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भारतीय आयुर्विज्ञान अनुसंधान परिषद  
**INDIAN COUNCIL OF MEDICAL RESEARCH**

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

**No.16/17/2024-Admn.E.Office:184268**

**Dated:27/03/2024**

To

The Directors/Directors-in-charge of  
All Institutes/Centers of ICMR

**Subject : Invitation for Expression of Interest-reg.**

Sir/Madam,

Please find enclosed herewith the Expression of Interest for Officers on Special Duty (OSDs) to Secretary DHR/Director General-ICMR and Additional Director General-ICMR, among scientists D & E of your Institute/centre/division. Scientists may send their application in prescribed format to admn2355@gmail.com by 15<sup>th</sup> April, 2024.

Signed by

Yours faithfully

Jagdish Rajesh

Date: 28-03-2024 12:00:54

(Jagdish Rajesh)

Assistant Director General (Admin.)

Encl: As above

Copy to:

1. PS to DG/Sr. DDG(A)/Sr. FA
2. All Divisional Heads
3. DDG(A)/ ADG(A)
4. Head BMI-with request to upload the same on ICMR website

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### **Officer on Special Duty (OSD) to Secretary DHR/DG-ICMR**

Expression of Interest is invited in prescribed format from interested ICMR scientists to function as OSDs to Secretary DHR/Director General-ICMR and Additional Director General-ICMR.

- Two Scientists (E or D) will be selected as OSDs to Secretary DHR/Director General-ICMR and
- One scientist (D) will be selected as OSD to Additional Director General-ICMR.

The responsibilities of OSDs will be:

1. To provide assistance to the DG/Additional DG, related to collating information on scientific and technical issues.
2. To conduct in-depth scrutiny and document global expression regarding research governance, funding management, to be a rapporteur for the DG/Additional DG for important scientific meetings.
3. Any other similar responsibility as assigned from time to time.

The assignment will be for a duration of one to two years and will help build the capacity of incumbent scientist in research management & governance.

The last date of submission of EoI will be 15-April-2024.

**Officer on Special Duty (OSD) to Secretary DHR/DG-ICMR**

Expression of Interest Format

1.	Full Name (in capital) with attribute	
2.	Present Designation & Level (D or E)	
3.	Present Institute/Centre/Division	
4.	Date of Joining ICMR	
5.	Date of joining present post	
6.	Academic Background (University Degree only)	
7.	Experience	
8.	A 200 word write up on your interest in the assignment as OSD and why you are suitable for this assignment?	
9.	Any other information that you wish to provide	

Signature of the applicant

Date: