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कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No.16/12/2023-Admn./E.Office No.149407

Dated:19/02/2025

To

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

Subject: Invitation for Expression of Interest-regular.

Sir/Madam,

Please find enclosed herewith the Expression of Interest inviting interested ICMR regular Scientist/Technical Officers/Section Officer/Assistant/UDC working in ICMR Hqrs./Institutes/Centre for transfer/posting to the Central Procurement Cell (CPC) at ICMR Hqrs., New Delhi. Interested and eligible candidates may submit their request as per EOI in the attached format through the proper channel latest by 10.03.2025 at email id cpc-hq@icmr.gov.in.

Signed by Jagdish Rajesh Yours faithfully,
Date: 21-02-2025 15:18:01

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)/ ADGs
4. Dr. M.S. Chalga, Sci-D with request to upload the same in ICMR website

डी. रामलिंगस्वामी भवन, पोस्ट बॉक्स नं. 4911,
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INDIAN COUNCIL OF MEDICAL RESEARCH

Expression of Interest

Expression of Interest is invited from Scientist/Technical Officers/Section Officer/Assistant/UDC working in ICMR Institutes and ICMR headquarters for transfer/posting to the Central Procurement Cell (CPC) at ICMR Hqrs. The CPC is responsible for the procurement of goods (equipments) and services for ICMR Hqrs. and its 27 national and regional institutions/centers across the country which is/are beyond the delegated financial power of the Head/Director the institute/center. In this regards, ICMR being the apex research body for the formulation, coordination and promotion of biomedical research in the country and with emergence attention to any pandemic, the role responsibility of ICMR in controlling the pandemic and as well as conducting advanced research have tremendously increased and became very crucial for policy implication to the nation. Thus, for carrying out advanced biomedical research within the ICMR institutional network, the availability of research infrastructure including high-end equipment is/are utmost essential. In this vital juncture, CPC plays a pivotal role in providing the essential equipments (goods)/essential supplies like reagents and services in timely manner required for supporting the research activities. The public procurement system of an organization not only requires the compliance of all the procurement rules and regulations but it also require the technical expertise and competency wherein the role and contribution of the Scientists and Technical Officers is very much important in ascertaining the right technology and quality product for the procurement.

With the above background, application is invited from the interested and eligible Scientists/Technical Officers/Administrative officials working in the ICMR Hqrs. and its Institute/center as per the attached format to be submitted through proper channel **within three weeks from the date of issue of this EoI notification.** The application may be submitted enclosing the self attested copy of all the relevant documents to the **e-mail Id: cpc-hq@icmr.gov.in.**

The details of the required posts are as under:

1. Scientist (Non-Medical): 01

Discipline: Desirable	Levels
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Microbiology/Biochemistry/Biotechnology/Biomedical Sciences/Life-Sciences/MolecularBiology/Pharmacology/Biology/Bio science/MedicalGenetics/Immunology/Zoology	Scientist B or C
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2. Technical Officer: 02

Discipline: Desirable	Levels
Microbiology/Biochemistry/Biotechnology/Biomedical Sciences/Life-Sciences/MolecularBiology/Pharmacology/Biology/Bio science/MedicalGenetics/Immunology/Zoology	Technical Officer B or C

3. Section Officer: 01

Discipline: Desirable	Levels
Graduate in any discipline with 2 - 3 years' experience as SO. Preference will be given to the officer having administrative and financial knowledge in public procurement who is sound in GFR guidelines.	Section Officer

4. Assistant: 01

Discipline: Desirable	Levels
Graduate in any discipline with 3 - 5years' experience as Assistant. Preference will be given to the officer having administrative and financial knowledge in public procurement.	Assistant

5. Upper Division Clerk: 01

Discipline: Desirable	Levels
Graduate in any discipline with 2-3years' experience as Upper Division Clerk. Preference will be given to the officer having knowledge of PFMS and Accounts background.	UDC

Application Format

Employee interested for transfer to Central Procurement Cell, ICMR Hqrs., New Delhi

1.	Full Name (in Capital) with attribute (Prof./Dr./Mr./Ms.)	
2.	Present Designation & level	
3.	Date of Birth	
4.	Present Institute/Centre/Division	
5.	Date of Joining ICMR	
6.	Date of Joining Present Post	
7.	Academic background (University Degrees only)	
8.	Experience	
9.	200 words write up on your interest in this transfer and why you are suitable?	Please enclose as Annexure
10.	Publications/achievement in the working area, if any.	Please enclose as Annexure
11.	Any other information that you wish to provide:	Please enclose as Annexure
12.	Recommendation/remarks by the Director	

Signature of the Applicant

Date: