



icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH
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भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

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

NO: 6-2(13)/2019-Estt.

18 March 2024

VACANCY CIRCULAR – 01/2024

Indian Council of Medical Research (ICMR), an autonomous organization under the Department of Health Research, Ministry of Health & Family Welfare, Government of India invites applications up to **30.04.2024** from eligible employees of Central/State Govt./Autonomous Body/ PSU for filling up **one post of Assistant Director General (Administration) in the Pay Level-12 Deputation basis including short term contract**, for a period of three years, and thereafter may be extended/curtailed, if required by the ICMR Hqrs.

2. Eligibility Condition for the post of Assistant Director General (Admin):

- (i) Officers from Central/State Govt./Autonomous body/PSU
- (ii) Holding analogous post OR Under Secretary in Pay Level-11 (Rs. 67700-208700) or equivalent possessing any degree and having working knowledge of computer, with four years service in the grade; and
- (iii) 5 years working experience in administration and finance
- (iv) Below 56 years of age as on the last date of receipt of application.

Note-1: Pay Band/Pay Level granted under ACP/MACP is personal to the officer and therefore shall not be considered for eligibility.

Note-2: The departmental officers (ICMR employees) shall not be eligible for deputation and similarly the deputationist shall not be eligible for promotion.

How to apply

3. Willing & eligible officers may submit their application in the prescribed form (available at ICMR <https://main.icmr.nic.in>) on or before **30.04.2024**.

4. While forwarding the applications, the Controlling Authority shall also send the following documents:-

- a) NOC, Vigilance Clearance Certificate, Integrity certificate and endorsement (as per Part-II of application form).
- b) Attested copy of APARs of the last 5 years from 2018-19, 2019-20, 2020-21 and 2021-22, 2022-23.

5. **The application received after the due date of receipt of applications or incomplete or NOC not received through proper channel will not be considered.**

6. The short listed candidates shall be called for interview at ICMR Hqrs. Office, New Delhi for which the date & time shall be intimated later. No TA/DA shall be paid for appearing in Personal Discussion.

7. The Instructions for pay and other terms & conditions of deputation basis issued by DoPT/GoI from time to time shall be applicable.
8. The candidates who apply for the aforementioned posts(s) will not be allowed to withdraw their candidature subsequently.
9. The selected candidates will be appointed on Deputation/ISTC basis, in the interest of administrative exigencies, with the approval of the Competent Authority.

Assistant Director General (Admin.)