



# भारतीय आयुर्विज्ञान परिषद INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार कल्याण मंत्रालय  
DEPARTMENT OF HEALTH RESEARCH ( MINISTRY OF HEALTH & FAMILY WELFARE )  
V.RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI-110029


No.16/155/2015-Admn.II

Dated:15.1.2020

## Office Memorandum

Subject:- Amendment of Recruitment Rules for Administrative Cadre  
(Group A, B & C) 2017 of ICMR -

A copy of amended Recruitment Rules (Schedule I, II and III) of Administrative Cadre (Group A, B & C) as approved by the Competent Authority, is enclosed herewith. The existing Schedule I, II and III already circulated vide letter of even number dated 31.1.2017 shall stand replaced with immediate effect. These Recruitment Rules may be followed scrupulously for future recruitment/promotions in all ICMR Institutes/Centres/Hqrs. Office.

  
15/1/2020  
(Agnes Xalxo)

Asstt. Director General (Admn.)

To

1. All the Directors/Directors-in-charge of all Institutes/Centres of ICMR.
2. Assistant Director General (Admn.) ICMR Hqrs. New Delhi

Copy to:

- i) PS to DG/Addl.DG/Sr.DDG(A)/Sr.FA
- ii) S.O. Admn.I
- iii) All Division/Sections at the Hqrs.
- iv) Shri L.K. Sharma, Scientist 'E' for upload on ICMR website.

**Schedule-I**  
**Composition of the Cadre**  
**(See Rule 3)**

Sl. No	Post	Group	Pay Level in the Pay Matrix	Total number of posts*
1	Assistant	B	Level 6 (Rs.35400-112400)	246
2	Section Officer	B	Level 7 (Rs.44900-142400)	123
3	Administrative Officer (Jr. Grade)	B	Level 8 (Rs.47600-151100)	2
4	Administrative Officer	A	Level 10 (Rs.56100-177500)	37
5	Sr. Administrative Officer	A	Level 11 (Rs.67700-208700)	10
6	Assistant Director General (Admn.)	A	Level 12 (Rs.78800-209200)	1
7	Dy. Director General (Admn.)	A	Level 13 (Rs.123100-215900)	1
8	Accounts Officer (Jr. Grade)	B	Level 7 (Rs.44900-142400)	04
9	Accounts Officer	A	Level 10 (Rs.65100-177500)	22
10	Sr. Accounts Officer	A	Level 11 (Rs.67700-208700)	02
11	Assistant Director General (Finance)	A	Level 12 (Rs.78800-209200)	01
12	Personal Assistant	B	Level 6 (Rs.35400-112400)	69
13	Private Secretary	B	Level 7 (Rs.44900-142400)	45

\* Subject to variation depending upon workload.

Schedule-II

Composition of the Cadre  
(See Rule 5)

Administrative posts

S. No	Name of Institutes/ Centers/ Office	DDG (Ad)	ADG	Sr. AO	AO/ AO (Jr. Grade)	ADG (Fin.)	Sr. ACO	A/cO A/cO (Jr. Grade)	S.O	Asstt	PS	PA
1	Indian Council of Medical Research , Hqrs Office New Delhi (ICMR)	01	01	04	11	01	02	03	48	79	12	19
2	Desert Medicine Research Centre, Jodhpur (DMRC)		0	0	01	0		01	02	04	0	0
3	Institute of Cytology and Preventive Oncology NOIDA (UP)		0	0	01	0		01	02	05	01	02
4	National AIDS Research Institute , Pune		0	0	01	0		0	0	01	01	00
5	National Centre for Disease informatics and Research, Bangaluru (NCDIR)		0	0	1 (Jr. Grade) GP - 4800	00		01 (Jr. Grade GP-4600)	01	02	0	00
6	National Institute for Research in Environment al Health Bhopal (NIREH)		0	0	01 Jr. Grade GP- 4800	00		01 Jr. Grade GP-4600	03	06 GP-4200	01	00
7	National Institute for Research in		0	0	01	00		01	05	13	03	03

	Reproductive Health, Mumbai (NIRRH)											
8	National Institute for Research in Tuberculosis Chennai (NIRT)	0	01	02	00		01	08	17	03	06	
9	National Institute of Cholera and Enteric Diseases (NICED)	0	0	01	00		01	03	15	04	02	
10	National Institute of Epidemiology, Chennai (NIE)	0	01	01	0		01 Jr. Grade (GP-4600)	03	04	01	02	
11	National Institute of Immunohaematology, Mumbai (NIIH)	0	0	01	0		0	02	05	01	01	
12	National Institute of Malaria Research, DWARKA	0	0	01	00		01	03	08	01	02	
13	National Institute of medical Statistics , New Delhi	0	0	01	00		01	02	05	01	01	
14	National Institute of Nutrition, Hyderabad	0	01	04	00		01	08	15	04	11	
15	National Institute of Occupational Health, Ahmedabad	0	01	01	00		01	04	09	02	04	
16	National Institute of pathology, New Delhi (NIOP)	0	00	01	01		01	03	06	01	02	

