



Date: 30.01.2025

Applications are invited from eligible candidates for the following Non-Institutional project human resource positions, purely on temporary contract basis under the Project entitled “**A Phase IIa, double blind, randomized, placebo controlled, parallel, multicenter, proof-of-concept study to evaluate the efficacy and safety of Desidustat oral tablet for treatment of sickle cell disease**” under the CSTU, division of Development Research, ICMR, Hqrs, New Delhi.

**Required Qualifications and other details are given below**

<b>Name of post</b>	<b>Project Technical Support -III</b>
<b>No. of post</b>	3 (three), [1-UR, 1-OBC, & 1-ST]
<b>Age limit</b>	Not exceeding 35 years
<b>Consolidated pay</b>	Rs.28,000/- pm + HRA as admissible
<b>Essential Qualifications</b>	1. Three years graduate degree in (Science/Sociology/Public Health) + three years post qualification experience or PG in above subject/field.
<b>Desirable</b>	<b><u>Preference Given To:-</u></b> 1. Graduation + One year Computer Diploma + experience in relevant subject/field. 2. Excellent knowledge of MS Office (Word, Excel, Power Point) 3. Knowledge of working and handling e-office files, creating e-bills, and handling PFMS portal. 4. Excellent typing speed in English 5. Strong collaboration skills and ability & work with diverse team 6. Experience of working in multi centric projects in government institute will be an added advantage.
<b>Nature of Duties</b>	1. Manage all noting/drafting, preparing budget, file managing, travel of experts and PI timely disbursement of honorariums. Organizing meetings. Drafting/reviewing file notes ensure all file notes are put to date. 2. Assist in all coordination and communication activities of the clinical projects working in CSTU. 3. Timely release of grants, monitoring data collection, data cleaning, generating queries related with clinical sites.
<b>Place of duty</b>	ICMR Hqrs. New Delhi

**How to apply:**

1. Interested and eligible candidates can send their applications along with all required supporting documents and certificates, duly self-attested at LINKS provided latest by **21<sup>st</sup> Feb, 2025 up to 17:00 PM** (No other mode of application will be entertained)  
LINK: <https://forms.gle/5X3K2WSTfp1xNQUD7>

Apply with a detailed bio-data in the format provided in this URL, google form with

attachments at required places.

2. The selection process will be through interview by physical/virtual mode and date of interview will be intimated to the shortlisted candidates by email.

For specific queries related with form and post, please write to [recruitment.cstu@gmail.com](mailto:recruitment.cstu@gmail.com)

### **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 Cast 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/ Organization 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 well 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 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.

  
(Harjeet Kaur Bajaj)  
Administrative Officer  
30/1/25

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