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भारतीय आयुर्विज्ञान अनुसंधान परिषद
INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)
वी रामलिंगस्वामी भवन, अन्सारी नगर, नई दिल्ली - 110029
DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI-110029

No. 16/155/2023-Admn./E - Office No.155935
14/11/2023

Dated: -

Office Memorandum

**Subject:- ICMR Administrative Cadre(Group 'A', 'B' & 'C')
Recruitment rules, 2017 - Amendment thereof-**

Schedule - III (Appendix- Viii) of Administrative Cadre (Group 'A', 'B' & 'C') Recruitment Rules 2017 of the posts of Administrative Officer and Accounts Officer in ICMR, stands modified/amended, with the approval of Ministry of Health and Family Welfare and shall be effective, with immediate effect and followed scrupulously for future vacancies, as per details given below:-

Name of the post	Column No. of the RRs	Existing	Amended
Administrative officer	06	Not applicable	Not Exceeding 35
	07	Not applicable	<p>Educational qualification :-</p> <p>I. Minimum three year bachelor's degree in any discipline from a recognized university/Institution.</p> <p>II. Three years working experience in administration in Central/State Govt./ Autonomous Organisation/ PSU, as section officer or equivalent.</p> <p>Desirable:-</p>

			i. MBA degree or equivalent or PG Diploma from recognized University/Institution in HR. ii. Knowledge of Computer Application especially for HR Activities.
	08	Not applicable	Age:- No Educational Qualification :- Yes
	09	Not applicable	Two Years
	10	100 % by promotion, failing which by deputation till the candidate eligible becomes available from the feeder Cadre	i. 60 % by promotion, Failing which by deputation, till, the candidate eligible becomes available from the feeder grade. ii. 40 % by Direct Recruitment.

Schedule - III (Appendix - xii) Recruitment Rules of Accounts officer.

Name of the post	Column No. of the RRs	Existing	Amended
Accounts Officer	02	22*(2019)	23*
	06	Not Applicable	Not Exceeding 35 Years
	07	Not Applicable	Educational Qualification :- i. Minimum three year Bachelor's degree in any discipline from a recognized University/ Institution. ii. Three years working experience in Finance & Accounts in

			<p>Central/State Govt./ Autonomous Organization/ PSU, as Section Officer or equivalent.</p> <p>Desirable:</p> <p>i. CA(Inter)/ICWAI (Inter)/ MBA (Finance)/M.Com</p> <p>ii. Training in Cash & Accounts from ISTM or other recognized Institute</p> <p>iii. Knowledge of Computer Applications especially on Accounts related software</p>
	08	Not Applicable	Age:- No Educational Qualification :- Yes
	09	Not Applicable	Two Years
	10	100 % by Promotion, failing which by deputation till the candidate eligible becomes available from the feeder cadre	<p>i. 60 % by promotion, Failing which by deputation, till, the candidate eligible becomes available from the feeder grade.</p> <p>ii. 40 % by Direct Recruitment.</p>
	11	<p>Promotion: By promotion from Accounts Officer (Jr. Grade) [Level 7 (Rs. 44900-142400/-)] with four years regular service in the grade and Section Officers [Level 7 (Rs. 44900-142400/-)] with five years regular service and possessing the</p>	<p>Promotion : Accounts officer (Jr. Grade) [Level 7(Rs. 44900- 142400/-)] or Section Officers [level 7 (Rs. 44900- 142400/-)] with five years regular service, and possessing a minimum 3 years Bachelor's Degree in any Discipline from a</p>

following qualifications and experience:

- I. B.Com degree from a recognized university or Chartered Accountant or ICWA Course from Institute of Cost & Works Accountants, Subordinate Accounts Services, Financial Analyst
- II. . Training in Cash & Accounts from ISTM or Training from National Institute of Financial Management (NITFM), Faridabad or other recognized Institute;
- III. Working knowledge of Computer and Accounts Software; and
- IV. Five years working experience in Finance/Accounts

[Note: The existing ACOs (Jr Jr/SOs not possessing the requisite educational qualifications will also be considered for promotion to the grade of ACO

Deputation/ISTC:

- a. Officers from Central/State Govt./Autonomous Body/ PSU;
- b. Holding analogous post or Section Officers in Level 8 having four years' regular Service in the

recongised university/ Institution.

Deputation/ISTC:

No Change

	<p>grade or in Level 7 with 5 years regular service, in Central Govt./State Govt./Autonomous Body/ PSU.</p> <p>C. Two years working experience in Budget/Finance/Accounts</p> <p>Note: The departmental officers shall not be eligible for deputation and similarly the deputations Shall not be eligible for promotion.</p>	
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Remaining columns of the respective Recruitment Rules of the posts of Administrative Officer and Accounts Officer of ICMR, shall remain unchanged.

Signed by

Jagdish Rajesh

Date: 01-12-2023 17:12:53 Jagdish Rajesh
Assistant Director General (Admin.)

Copy to :-

1. PS to DG/Sr. DDG(A)/Sr. FA
2. All Directors/ Director- in- charge of ICMR Institutes/Centres
3. All Sr. A.Os/ Sr. ACOs/ AOs/ACOs
4. Head BMI-with request to upload the same on ICMR website