17	National Institute of Virology, Pune (NIV)		0	01	03	00		02	08	20	02	04
18	National JALMA Institute for Leprosy & Other Mycobacterial Diseases, Agra (NJILOMD)		0	00	01	00		01	03	08	01	03
19	Rajendra Memorial Research Institute of Medical Sciences, Patna, (RMRIMS)		0	01	01	00		01	04	04	00	02
20	Regional Medical Research Centre, Belgaum (RMRC)		0	00	00	00		00	00	00	00	00
21	Regional Medical Research Centre (RMRC) Bhubaneswar		0	00	01	00		01	01	02	01	02
22	Regional Medical Research Centre (RMRC) Dibrugarh		0	00	01	00		02 (1 in GP-5400 & 1 in GP-4600)	01	04	01	00
23	Regional Medical Research Centre (RMRC) Jabalpur		0	00	01	00		01	02	05	01	01
24	Regional Medical Research Centre (RMRC) Port		0	00	00	00		01	02	05	01	00

	Blair											
25	Vector Control Research Centre, Puducherry		0	00	01	00		01	05	03	02	02
26	National Animal Resource Facility for Biomedical Research, Hyderabad											
27	RMRC, Gorakhpur											
	<b>Grand Total</b>	<b>01</b>	<b>01</b>	<b>10</b>	<b>39</b> (Inclu ding 2 posts in A.O. Jr. Grade )	<b>01</b>	<b>02</b>	<b>26</b>	<b>123</b>	<b>246</b>	<b>45</b>	<b>69</b>
								(Inclu ding 4 posts in A/cO Jr. Grade)				

**SCHEDULE-III**  
**INDIAN COUNCIL OF MEDICAL RESEARCH**  
**RECRUITMENT RULES FOR ADMINISTRATIVE POSTS**

1	Name of Post	Assistant
2	No. of Post	246* (2019) *(Subject to variation depending upon workload)
3	Classification	Group-'B' Ministerial
4	Pay Level in the Pay Matrix	Level 6 (Rs.35400-112400/-) in the Pay Matrix (Pre-revised Pay Band-2: Rs.9300-34800/- + Grade Pay-Rs.4200/-)
5	Whether Selection Post or Non-Selection Post	Selection post
6	Age limit for Direct Recruits	Not exceeding 30 years
7	Educational and other qualifications required for direct recruits	(i) Minimum three years Bachelor's degree in any discipline from a recognized University/Institution; and (ii) Working Knowledge of Computer (MS Office/Power Point).
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees	Age: No EQ: Yes
9	Period of Probation, if any	2 years for both direct recruits and promotees
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of vacancies to be filled by various methods.	(i) 50% by promotion from amongst UDCs with ten years regular service in the grade failing which by LDCE and failing both by direct recruitment;  (ii) 10% by LDCE from amongst UDCs with 5 years regular service in the grade and having the requisite qualification as at Col.7 failing which by direct recruitment; and  (iii) 40% by DR through competitive written test. Qualifying marks for written test shall be 50% and 40% for UR/OBC and SC/ST candidates respectively of the total marks prescribed. Only qualified candidates shall be called for Skill Test.
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	By promotion from UDCs [Level 4 (Rs.25500-81100/-)] possessing any degree and having Working Knowledge of Computer with ten years of regular service in the grade.
		<u>Note-1:</u> The existing UDCs not possessing the requisite EQ will be considered for promotion to the grade of Assistant.
		<u>Note-2:</u> The eligibility list for promotion shall be prepared with reference to the date of completion of the prescribed qualifying service in the respective grade/post by the officers as on 1 <sup>st</sup> April of that year.
12	If a Selection Committee/DPC exists, what is its composition?	Chairperson : Sr DDG (A) for ICMR HQs and Director/Director-in-Charge of Institutes/Centres Member : One expert from other Scientific or Academic (External) Institutes outside ICMR Member : ADG (A)/Sr AO or equivalent from ICMR Institute/Centre/ICMR HQs Member : Representative from OBC category Member : Representative from SC/ST category Member : Representative from Minority community
		<u>Note:</u> (i) The appointing authority will nominate members of the committee. No member will be below the rank in Level 11 of the Pay Matrix; (ii) One woman member shall be nominated/included among above members.
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

