



भारतीय आयुर्विज्ञान अनुसंधान परिषद INDIAN COUNCIL OF MEDICAL RESEARCH

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**MOST IMMEDIATE
PERSONAL ATTENTION**

Dated: 31st Dec. 2014

No. 16/107/2008-Admn.-II

To

The Directors/Officers-in-Charge
of all permanent Institutes/Centres
of the ICMR

Sub: - Guidelines for engagement of the Project Staff in ICMR.

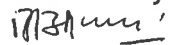
Sir/Madam,

The guidelines for recruitment of Project Staff was issued vide letter No. 16/07/2008-Admn.II on 22.10.2014 and the same is available on the website of ICMR.

It is stated that all project posts which were approved earlier and advertised before 22.10.2014 may be filled as per the advertisement. However, Posts advertised after 05.11.2014, i.e. the date of issue of the above guidelines, based on old practice shall stand null & void. In addition following guidelines may also be followed:

- i) A written test is to be conducted, if the numbers of eligible candidates are more than 30 and above or as may be considered appropriate even with lesser number.
- ii) If Programme Officer's/ (PI) require for administrative work, then Project Clerks/Project Assistant posts are to be considered in the projects.
- iii) For scientific work, DEO posts in the grade as required, are taken into projects and the same are to be filled up as per guidelines mentioned in the letter dt. 22.10.2014.
- iv) Walk-in interview should not be ordinary held. Application should be called and after screening, written test/interview should be conducted.
- v) While filling up the posts in the projects, the instructions on reservation for SCs/STs and OBCs may also be followed, in accordance with office order dt. 09.12.2014 (copy enclosed).

Encl: As above

Yours faithfully,

(Bharat Bhushan)
Administrative Officer

Copy to:-

1. PS to DG/Sr.DDG(A)/Sr. FA/All Divisional Heads
2. All Sr. AOs/AOs/Sr.ACOs/ACOs.
3. All Technical Divisions - for information of Programme Officer
4. Accounts V & VI.
5. DDO, ICMR
- ✓ 6. BIC Section - for uploading the circular of the ICMR website.

No. 19/9/2014-SCT(Cell).Hqrs. Office
Indian Council of Medical Research
V. Ramalingaswamy Bhawan, Ansari Nagar, New Delhi

Dated:09.12.2014

OFFICE ORDER

In Pursuance of Govt. of India's instructions issued vide DoPT O.M. No. 36011/1/2011-Estt (Res) dated 07.11.2011 on reservation for Scheduled Castes/Scheduled Tribes and Other Backward Castes in Govt. Service , it has been decided by the Competent Authority to implement the guidelines of reservation in the engagement of manpower in various Research Projects run by the ICMR Institutes/Centres effectively. While considering the reservation, following guidelines may be followed:

1. Different posts under the Project have been identified and placed in 5 groups for extending reservation as per Annexure enclosed.
2. In most cases posts sanctioned in a project are single and, therefore, for reservation purposes Roster for each group of post is to be maintained in running form for all Projects run under ICMR headquarter/Centres/Institutes as applicable in case of direct recruitment.
3. Reservation Roster in respect of Project employees shall be maintained at Institute/Centre and Headquarter level for project position in all divisions of ICMR to be considered together.
4. Administrative Officer/Sr. Admn. Officer of the Institute/Centre and Sr. AO (SC/ST Cell) ICMR Hqrs. shall be responsible for up keeping of the Roster.
5. Reserved post may be identified in advance so that advertisement is issued accordingly.
6. In case of non availability of candidate from reserved category, same may be brought to the notice of DG, ICMR for considering relaxation, if any, in the light of Project being time bound, however quota is to be carried forward.

The above guidelines will be followed scrupulously in all new projects being sanctioned on or after 1st January 2015.

This issues with the approval of DG, ICMR.



(T.S.Jawahar)
Sr. DDG (A) & CVO

1. All Institutes/Centers
2. All Head of Divisions of the Hqrs. Office
3. Liaison Officer of SC/ST Cell (Hqrs Office)
4. A.O & SO – SC/St Cell (Hqrs. Office)

GROUP OF PROJECT POSTS


Group - 1

- i) Technical Officer
- ii) Section Officer
- iii) Assistant/Personal Assistant
- iv) Statistician
- v) Psychologist
- vi) Sr. Investigator
- vii) Data Entry Operator (Grade- 'D')
- viii) Sr. Health Educator
- ix) Sr. Technical Asstt.
- x) Medical Social Worker/Social Worker
- xi) Dietician
- xii) Audiologist
- xiii) Physiotherapist
- xiv) Sr. Staff Nurse
- xv) Staff Nurse

Group - 2

- i) Research Asstt./Statistical Asstt.
- ii) Technical Asstt.
- iii) Field Investigator
- iv) Sr. Photographer (Engineering Support)
- v) Health Educator

Group - 3

- i) Data Entry Operator (Grade - 'B')
 - ii) Technician/Technician Lab
 - iii) Sr. Lab Assistant
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- iv) Para Medical Worker/Sr. Health Visitor
- v) Animal House Keeper
- vi) X-ray Technician
- vii) Field Worker
- viii) Lighting Assistant
- ix) Word Processing Operator
- x) Lady Health Visitor
- xi) Boiler Operator
- xii) Jr.Nurse

Group - 4

- i) UDC/Stenographer
- ii) Auxiliary Nurse Midwife (NNM)
- iii) Data Entry Operator (Grade - 'A')
- iv) Health Assistant
- v) Lab. Assistant
- vi) Field Assistant/Insect Collector

Group - 5

- i) L.D.C.
- ii) Driver-cum-Mechanic (having the IIT Certificate)
- iii) Mechanic
- iv) Driver
- v) Helper (Electrical with Metric/ITI equivalent
- vi) Nursing Attendant

