

Government of India
M/o Health and Family Welfare
D/o Health Research
(Indian Council of Medical Research)

No.U-11024/04/2018-HR/E-office-3190684

Dated : 07.02.2019

The eligible candidates are invited for Walk-in-Interview for purely contractual positions of Scientist-D, Scientist-C, Consultant, Computer Programmer, Personal Assistant, Data Entry Operator (one post each) and Multi-Tasking Staff (two posts) on 22.02.2019 at 10.30 AM (after getting registration formalities completed from 09.00 AM to 10.00 AM), at 2nd Floor, IRCS Building, 1, Red Cross Road, New Delhi-110001

2. The detailed information regarding application form, age, qualification, experience, emoluments, etc., are indicated in the Annexure given below.

(Om Parkash)
Under Secretary

ANNEXURE

The eligibility criteria, age-limit, duties and responsibilities for the contractual positions, initially for a period of one year, in the Department of Health Research:

1. Scientist – D

A) Essential Qualification:

1(i) Post graduate degree (MD/MS/DNB) recognized by MCI or equivalent degree from recognized University with 5-year R&D/ teaching experience or Postgraduate diploma in medical subjects with 6 years R&D/teaching experience in the required subject from recognized university; or

1(ii) MBBS degree recognized by MCI or equivalent degree from recognized University with eight years R&D/Teaching experience in the required subject after MBBS Degree; or

1(iii) First class Master's degree in the relevant subjects from a recognized university with eight years R&D/teaching experience in the relevant subject after 1st Class Master's Degree; or

1(iv) Second class M.Sc + Ph.D degree in the relevant subject from a recognized University with eight years R&D/teaching experience in the relevant subject after M.Sc + Ph.D.

2(i) Out of above, 3 years' experience in a managerial/supervisory position to handle R&D projects.

B) Desirable Qualification and experience:

- (i) Qualifications/ Training/ Experience in Research Ethics or Bioethics.
- (ii) Knowledge about National or International Ethical Guidelines, regulations.
- (iii) Knowledge of Computer Applications or Business Intelligence tools/Data Management.
- (iv) Working experience with an Ethics Committee.

C) Age-limit: Not exceeding forty five years.

D) Duties/responsibilities:

- i) To lead and supervise the registration/re-registration/de-registration process of Ethics Committees.
- ii) To review and monitor Ethics Committee functions.
- iii) To supervise the day-to-day activities of the Office for registration of Ethics Committees for biomedical and health research, etc.

E) Consolidated remuneration: Rs.80,000/- per month

2. Scientist – C

A) Essential Qualification:

- i) First class Master's Degree in Microbiology/ Biochemistry/ Biotechnology subjects from recognized University or MBBS with 5 years R&D/ teaching experience in the above subjects:

Or

- ii) Second class M.Sc. with Ph.D. degree in Microbiology/Biochemistry/Biotechnology subject from a recognized University with 5 years R&D/Teaching experience in the relevant subject after Ph.D.

B) Desirable Qualification and experience:

- i) Additional Post-doctoral research/teaching experience in relevant subjects from recognized Institute(s).
- ii) Knowledge of Computer Applications or Business Intelligence tools/Data Management.
- iii) Working/handling with issues relating to functioning of Ethics Committee.

C) Age-limit: Not exceeding forty years.

D) Duties/responsibilities:

- (1) To co-ordinate and carry out the activities of the Office for registration of Ethics Committees for biomedical and health research, which include –
 - (a) Registration/re-registration/de-registration of Ethics Committees;
 - (b) To review and monitor Ethics Committee functions;
 - (c) Examination and submission of proposals to higher officers;
 - (d) Answering queries, with the approval of competent authority, etc.

E) Consolidated remuneration : Rs.70,000/- per month.

3. Consultant

A) Essential Qualification: Retired Government employees with Bachelor degree in any discipline drawing pay with Grade Pay of Rs.7600/- and above at the time of retirement.

B) Desirable Qualification: Working knowledge of MS word, MS Excel, etc.

C) Experience: 10 years' experience in administrative matters.

D) Age-limit: Not exceeding seventy years.

E) Duties/responsibilities: To oversee and advice on all regulatory aspects related to registration of Ethics Committees in accordance with the provisions contained in relevant rules, etc.

F) Consolidated remuneration: Rs.60,000/- per month.