**INDIAN COUNCIL OF MEDICAL RESEARCH  
RECRUITMENT RULES FOR ADMINISTRATIVE POSTS**

- |                   |   |  |             |   |            |         |   |  |                   |   |   |        |   |   |        |   |                                  |        |   |                                    |        |   |  |
|-------------------|---|--|-------------|---|------------|---------|---|--|-------------------|---|---|--------|---|---|--------|---|----------------------------------|--------|---|------------------------------------|--------|---|--|
| 1                 | Name of Post  | Section Officer  |             |   |            |         |   |  |                   |   |   |        |   |   |        |   |                                  |        |   |                                    |        |   |  |
| 2                 | No. of Post   | 123* (2019)<br>*(Subject to variation depending upon workload)   |             |   |            |         |   |  |                   |   |   |        |   |   |        |   |                                  |        |   |                                    |        |   |  |
| 3                 | Classification  | Group 'B' Ministerial  |             |   |            |         |   |  |                   |   |   |        |   |   |        |   |                                  |        |   |                                    |        |   |  |
| 4                 | Pay Level in the Pay Matrix   | Level 7 (Rs.44900-142400/-) in the Pay Matrix<br>(Pre-revised Pay Band-2: Rs.9300-34800/- + Grade Pay-Rs.4600/-)   |             |   |            |         |   |  |                   |   |   |        |   |   |        |   |                                  |        |   |                                    |        |   |  |
| 5                 | Whether Selection Post or Non-Selection Post  | Selection  |             |   |            |         |   |  |                   |   |   |        |   |   |        |   |                                  |        |   |                                    |        |   |  |
| 6                 | Age limit for Direct Recruits   | Not Applicable   |             |   |            |         |   |  |                   |   |   |        |   |   |        |   |                                  |        |   |                                    |        |   |  |
| 7                 | Educational and other qualifications required for direct recruits   | Not Applicable.  |             |   |            |         |   |  |                   |   |   |        |   |   |        |   |                                  |        |   |                                    |        |   |  |
| 8                 | Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees   | Not Applicable   |             |   |            |         |   |  |                   |   |   |        |   |   |        |   |                                  |        |   |                                    |        |   |  |
| 9                 | Period of Probation, if any   | Not Applicable   |             |   |            |         |   |  |                   |   |   |        |   |   |        |   |                                  |        |   |                                    |        |   |  |
| 10                | Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of vacancies to be filled by various methods. | 100% by promotion  |             |   |            |         |   |  |                   |   |   |        |   |   |        |   |                                  |        |   |                                    |        |   |  |
| 11                | In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made                                       | By promotion from Assistants [Level 6 (Rs.35400-112400/-)] possessing any degree and having Working Knowledge of Computer with 5 years regular service in the grade.<br><br><u>Note:</u> The existing Assistants not possessing graduation will also be considered for promotion to the grade of SO.   |             |   |            |         |   |  |                   |   |   |        |   |   |        |   |                                  |        |   |                                    |        |   |  |
| 12                | If a Selection Committee/DPC exists, what is its composition?   | <table border="0"> <tr> <td style="padding-right: 10px;">Chairperson</td> <td style="padding-right: 10px;">:</td> <td>Sr DDG (A)</td> </tr> <tr> <td>Members</td> <td>:</td> <td>2 Directors of ICMR Institutes/Centres on rotational basis</td> </tr> <tr> <td>Member (External)</td> <td>:</td> <td>One expert from other Scientific or Academic Institutes</td> </tr> <tr> <td>Member</td> <td>:</td> <td>ADG (A)/Sr AO or equivalent from ICMR Institute/Centre/ICMR HQs</td> </tr> <tr> <td>Member</td> <td>:</td> <td>Representative from OBC category</td> </tr> <tr> <td>Member</td> <td>:</td> <td>Representative from SC/ST category</td> </tr> <tr> <td>Member</td> <td>:</td> <td>Representative from Minority community</td> </tr> </table> | Chairperson | : | Sr DDG (A) | Members | : | 2 Directors of ICMR Institutes/Centres on rotational basis | Member (External) | : | One expert from other Scientific or Academic Institutes | Member | : | ADG (A)/Sr AO or equivalent from ICMR Institute/Centre/ICMR HQs | Member | : | Representative from OBC category | Member | : | Representative from SC/ST category | Member | : | Representative from Minority community |
| Chairperson       | :   | Sr DDG (A)   |             |   |            |         |   |  |                   |   |   |        |   |   |        |   |                                  |        |   |                                    |        |   |  |
| Members           | :   | 2 Directors of ICMR Institutes/Centres on rotational basis   |             |   |            |         |   |  |                   |   |   |        |   |   |        |   |                                  |        |   |                                    |        |   |  |
| Member (External) | :   | One expert from other Scientific or Academic Institutes  |             |   |            |         |   |  |                   |   |   |        |   |   |        |   |                                  |        |   |                                    |        |   |  |
| Member            | :   | ADG (A)/Sr AO or equivalent from ICMR Institute/Centre/ICMR HQs  |             |   |            |         |   |  |                   |   |   |        |   |   |        |   |                                  |        |   |                                    |        |   |  |
| Member            | :   | Representative from OBC category   |             |   |            |         |   |  |                   |   |   |        |   |   |        |   |                                  |        |   |                                    |        |   |  |
| Member            | :   | Representative from SC/ST category   |             |   |            |         |   |  |                   |   |   |        |   |   |        |   |                                  |        |   |                                    |        |   |  |
| Member            | :   | Representative from Minority community   |             |   |            |         |   |  |                   |   |   |        |   |   |        |   |                                  |        |   |                                    |        |   |  |
| 13                | Circumstances in which UPSC is to be consulted in making recruitment  | <p><u>Note:</u></p> <p>(i) The appointing authority will nominate members of the committee. No member will be below the rank in Level 11 of the Pay Matrix;</p> <p>(ii) One woman member shall be nominated/included among above members.</p> <p>Not Applicable</p>  |             |   |            |         |   |  |                   |   |   |        |   |   |        |   |                                  |        |   |                                    |        |   |  |



