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**भारतीय आयुर्विज्ञान  
अनुसंधान परिषद**

No. 16/48/2020- Admn-II

Dated: 27<sup>th</sup> May 2020.

To

All the Directors and Director Incharges  
ICMR Institutes / Centres.

Subject: Guidelines for engagement of Contract staff– specific for covid-19

Testing

Dear All,

As well aware that ICMR and majority of its Institutes / Centres across the country have been engaged in COVID-19 activities. Thus the workload has increased multifold and the present employees are facing immense work pressure. ICMR is now facing acute shortage of trained staff to take up the unforeseen workload and are requesting for additional staff. To cope up with the ever-increasing workload, requests are being received from Institutes / Centres, to engage additional Scientific, Technical and Administrative manpower, specific for COVID-19 related works.

To address the current workload and the occupational stress, guidelines (as attached) of ICMR, to engage additional manpower for COVID-19 specific activities only, is circulated for further action.

Institutes / Centres may send their proposal to ICMR, through email, for prior approval, as mentioned in the guidelines.

Yours faithfully,

Dr. R. Lakshminarayanan  
Assistant Director General (Admn)

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**INDIAN COUNCIL OF MEDICAL RESEARCH, NEW DELHI**

**GUIDELINES FOR CONTRACT STAFF ENGAGEMENT - SPECIFIC FOR COVID-19 TESTING**

As you all are aware that the COVID-19 pandemic has been a national emergency for over 50 days. ICMR has been mandated by the Govt. of India to the making of policy guidelines and standard operating procedures for testing, procurement & supply of kits to over 550 labs across the country (both Public and Private Labs and Hospitals), validation of COVID-19 kits etc. ICMR has stood up to the expectations of the Government and Public in general and rose to the occasion. Majority of the ICMR Institutes / Centres have been engaged in COVID-19 diagnosis and research and thus the workload has increased manifold and the present employees are facing immense work pressure. The Institutes / Centres are facing acute shortage of trained staff to take up the unforeseen workload and are requesting for additional staff. To cope up with the ever-increasing workload, requests are coming from Institutes / Centres to engage additional Scientific, Technical and Administrative manpower, specific for COVID-19 related work.

To address the workload and the occupational stress, Director General, ICMR has approved to engage the additional manpower for COVID-19 specific activities only, with the following guidelines.

1. Positions Permitted to be engaged:

Sr. No.	Contract Position	Educational Qualification	Maximum Age Limit	Monthly consolidated emoluments in Rs.
1.	Contract Technician	12 <sup>th</sup> pass with Science subject and DMLT	30 years	18,000/-
2.	Contract Technical Assistant	Graduate in Life Science subjects relevant to the present need, with three years work experience or Master's Degree in those subjects	30 years	31,000/-
3.	Contract Technical Officer	Graduate in Life Science subjects relevant to the present need, with five years work experience	30 years	32,000/-

*27/5/2020*

		or Postgraduate Degree in those subjects		
4.	Contract Scientist-B (Non-Medical)	1 <sup>st</sup> class Master's Degree in Life Science subjects relevant to the present need, with two years work experience or Master's Degree in those subjects or 2 <sup>nd</sup> class Postgraduate Degree in those subjects with Ph.D. in relevant subjects	35 years	48,000/- + HRA
5.	Contract Scientist-B (Medical)	MBBS with one year experience or MD in Microbiology, PSM or Pathology	35 years	61,000/- + HRA
6.	Contract Data Entry Operator	Intermediate or 12 <sup>th</sup> Pass. A speed test of not less than 15000 key depressions per hour through speed test on computer	25 years	17,000/-
7.	Contract Junior Clerk (Admin)	Intermediate or 12 <sup>th</sup> pass. Typing speed of 35 wpm in English or 30 wpm in Hindi or 10500 KDPH in English or 9000 KDPH in Hindi	25 years	16,000/-
8.	Contract MTS	High School (SSC) or equivalent	25 years	15,800/-

2. Recruitment Process: There exist time constraint to fill the gap of exigent staff requirement at the earliest shortest possible time, to combat the national COVID-19 emergency and to fulfill the delegated mandate. Hence, to cope up the urgent demand, the following steps may be followed. The Institutes / Centres shall only engage those candidates who are competent and capable enough to support the COVID-19 testing and related works. Proposal for number of additional manpower requirement for each of the above positions may be sent to ICMR, prior to filling up.

*Rohit 22/5/2020*

- a. Institutes / Centres may retain and straightaway re-engage the present project staff, with appropriate break, whose tenure is to complete in shortest near future, say within 30<sup>th</sup> September 2020.
- b. Institutes / Centres may consider engaging the project staff those who had earlier worked in any ICMR Institutes / Centres and are within the above criteria.
- c. As far as the age criteria, the same may be relaxed to a maximum of five (05) years or the completed months/years of their earlier project service, whichever is less.
- d. Failing to get enough suitable candidates with the above options, the Institutes / Centres, may notify the requirement, as above, on their website and ICMR website, calling for applications, without any enclosures, through web applications or email, in the ICMR standard format. Shortlisted candidates may be asked to attend the interview through video call, wherever required. Due to the lockdown, travel barriers and urgency of shouldering the workload, preference shall be given to regional / local candidates, as they can join immediately. These Contract employees shall undergo a medical check-up by a registered medical practitioner, before joining the post.

3. Selection Process: On receipt of applications, it will be scrutinized and shortlisted by a Screening Committee and thereafter a Selection Committee will hold interviews.

a) Screening Committee:

- 1) Director or Director's nominee
- 2) Sr. Admin Officer / Admin. Officer
- 3) Internal expert

b) Selection Committee:

- 1) Director or Director's nominee
- 2) Internal Expert
- 3) Sr. Admin Officer / Admin. Officer
- 4) External Expert
- 5) One representative from SC/ST/OBC/Minority Category

Out of the above 5 members, one should be a woman representative.

4. Duration of Engagement: The appointment under these guidelines will be purely on temporary basis initially for six months. However, the tenure can be extended for further necessary period, subject to the requirement and performance evaluation of the candidates. These Contract employees will not have any right of regular employment in ICMR or Govt. of India or the facilities as extended to the regular employees.

5. Emoluments: Consolidated emoluments have been shown in the above table. No other allowance shall be admissible to these Contract employees. These emoluments shall be

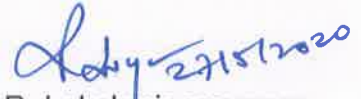
*23/15/2020*

paid out of the regular Grant-in-aid Salary head (sub-head wages) released by ICMR. TA-DA, if required, will be as per GOI/ICMR guidelines. Emoluments shall be paid after statutory deductions, if any.

The Institutes shall recruit any of the above positions, with prior approval of the Council, initially for SIX (6) MONTHS ONLY FOR COVID-19 PURPOSES and extension for further period is to be approved by ICMR, on case-to-case demand. The Heads of the Institute are advised to forward the proposal with minimum additional requirement, to cope up the current workload, along with financial implications for initial six months.

6. These employees will be entitled only for Casual Leave and Restricted Holidays as per GOI rules.

This has the approval of the Director General, ICMR.



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