

INDIAN COUNCIL OF MEDICAL RESEARCH

No. ICMR/STW/2021

Dated : 25.06.2024

Applications are invited from eligible candidates for the following non-Institutional project human resource positions, purely on temporary contract basis under Project titled "Phase II of development of standard treatment workflow Vol-2 for Indian healthcare system," being undertaken at Division of Non Communicable Diseases (NCD), ICMR Hqrs, New Delhi.

**Required qualifications and other details are given below.**

01	Name of the Post	Project Technical Support-II
02	Number of Post	1 (One)
03	Category	SC
04	Upper age limit	30
05	Salary	Rs.20,000/- per month + HRA as applicable
06	Duration	01 year and extendable upto 3 years, subject to functional requirement.
07	Essential Qualification	12 <sup>th</sup> in any discipline + Diploma (Computer Application) + Five Years Experience in relevant subject/field
08	Desirable Qualification	Knowledge of Tally and English typing
09	Nature of Duties	1. Assisting in conducting, monitoring and coordinating the activities of the project. 2. Assisting in file / administrative file processing. 3. Any other duty assigned by the PO

**Place of duty:** ICMR Hqrs. New Delhi

**How to apply:**

1. Deserving Candidates should send complete application with required documents (merged PDF) on [stw-hq@icmr.gov.in](mailto:stw-hq@icmr.gov.in) within the schedule date and time for submission of applications, i.e. on or before July 20, 2024 up to 17:00 hours
2. Following self-attested required documents are to be enclosed with the application:-
  - a. Proof of Date of Birth
  - b. Educational Qualifications
  - c. Experience
  - d. CV & application form

**General Terms and conditions: -**

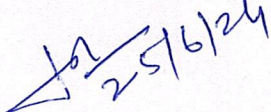
1. Number of positions may vary.
2. These positions are meant for temporary projects and co-terminus with the project.
3. Engagement of the above advertised Project Human Resource Positions will depend upon availability of funds, functional requirements and approval of the Competent Authority. Therefore, we are not committed to fill up all the advertised Project Human Resource Positions and the process is liable to be withdrawn / cancelled / modified at any time.
4. The rates of emoluments/stipend shown in this advertisement are project specific and may vary according to sanction of the funding agency of the Project.



5. Cut-off date for age limit will be as on the date of last date for submission of applications.
6. Age relaxation will be as per the guidelines of ICMR.
7. Reserved category candidates must produce their latest Caste Validity Certificate. OBC candidates must possess a latest valid non-creamy layer certificate. PWD candidates shall produce latest disability certificate issued by a Medical board of Government hospital with not less than 40% disability.
8. Qualification & experience should be in relevant discipline/field and from an Institution of repute. Experience should have been gained after acquiring the minimum essential qualification.
9. Mere fulfilling the essential qualification does not guarantee the selection.
10. Persons already in regular time scale service under any Government Department / Organizations are not eligible to apply.
11. No TA/DA will be paid to attend interview / personal discussion and candidates have to arrange transport/accommodation themselves.
12. ICMR reserves rights to consider or reject any application/candidature.
13. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
14. The persons engaged on Project Human Resource Positions cannot be permitted to register for Ph.D., due to time constraints.
15. The persons engaged on Project Human Resource Positions will normally be posted at the study site; however, they can be posted to any other sites in the interest of research work. They are liable to serve in any part of the country.
16. The persons engaged on Project Human Resource Positions shall **not** have any claim on a regular post in ICMR or in any of its Institutes/Centers or in any Department of Government of India and their project term with breaks or without breaks in any or multiple projects will not confer any right for further assignment or transfer to any other project or appointment/absorption/regularization of service in funding agency or in ICMR. Benefits of Provident Fund, Pension Scheme, Leave Travel Concession, Medical claim, Staff Quarters and other facilities applicable to the regular staff of ICMR etc. are **not** admissible to the project human resource positions.
17. Successful candidates will normally be engaged on Project Human Resource Position initially for a period of one year or less, depending upon the tenure of the Project and functional requirements. Continuation / Extension to engagement of Project Human Resource Positions will be depending upon evaluation of performance, tenure of the project, availability of funds, functional requirements and approval of Competent Authority. The maximum term of any Project Human Resource Position in any or multiple projects, with breaks or without breaks shall be five years only. The concerned Project Investigator, Division Head and Head of the host Institute shall personally be responsible and accountable for the continuation / extension given if any without prior concurrence of the Director General, ICMR to any project human resource position beyond five years either with or without breaks in any or multiple projects.
18. ICMR reserves the right to terminate the project human resource position even during the agreed contract period or extended contract period without assigning any reason.