**INDIAN COUNCIL OF MEDICAL RESEARCH  
RECRUITMENT RULES FOR ADMINISTRATIVE POSTS**

- |    |   |   |
|----|---|---|
| 1  | Name of Post  | Administrative Officer (Junior Grade)   |
| 2  | No. of Post   | 02* (2019)<br>*(Subject to variation depending upon workload)   |
| 3  | Classification  | Group 'B' Ministerial   |
| 4  | Pay Level in the Pay Matrix   | Level 8 (Rs. 47600-151100/-) in the Pay Matrix<br>(Pre-revised Pay Band-2: Rs.9300-34800/- + Grade Pay-Rs.4800/-)   |
| 5  | Whether Selection Post or Non-Selection Post  | Selection   |
| 6  | Age limit for Direct Recruits   | Not Applicable  |
| 7  | Educational and other qualifications required for direct recruits   | Not Applicable  |
| 8  | Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees   | Not Applicable  |
| 9  | Period of Probation, if any   | Not Applicable  |
| 10 | Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of vacancies to be filled by various methods. | 100% by promotion   |
| 11 | In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made                                       | By promotion from Section Officers [Level 7 (Rs.44900-142400/-)] possessing any degree and having Working Knowledge of Computer with one year regular service in the grade. |
- Note: The existing SOs not possessing graduation will also be considered for promotion to the grade of AO (Jr Gr).
- |    |  |   |
|----|--|---|
| 12 | If a Selection Committee/DPC exists, what is its composition?        | <p>Chairperson : Sr DDG (A)</p> <p>Members : 2 Directors of ICMR Institutes/Centres on rotational basis</p> <p>Member (External) : Under Secretary or equivalent officer from Central Govt. Offices/Organizations or Academic Institutes</p> <p>Member : ADG (A) or equivalent from ICMR Institute/Centre/ICMR HQs</p> <p>Member : Representative from OBC category</p> <p>Member : Representative from SC/ST category</p> <p>Member : Representative from Minority community</p> <p><u>Note:</u></p> <p>(i) The appointing authority will nominate members of the committee. No member will be below the rank in Level 11 of the Pay Matrix;</p> <p>(ii) One woman member shall be nominated/included among above members.</p> |
| 13 | Circumstances in which UPSC is to be consulted in making recruitment | Not Applicable  |

**INDIAN COUNCIL OF MEDICAL RESEARCH  
RECRUITMENT RULES FOR ADMINISTRATIVE POSTS**

- |    |   |   |
|----|---|---|
| 1  | Name of Post  | Administrative Officer  |
| 2  | No. of Post   | 37* (2019)<br>*(Subject to variation depending upon workload)   |
| 3  | Classification  | Group 'A' Ministerial   |
| 4  | Pay Level in the Pay Matrix   | Level 10 (Rs.56100-177500/-) in the Pay Matrix<br>(Pre-revised Pay Band-3: Rs.15600-39100/- + Grade Pay-Rs.5400/-)  |
| 5  | Whether Selection Post or Non-Selection Post  | Selection   |
| 6  | Age limit for Direct Recruits   | Not Applicable  |
| 7  | Educational and other qualifications required for direct recruits   | Not Applicable  |
| 8  | Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees   | Not Applicable  |
| 9  | Period of Probation, if any   | Not Applicable  |
| 10 | Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of vacancies to be filled by various methods. | 100% by promotion   |
| 11 | In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made                                       | By promotion from Administrative Officers (Junior Grade) [Level 8 (Rs.47600-151100/-)] with 4 years service and Section Officers [Level 7 (Rs.44900-142400/-)] with five years regular service in the grade, possessing any degree and having Working Knowledge of Computer, shall be eligible for consideration for promotion.   |
|    |   | <u>Note:</u> The existing AO (Jr Gr)/SOs not possessing graduation will also be considered for promotion to the grade of AO.  |
| 12 | If a Selection Committee/DPC exists, what is its composition?   | <p>Chairperson : Sr DDG (A)</p> <p>Members : 2 Directors of ICMR Institutes/Centres on rotational basis</p> <p>Member (External) : Under Secretary or equivalent officer from Central Govt. Offices/Organizations or Academic Institutes</p> <p>Member : ADG (A) or equivalent from ICMR Institute/Centre/ICMR HQs</p> <p>Member : Representative from OBC category</p> <p>Member : Representative from SC/ST category</p> <p>Member : Representative from Minority community</p> <p><u>Note:</u></p> <p>(i) The appointing authority will nominate members of the committee. No member will be below the rank in Level 11 of the Pay Matrix;</p> <p>(ii) One woman member shall be nominated/included among above members.</p> |
| 13 | Circumstances in which UPSC is to be consulted in making recruitment  | Not Applicable  |

