

NO: 19/06/2018-Admn.I
Indian Council of Medical Research
V. Ramalingaswami Bhawan

Ansari Nagar, New Delhi – 110029
Dated: 14.11.2018

Walk-In-Interview for Engagement of Consultants

ICMR, an autonomous organization under Deptt. of Health Research, M/o H & FW, Govt. of India intends to engage two Consultants (Administration) from recently retired Central Govt./State Govt./Autonomous Bodies officials from the post of Sr. Administrative Officer/Under Secretary/ Deputy Secretary/ Asstt. Director General/ Director, having drawn grade pay between Rs.6600 to Rs. 8700, as per terms and conditions of ICMR guidelines for engagement of consultants.

2. Candidates are requested to bring filled Proforma given in Annexure-I along with requisite documents i.e. copy of PPO/Last pay Certificate/Relieving Order on retirement etc.
3. Duties/Responsibilities of the Consultants: Establishment/Administrative matters/ framing of Recruitment Rules, Preparation of Post Based Reservation Roster, Cadre Review, Seniority List, DPC/MACP matters/ Disciplinary matters, Recruitment of Scientific/Staff etc.
4. Age: Below 64 years (on the date of interview)
5. Remuneration: Between Rs.25,000/- and Rs.1,00,000/- depending upon educational qualification, relevant experience, last pay drawn and functional requirement.
6. Place of Duty: ICMR Hqrs. Office, New Delhi.
7. Education Qualification: Bachelor's Degree in any discipline
8. Experience: Preference will be given to persons having experience of working in administration.
9. Walk-in Interview is scheduled to be held on 27th Nov., 2018 at 10.30 A.M. at Department of Health Research, 2nd Floor, Indian Red Cross Society Building, Red Cross Road, New Delhi-110001. The interested candidates should reach at 9.30 A.M along with original Testimonials and particulars duly completed in prescribed application form (Attached) on the same day for verification of documents and to complete other formalities. No candidate will be allowed for interview beyond 10.30 A.M.


Assistant Director General (A)

Annexure -I

INDIAN COUNCIL OF MEDICAL RESEARCH
V. RAMALINGASWAMI BHAWAN, NEW DELHI - 110029

Paste self
attested
passport size
photograph

Application for _____

1. Name of the Applicant _____
2. Father's/Husband's Name _____
3. Date of Birth _____
4. Category (SC/ST/OBC/GEN) _____
5. Gender (M/F) _____
6. Date of Retirement/Superannuation _____
7. Last pay drawn/emoluments at the time of retirement _____
(Pay Band + Grade Pay) (attach- Last Pay Certificate & Relieving Order on Retirement)
8. Post held at the time of retirement _____
10. Present Address _____

11. Mobile No. _____ Email ID _____
12. Educational Qualification _____
13. Name of organisation at time of retirement _____

14. Details of professional training obtained, if any during the period of service

15. Details of experience - starting with the post retired from (separate sheet may be attached, if required)

16. Total length of experience in years:

17. Knowledge of Computer:

18. Any other information:

DECLARATION

It is certified that the information provided as above is true & complete in all respect and to the best of my knowledge & belief. If anything found wrong/incorrect, my candidature will be treated as cancelled.

(Signature of the Applicant)

Date _____

Place _____

Name _____

Address _____