19. Leave shall be as per the ICMR's policy for project human resource positions.
20. Candidate must submit his/her duly filled in application form in the prescribed format with a recent passport size color photograph along with a detailed bio-data/C.V. and all relevant documents; **duly self-attested**; in proof of his/her educational qualifications [all certificates and mark-sheets from 10<sup>th</sup> Std. onwards], working experience, age, caste and **photo id** [Aadhar Card/Indian Passport/PAN Card/Driving License] etc., within the schedule date and time for submission of application, failing which his/her candidature will not be considered. Late/Delayed/Incomplete/Unsigned applications will not be considered at all and no correspondence will be entertained in this regard.
21. ICMR reserves the right to cancel/modify the process at any time, at its discretion.
22. The decision of the Competent Authority will be final and binding.
23. Canvassing in any form will be a disqualification.
24. Corrigendum/addendum/further information; if any; in respect of this advertisement, will be published on our website only. Hence, the candidates are advised to see our website: <https://www.icmr.nic.in>, regularly for further updates related to this advertisement.

  
25/6/24

(Mr. Jaibir Singh)  
Sr. Administrative Officer

Tel: 26588204-26588662-26589620

सार / GRAM : विज्ञानी / SCIENTIFIC  
Web-site : www.icmr.nic.in  
E-mail : icmrhqds@sansd.nic.in



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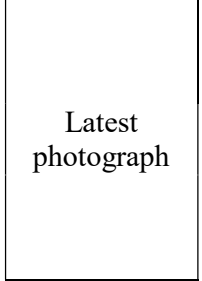
**भारतीय आयुर्विज्ञान अनुसंधान परिषद**  
**INDIAN COUNCIL OF MEDICAL RESEARCH**

वी. रामलिंगस्वामी भवन, अन्सारी नगर, पोस्ट बॉक्स 4911, नई दिल्ली - 110 029  
V. RAMALINGASWAMI BHAWAN. ANSARI NAGAR. POST BOX 4911. NEW DELHI - 110 029

**Indian Council of Medical Research**

Application for engagement of Project Human Resource Position, purely on temporary basis

1. Name of the Project Human Resource Position, applied for : \_\_\_\_\_
2. Advertisement No. : \_\_\_\_\_
3. Name in full (IN BLOCK LETTERS) : \_\_\_\_\_
4. Mother's Name : \_\_\_\_\_  
Father's Name : \_\_\_\_\_
5. Address for Correspondence : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Contact No. \_\_\_\_\_  
Email id: \_\_\_\_\_
6. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Date of Birth [dd/mm/yyyy] : \_\_\_\_\_ Age: \_\_\_\_\_  
(Certificate must be supported)
8. Whether SC/ST/OBC/General : \_\_\_\_\_ Caste: \_\_\_\_\_
9. Marital Status : Married / Unmarried / divorcee / widower / widow



10. Educational Qualifications : (Certificates in proof of qualifications must be supported).

SN	EXAM. PASSED	GRADE	YEAR OF PASSING	BOARD / UNIVERSITY	SPECIALIZATION

11. Work Experience (Certificates in proof of experience must be supported):

Name of Employer	Post	From date	To date	Reason for leaving

Total Experience gained after acquiring the minimum essential qualification (in years):

\_\_\_\_\_

12. If selected what period would you require joining: \_\_\_\_\_

Note: Additional information, if any can be provided on a separate paper or on overleaf of this page.

Declaration: I hereby declare that the particulars furnished in this form by me are true to the best of my knowledge and belief. Furnishing of false information or suppression of facts will be disqualification and is likely to render the candidate unfit.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name of the candidate: \_\_\_\_\_