**INDIAN COUNCIL OF MEDICAL RESEARCH  
RECRUITMENT RULES FOR ADMINISTRATIVE POSTS**

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|----|---|--|
| 1  | Name of Post  | Senior Administrative Officer  |
| 2  | No. of Post   | 10* (2019)<br>*(Subject to variation depending upon workload)  |
| 3  | Classification  | Group 'A' Ministerial  |
| 4  | Pay Level in the Pay Matrix   | Level 11 (Rs.67700-208700/-) in the Pay Matrix<br>(Pre-revised Pay Band-3: Rs.15600-39100/- + Grade Pay-Rs.6600/-)   |
| 5  | Whether Selection Post or Non-Selection Post  | Selection  |
| 6  | Age limit for Direct Recruits   | Not Applicable   |
| 7  | Educational and other qualifications required for direct recruits   | Not Applicable   |
| 8  | Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees   | Not Applicable   |
| 9  | Period of Probation, if any   | Not Applicable   |
| 10 | Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of vacancies to be filled by various methods. | 100% by promotion  |
| 11 | In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made                                       | By promotion from Administrative Officers [Level 10 (Rs.56100-177500/-)] possessing any degree and having Working Knowledge of Computer, with five years regular service in the grade.<br><br><u>Note:</u> The existing AOs not possessing graduation will also be considered for promotion to the grade of Sr.AO.                                     |
| 12 | If a Selection Committee/DPC exists, what is its composition?   | Chairperson : Sr DDG (A)<br>Members : 2 Directors of ICMR Institutes/Centres on rotational basis<br>Member : Sr FA, ICMR<br>Member (External) : One expert from other Scientific or Academic Institutes<br>Member : Representative from OBC category<br>Member : Representative from SC/ST category<br>Member : Representative from Minority community |
|    |   | <u>Note:</u><br>(i) The appointing authority will nominate members of the committee. No member will be below the rank in Level 14 of the Pay Matrix;<br>(ii) One woman member shall be nominated/included among above members.   |
| 13 | Circumstances in which UPSC is to be consulted in making recruitment  | Not Applicable   |

**INDIAN COUNCIL OF MEDICAL RESEARCH  
RECRUITMENT RULES FOR ADMINISTRATIVE POSTS**

1	Name of Post	Assistant Director General (Admn)
2	No. of Post	1* (2019) *(Subject to variation depending upon workload)
3	Classification	Group 'A' Ministerial
4	Pay Level in the Pay Matrix	Level 12 (Rs.78800-209200/-) in the Pay Matrix (Pre-revised Pay Band-3: Rs.15600-39100/- + Grade Pay-Rs.7600/-)
5	Whether Selection Post or Non-Selection Post	Selection for promotion
6	Age limit for Direct Recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees	Not Applicable
9	Period of Probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of vacancies to be filled by various methods.	50% by promotion and 50% by deputation
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<p><u>Promotion:</u></p> <p>Senior Administrative Officer [Level 11 (Rs.67700-208700/-)] possessing any degree and having Working Knowledge of Computer, with five years regular service in the grade.</p> <p>The existing Sr.AO not possessing the requisite educational qualifications will also be considered for promotion to the grade of ADG(A).</p> <p><u>Deputation:</u></p> <p>Officers from Central/State Govt./Autonomous Organization/PSU</p> <p>(a) holding analogues post or Under Secretary in Level 11 (Rs.67700-208700/-) or equivalent possessing any degree and having Working Knowledge of Computer, with four years service in the grade; and</p> <p>(b) 5 years working experience in administration and finance.</p>
13	Circumstances in which UPSC is to be consulted in making recruitment	<p>If a Selection Committee/DPC exists, what is its composition?</p> <p>Chairperson : Sr DDG (A)</p> <p>Members : 2 Directors of ICMR Institutes/Centres on rotational basis</p> <p>Member : Sr FA, ICMR</p> <p>Member (External) : Joint Secretary or equivalent rank officer from Central Govt. Offices/Organizations or Academic Institutes</p> <p>Member : Representative from OBC category</p> <p>Member : Representative from SC/ST category</p> <p>Member : Representative from Minority community</p> <p><u>Note:</u></p> <p>(i) The appointing authority will nominate members of the committee. No member will be below the rank in Level 14 of the Pay Matrix;</p> <p>(ii) One woman member shall be nominated/included among above members.</p> <p>Not Applicable</p>

