project.
- Age relaxation is admissible as per Govt. of India/ICMR Norms.
- Work Experience shall be counted from the date of completion of minimum essential educational qualification.
- The Council reserves the right to increase / decrease the number of vacancies, as per requirement and reserves the right to fill up or not to fill up any of the vacancy in view of work requirement.
- No benefit of provident fund, Leave Travel Concession, Medical Claim etc. will be considered, except the consolidated pay, since the posts are purely temporary basis.
- No TA/DA will be paid for attending the walk-in-interview/personal discussion.
- The above positions are filled-up on purely temporary and contractual basis. The candidate will have no right to claim for any type of Permanent Employment under ICMR or continuation of his/her services in any other project.
- The selected candidate shall not be provided transportation and accommodation facility.


(Harjeet Kaur Bajaj)
Administrative Officer

02/2/23