

VACANCY CIRCULAR

Indian Council of Medical Research (ICMR), an autonomous organization under the Department of Health Research, Ministry of Health & Family Welfare, Government of India invites application for filling up one **post of Assistant Director General (Administration)** in Level 12 (Rs. 78800-209200) of pay matrix on Deputation, Including Short Terms Contract (ISTC) basis, initially for a period of three years, from the eligible employee of Central/State Govt., Autonomous Body & PSU.

1. **Eligibility Condition:**

- (i) Holding analogous post or the post of Under Secretary in Level 11 (Rs. 67700-208700) of pay matrix or equivalent with five year service in that grade;
- (ii) 5 years working experience in Administration and Finance; and
- (iii) Below 56 years of age as on the last date of receipt of application.

2. **How to apply**

Willing & eligible officers may submit their application in the prescribed form (available at ICMR Website.(<http://www.icmr.nic.in>) along with detailed CV (giving the details of past assignments and the work handled by the officer) through proper channel, so as to reach the Assistant Director General (Administration), Indian Council of Medical Research, Ramalingaswamy Bhawan, Ansari Nagar, Post Box -4911, New Delhi-110029 on or before 04.10.2019.

3. While forwarding the applications, the Controlling Authority should also send the following documents:-

- (a) Vigilance Clearance Certificate
- (b) Attested copy of APARs of the last 5 years i.e. 2014-15, 2015-16, 2016-17, 2017-18 and 2018-2019.

4. The application received after the last date or incomplete or those not received through proper channel will not be considered.

5. The short listed candidates shall be called for Personal Discussion on given date and time at ICMR Hqrs. Office, New Delhi. No TA/DA shall be paid for appearing in Personal Discussion.

6. Applicant will not be permitted to withdraw his/her name after selection.

7. The selected candidates will be appointed on Deputation / ISTC basis for a period of three years, which may be curtailed or extended further in the interest of administrative exigencies with the approval of the Competent Authority. The pay and other terms & conditions of deputation will be governed as per the instructions of the Department of Personnel & Training (DOP&T) issued from time-to-time in this regard.



Asstt. Director General(A)
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