**INDIAN COUNCIL OF MEDICAL RESEARCH  
RECRUITMENT RULES FOR ADMINISTRATIVE POSTS**

- |    |   |  |
|----|---|--|
| 1  | Name of Post  | Deputy Director General (Admn)   |
| 2  | No. of Post   | 1* (2019)<br>*(Subject to variation depending upon workload)   |
| 3  | Classification  | Group 'A' Ministerial  |
| 4  | Pay Level in the Pay Matrix   | Level 13 (Rs.123100-215900/-) in the Pay Matrix<br>(Pre-revised Pay Band-4: Rs.37400-67000/- + Grade Pay-Rs.8700/-)  |
| 5  | Whether Selection Post or Non-Selection Post  | Selection  |
| 6  | Age limit for Direct Recruits   | Not Applicable   |
| 7  | Educational and other qualifications required for direct recruits   | Not Applicable   |
| 8  | Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees   | Not Applicable   |
| 9  | Period of Probation, if any   | Not Applicable   |
| 10 | Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of vacancies to be filled by various methods. | 100% by promotion  |
| 11 | In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made                                       | By promotion from Assistant Director General (Admn) [Level 12 (Rs.78800-209200/-)] possessing any degree and having Working Knowledge of Computer, with five years regular service in the grade.   |
|    |   | <u>Note:</u> The existing ADG (A) not possessing graduation will also be considered for promotion to the grade of DDG(A)   |
| 12 | If a Selection Committee/DPC exists, what is its composition?   | <p>Chairperson : Sr DDG (A)</p> <p>Members : 2 Directors of ICMR Institutes/Centres on rotational basis</p> <p>Member : Sr FA, ICMR</p> <p>Member (External) : Joint Secretary or equivalent rank officer from Central Govt. Offices/Organizations or Academic Institutes</p> <p>Member : Representative from OBC category</p> <p>Member : Representative from SC/ST category</p> <p>Member : Representative from Minority community</p> |
|    |   | <u>Note:</u>   |
|    |   | (i) The appointing authority will nominate members of the committee. No member will be below the rank in Level 14 of the Pay Matrix;   |
|    |   | (ii) One woman member shall be nominated/included among above members.   |
| 13 | Circumstances in which UPSC is to be consulted in making recruitment  | Not Applicable   |

**INDIAN COUNCIL OF MEDICAL RESEARCH  
RECRUITMENT RULES FOR ADMINISTRATIVE POSTS**

1	Name of Post	Accounts Officer (Junior Grade)
2	No. of Post	04* (2019) *(Subject to variation depending upon workload)
3	Classification	Group 'B' Ministerial
4	Pay Level in the Pay Matrix	Level 7 (Rs.44900-142400/-) in the Pay Matrix (Pre revised Pay Band-2: Rs.9300-34800/- + Grade Pay-Rs.4600/-)
5	Whether Selection Post or Non-Selection Post	Selection
6	Age limit for Direct Recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees	Not Applicable
9	Period of Probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of vacancies to be filled by various methods.	100% by promotion
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	By promotion from Section Officers [[Level 7 (Rs.44900-142400/-)] with one year regular service and possessing the following qualifications and experience:-  (i) B.Com degree from a recognized university or Chartered Accountant or ICWA Course from Institute of Cost & Works Accountants, SAS, Finance Analyst, Subordinate Accounts Service  (ii) Working knowledge of Computer and Accounts Software; and  (iii) One year working experience in Finance/Accounts.  <u>Note:</u> The existing SOs/Assistants not possessing the requisite educational qualifications will also be considered for promotion to the grade of ACO (Jr Gr).
12	If a Selection Committee/DPC exists, what is its composition?	Chairperson : Sr FA, ICMR Members : 2 Directors of ICMR Institutes/Centres on rotational basis  Member (External) : One expert from other Scientific or Academic Institutes Member : Sr DDG (A) for ICMR HQs and Director/Director-in-Charge of Institutes/Centres  Member : Representative from OBC category Member : Representative from SC/ST category Member : Representative from Minority community  <u>Note:</u>  (i) The appointing authority will nominate members of the committee. No member will be below the rank in Level 11 of the Pay Matrix;  (ii) One woman member shall be nominated/included among above members.
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

**INDIAN COUNCIL OF MEDICAL RESEARCH  
RECRUITMENT RULES FOR ADMINISTRATIVE POSTS**

1	Name of Post	Accounts Officer
2	No. of Post	22* (2019) * (Subject to variation depending upon workload)
3	Classification	Group 'A' Ministerial
4	Pay Level in the Pay Matrix	Level 10 (Rs. 56100-177500/-) in the Pay Matrix (Pre revised Pay Band-3: Rs.15600-39100/- + Grade Pay-Rs.5400/-)
5	Whether Selection Post or Non-Selection Post	Selection
6	Age limit for Direct Recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees	Not Applicable
9	Period of Probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of vacancies to be filled by various methods.	100% by promotion
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	By promotion from Accounts Officers (Junior Grade) [Level 7 (Rs.44900-142400/-)] with four years regular service in the grade and Section Officers [[Level 7 (Rs.44900-142400/-)] with five years regular service and possessing the following qualifications and experience:-  (i) B.Com degree from a recognized university or Chartered Accountant or ICWA Course from Institute of Cost & Works Accountants, Subordinate Accounts Services, Financial Analyst.  (ii) Training in Cash & Accounts from ISTM or Training from National Institute of Financial Management (NITFM), Faridabad or other recognized Institute;  (iii) Working knowledge of Computer and Accounts Software; and  (iv) five years working experience in Finance/Accounts.
		<u>Note:</u> The existing ACOs (Jr Gr)/SOs not possessing the requisite educational qualifications will also be considered for promotion to the grade of ACO.
12	If a Selection Committee/DPC exists, what is its composition?	Chairperson : Sr FA, ICMR Members : 2 Directors of ICMR Institutes/Centres on rotational basis Member (External) : One expert from other Scientific or Academic Institutes Member : ADG (A) for ICMR HQs and Director/Director-in-Charge of Institutes/Centres Member : Representative from OBC category Member : Representative from SC/ST category Member : Representative from Minority community

Note:

(i) The appointing authority will nominate members of the committee. No member will be below the rank in Level 11 of the Pay Matrix;

(ii) One woman member shall be nominated/included among above members.