4. Computer Programmer

A) Essential Qualification:

- i) Master's Degree in Computer Application/ Information Technology/ Computer Science from recognized Institution/ University; or
- ii) B.E./B.Tech. in Computer Engineering/ Computer Science/ Computer Technology/ Information Technology from a recognized Institution/ University.
- iii) Three years' experience in handling and maintaining database application, programming and development of website and its administration after attaining the qualification at (i) and (ii) above.

B) Desirable Qualification and experience:

- i) Experience in working with Ethics Committees on medical/biomedical/ health research.
- ii) Dealing with matters relating to online submission of proposals.
- iii) Working experience of developing registration platforms.

- iv) Experience of working/handling with issues relating to functioning of Ethics Committee.
- C) **Age-limit:** Not exceeding forty years
- D) **Duties/responsibilities:**
 - (i) To develop and run software application programmes for registration/re-registration/de-registration of Ethics Committees and to receive and handle proposals for the above purpose;
 - (ii) Providing assistance to develop outputs on different aspects of the registration process.
- E) Consolidated remuneration : Rs.45,000/- per month.

5. Personal Assistant

- A) **Essential Qualification:**
 - i) Graduate or equivalent from a recognized University;
 - ii) Two years' experience in the relevant field or Diploma in Modern Office Practice or equivalent from a recognized Institution/ University;
- B) **Age-limit:** Not exceeding twenty-seven years.
- C) **Duties/responsibilities**
 - i) To operate MS Office especially computer applications such as spreadsheets, word processing, e-mail, database software for performing official work assignments;
 - ii) To take dictation in shorthand and to transcribe the dictated material, to make arrangement for appointments and meetings, to prepare materials for them; and to compile or research data and prepare reports, presentations and correspondence;
 - iii) To perform administrative, secretarial, clerical and stenographic duties and managing data base and to keep record of incoming/outgoing dak, files/registers, maintain reference books, rules, ordinance, statutes, etc., up-to-date;
 - vi) Attending visitors/callers, ascertaining their business and answering their questions or referring them to the proper person/division, handling of office machines and equipment.
- D) **Consolidated remuneration:** Rs.35,000/- per month.

6. Data Entry Operator

- A) **Essential Qualification:** 12th Class pass or equivalent from a recognized Institution/Board.
- B) **Desirable Qualification:**
 - i) Proficiency in typing on computer.
 - ii) Candidates from science stream and having some work experience will be preferred.
- C) **Age-limit:** Not exceeding thirty years.
- D) **Duties/responsibilities:** To provide support on MS Word, MS Excel, MS Power Point, etc.
- F) Consolidated remuneration: Rs.18,500/- per month.

7. Multi-Tasking Staff

- A) **Essential Qualification:** High School or equivalent from a recognized Institution or Board.

B) Desirable Qualification: Two years working experience as office/field attendant.

C) Age-limit: Not exceeding thirty years (may be relaxed in deserving cases).

D) Duties/responsibilities:

(i) Photocopying, making sets, stapling; sending of FAX etc.;

(ii) Providing support in non-clerical work in the section/unit;

(iii) Assisting in routine office work like diary, dispatch (including on computer entries), etc.

E) Consolidated remuneration : Rs.17,000/- per month.

Proforma for Application

1. Position applied for : _____
2. Name : _____
3. Father/Husband's Name : _____
4. Date of Birth : _____
5. Present address : _____
6. Permanent address : _____
7. Mobile No. : _____
8. Aadhar Card No. : _____
9. Email ID : _____

Please affix
Passport Size
Photograph

10. Qualification in detail : _____

S. No.	Course/ Degree	Subject (s)	University/ Board/Institute	Year of Passing	Percentage

11. Experience (in chronological order):

s. No.	Post held	Organization/ Institute	Nature of duties and responsibilities including experience	Remarks

12. Knowledge of computer programmes: _____

13. In case of retired employees, the following information may also be given:

- i) Date of retirement _____
- ii) Post/designation held at the time of retirement _____
- iii) Name of the organisation from where retired _____
- iv) Last pay drawn at the time of retirement _____
- v) Present Pension _____

14. Integrity certificate from current/previous employer or PPO wherever available.

DECLARATION :

I hereby declare that the information/details furnished in this application are true and correct and nothing has been suppressed/concealed. I am willing to take up the assignment within a period one month or as may be specified in the offer letter.

Signature _____

Date _____

Place _____

Note: Self-attested copies of supporting documents may be attached with the application.