

Vacancy Circular

Sub: Filling up the post of Administrative Officer GCS Group 'B' (Non-Ministerial) in the Bhopal Memorial Hospital & Research Centre (BMHRC), Bhopal.

The Bhopal Memorial Hospital & Research Centre (BMHRC), Bhopal is a unit under the Indian Council of Medical Research (ICMR), New Delhi. ICMR invites applications from eligible candidates for One post of Administrative Officer, Group – 'B' in Pay Matrix in Level-8 (as per 7th CPC), corresponding to Pay Band Rs. 9300-34800 and Grade Pay of Rs. 4800 (pre revised) to be filled through Composite method [Deputation (including Short-Term Contract) plus Promotion].

2. Eligibility: Officers under Central Government or State Government or Union Territory Administrative or Public sector Undertakings or Universities or recognized Research Institutions or Semi-Government or Autonomous bodies or Statutory Organizations:

(A) (i) holding analogous post on a regular basis in the parent cadre or department: or

(ii) with two years' service rendered after appointment thereto on a regular basis in level-7 in the Pay Matrix (Rs. 44,900-1,42,400) or equivalent in the parent cadre or Department; or

(iii) with six years' of service rendered after appointment thereto on a regular basis in level-6 in the Pay Matrix (Rs. 35,400 – 1,12,400) or equivalent in the parent cadre or Department; and

(B) Possessing the following educational qualification and experience:

(i) Degree from a recognized University or Institute; and

(ii) Three years' experience in Accounts, Administration, Establishment work in a Government office or Public Sector Undertaking or Autonomous body or Statutory body.

Signature
29/6/2022


Note 1: Assistant Administrative Officer in level-6 in the Pay Matrix (Rs. 35,400 – 1,12,400) with six years or regular service in the grade and possessing the educational qualifications and experience prescribed above shall also be considered along with outsiders. If the departmental candidate is selected for appointment to the post, it shall be treated as having been filled by promotion.

Note 2: Period of deputation (including Short-Term Contract) including period of deputation (including Short-Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age-limit for appointment by deputation (including short term contract) shall not be exceeding fifty six years as on the closing date of receipt of applications.

3. Duties and responsibilities of the Administrative Officer, BMHRC covers processing of all communications including noting and drafting of references relating to service, Administrative and establishment matters, Supervision of P&A wing of the Hospital etc.

4. Application for the above post should be addressed to Deputy Director General (Admn.), ICMR. Application should be forwarded through proper channel along with photocopies of their ACRs/APARs for the last five years. **Candidates shall apply online on <https://recruit.icmr.org.in> on or before 29.07.2022.** The candidates will not be allowed to withdraw their candidature subsequently.

5. It is requested that this circular may please be given wide publicity and application(s) of the eligible candidates(s) may please be forwarded so as to reach this Office **on or before 29.07.2022.**


Dr. R Lakshminarayanan
Deputy Director General (Admn)

Copy to:

1. Dr. L. K. Sharma, Scientist 'E' to upload this circular on ICMR website.
2. The Director, BMHRC for information and necessary action. This circular may be uploaded on BMHRC website.