13 Circumstances in which UPSC is to be consulted in making recruitment

Not applicable



**INDIAN COUNCIL OF MEDICAL RESEARCH  
RECRUITMENT RULES FOR ADMINISTRATIVE POSTS**

1	Name of Post	Senior Accounts Officer
2	No. of Post	02* (2019) *(Subject to variation depending upon workload)
3	Classification	Group 'A' Ministerial
4	Pay Level in the Pay Matrix	Level 11 (Rs.67700-208700/-) in the Pay Matrix (Pre revised Pay Band-3: Rs.15600-39100/- + Grade Pay-Rs.6600/-)
5	Whether Selection Post or Non-Selection Post	Selection
6	Age limit for Direct Recruits	Not Applicable
7	Educational and other qualifications required for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees	Not Applicable
9	Period of Probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of vacancies to be filled by various methods.	100% by promotion
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	By promotion from Accounts Officers [Level 10 (Rs.56100-177500/)], with five years regular service and possessing the following qualifications and experience:-  (i) B.Com degree from a recognized university or Chartered Accountant or ICWA Course from Institute of Cost & Works Accountants, Subordinate Accounts Services, Finance Analyst.  (ii) Training in Cash & Accounts from ISTM or Training from National Institute of Financial Management (NITFM), Faridabad or other recognized Institute;  (iii) Working knowledge of Computer and Accounts Software; and  (iv) Ten years working experience in Finance/Accounts.
		<u>Note:</u> The existing ACOs not possessing the requisite educational qualifications will also be considered for promotion to the grade of ACO.
12	If a Selection Committee/DPC exists, what is its composition?	Chairperson : Sr FA, ICMR Members : 2 Directors of ICMR Institutes/Centres on rotational basis  Member (External) : One expert from other Scientific or Academic Institutes Member : Sr DDG (A) for ICMR HQs and Director/Director-in-Charge of Institutes/Centres  Member : Representative from OBC category Member : Representative from SC/ST category Member : Representative from Minority community

Note:

(i) The appointing authority will nominate members of the committee. No member will be below the rank in Level 12 of the Pay Matrix;

(ii) One woman member shall be nominated/included among above members.

13 Circumstances in which UPSC is to be consulted in making recruitment

Not applicable

**INDIAN COUNCIL OF MEDICAL RESEARCH  
RECRUITMENT RULES FOR ADMINISTRATIVE POSTS**

- |    |   |   |
|----|---|---|
| 1  | Name of Post  | Assistant Director General (Finance)  |
| 2  | No. of Post   | 1* (2019)<br>*(Subject to variation depending upon workload)  |
| 3  | Classification  | Group 'A' Ministerial   |
| 4  | Pay Level in the Pay Matrix   | Level 12 (Rs.78800-209200/-) in the Pay Matrix<br>(Pre-revised Pay Band-3: Rs.15600-39100/- + Grade Pay-Rs.7600/-)  |
| 5  | Whether Selection Post or Non-Selection Post  | Selection   |
| 6  | Age limit for Direct Recruits   | Not Applicable  |
| 7  | Educational and other qualifications required for direct recruits   | Not Applicable  |
| 8  | Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees   | Not Applicable  |
| 9  | Period of Probation, if any   | Not Applicable  |
| 10 | Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of vacancies to be filled by various methods. | 100% by promotion   |
| 11 | In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made                                       | By promotion from Senior Accounts Officers [Level 11 (Rs.67700-208700/-)], with five years regular service and possessing the following qualifications and experience:-<br><br>(i) B.Com degree from a recognized university or Chartered Accountant or ICWA Course from Institute of Cost & Works Accountants, Finance Analyst, Subordinate Accounts Services.<br><br>(ii) Training in Cash & Accounts from ISTM or Training from National Institute of Financial Management (NITFM), Faridabad or other recognized Institute;<br><br>(iii) Working knowledge of Computer and Accounts Software; and<br><br>(iv) Fifteen years working experience in Finance/Accounts.<br><br><u>Note:</u> The existing Sr ACOs not possessing the requisite qualifications will also be considered for promotion to the grade of ADG (F). |
| 12 | If a Selection Committee/DPC exists, what is its composition?   | Chairperson : Sr FA, ICMR<br>Members : 2 Directors of ICMR Institutes/Centres on rotational basis<br><br>Member : Sr DDG (A), ICMR<br>Member : Joint Secretary or equivalent rank officer from Central Govt. Offices/Organizations or Academic Institutes<br><br>Member : Representative from OBC category<br>Member : Representative from SC/ST category<br>Member : Representative from Minority community<br><br><u>Note:</u><br><br>(i) The appointing authority will nominate members of the committee. No member will be below the rank in Level 14 of the Pay Matrix;<br><br>(ii) One woman member shall be nominated/included among above members.  |
| 13 | Circumstances in which UPSC is to be consulted in making recruitment  | Not applicable  |

**INDIAN COUNCIL OF MEDICAL RESEARCH  
RECRUITMENT RULES FOR ADMINISTRATIVE POSTS**

- |    |   |  |
|----|---|--|
| 1  | Name of Post  | Personal Assistant   |
| 2  | No. of Post   | 69 (2019)<br>*(Subject to variation depending upon workload)   |
| 3  | Classification  | Group-'B' Ministerial  |
| 4  | Pay Level in the Pay Matrix   | Level 6 (Rs.35400-112400/-) in the Pay Matrix<br>(Pre-revised Pay Band-2: Rs.9300-34800/- + Grade Pay-Rs.4200/-)   |
| 5  | Whether Selection Post or Non-Selection Post  | Selection post   |
| 6  | Age limit for Direct Recruits   | Not exceeding 30 years   |
| 7  | Educational and other qualifications required for direct recruits   | (i) Minimum three years Bachelor's degree in any discipline from a recognized University/Institution<br>(ii) 120 word per minute speed in Shorthand (English or Hindi).<br>(iii) Working Knowledge of Computer (MS Office/Power Point).  |
| 8  | Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees   | Age: No<br>EQ: Yes   |
| 9  | Period of Probation, if any   | 2 years for both direct recruits and promotees   |
| 10 | Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of vacancies to be filled by various methods. | (i) 50% by promotion from amongst Stenographer with ten years regular service in the grade failing which by LDCE and failing both by direct recruitment;<br><br>(ii) 10% by LDCE from amongst Stenographer with 5 years regular service in the grade and having the requisite qualification as at Col.7 failing which by direct recruitment; and<br><br>(iii) 40% by DR through competitive written test. Qualifying marks for written test shall be 50% and 40% for UR/OBC and SC/ST candidates respectively of the total marks prescribed. Only qualified candidates shall be called for Skill Test. |
| 11 | In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made                                       | By promotion from Stenographer Level 4 (Rs.25500-81100/-) in the Pay Matrix possessing any degree and having working Knowledge of Computer with 10 years regular service in the grade.<br><br><u>Note:</u> The existing Stenographer not possessing graduation will also be considered for promotion to the grade of Personal Assistant.   |
| 12 | If a Selection Committee/DPC exists, what is its composition?   | Chairperson : Sr DDG (A) for ICMR HQs and Director/Director-in-Charge of Institutes/Centres<br>Member : One expert from other Scientific or Academic Institutes outside ICMR<br>(External)<br>Member : ADG (A)/Sr AO or equivalent from ICMR Institute/Centre/ICMR HQs<br>Member : Representative from OBC category<br>Member : Representative from SC/ST category<br>Member : Representative from Minority community  |
|    |   | <u>Note:</u><br><br>(i) The appointing authority will nominate members of the committee. No member will be below the rank in Level 11 of the Pay Matrix;<br><br>(ii) One woman member shall be nominated/included among above members.   |
| 13 | Circumstances in which UPSC is to be consulted in making recruitment  | Not Applicable   |

**INDIAN COUNCIL OF MEDICAL RESEARCH  
RECRUITMENT RULES FOR ADMINISTRATIVE POSTS**

1	Name of Post	Private Secretary
2	No. of Post	45 * (2019) *(Subject to variation depending upon workload)
3	Classification	Group 'B' Ministerial
4	Pay Level in the Pay Matrix	Level 7 (Rs.44900-142400/-) in the Pay Matrix (Pre-revised Pay Band-2: Rs.9300-34800/- + Grade Pay-Rs.4600/-)
5	Whether Selection Post or Non-Selection Post	Selection
6	Age limit for Direct Recruits	Not applicable
7	Educational and other qualifications required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees	Not Applicable
9	Period of Probation, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and the percentage of vacancies to be filled by various methods.	100% by promotion
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	By promotion from Personal Assistant [Level 6 (Rs.35400-112400/-)] possessing any degree and having working Knowledge of Computer with 5 years regular service in the grade.

Note: The existing Personal Assistant not possessing graduation will also be considered for promotion to the grade of PS.

12	If a Selection Committee/DPC exists, what is its composition?	<p>Chairperson : Sr DDG (A)</p> <p>Members : 2 Directors of ICMR Institutes/Centres on rotational basis</p> <p>Member (External) : One expert from other Scientific or Academic Institutes</p> <p>Member : ADG (A)/Sr AO or equivalent from ICMR Institute/Centre/ICMR HQs</p> <p>Member : Representative from OBC category</p> <p>Member : Representative from SC/ST category</p> <p>Member : Representative from Minority community</p>
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Note:

(i) The appointing authority will nominate members of the committee. No member will be below the rank in Level 11 of the Pay Matrix;

(ii) One woman member shall be nominated/included among above members.

13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable
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