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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. 16/12/2023 -Admn./

Dated:22/05/2025

To,

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

Sub: - Expression of Interest inviting applications for P& C division, ICMR, Hqrs - reg

Sir/Madam,

Please find enclosed the Expression of Interest inviting applications from regular Technical Officers and Technical Assistant for transfer to P& C division, ICMR Hqrs. Interested and eligible ICMR Technical Officer and Technical Assistant may submit their applications in the prescribed format (copy enclosed) , through proper channel, to the email ID communication.icmr@gmail.com by 09.06.2025.

Yours faithfully,

Digitally signed by
JAGDISH RAJESH
Date: 26-05-2025
11:24:59

Jagdish Rajesh
Assistant Director General (Admin.)

Copy to:

1. PS to DG/Addl DG/ Sr. DDG(A)/Sr. FA
2. DDG(A)/ ADGs
3. P & C Division, ICMR Hqrs.
4. Dr. Manjeet Singh Chalga, Sci-D – with request to upload the same on ICMR website.

वी. रामलिंगस्वामी भवन, पोस्ट बॉक्स नं. 4911,
अंसारी नगर, नई दिल्ली - 110 029, भारत
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**INDIAN COUNCIL OF MEDICAL RESEARCH
ANSARI NAGAR, NEW DELHI**

Expression of Interest

Expression of Interest is invited from regular service Technical Officers and Technical Assistant working in ICMR Institutes/Centers and/or ICMR Headquarters for transfer/posting to the Policy and Communications (P&C) Division at ICMR Hqrs., New Delhi. Interested and suitable Technical Officers and Technical Assistants may submit their request, as per the attached format, through proper channel to the [mailto: communication.icmr@gmail.com](mailto:communication.icmr@gmail.com) latest by **09/06/2025**.

The P&C division is responsible for communicating research into actionable policies effectively to the public/stakeholders. It plays a crucial role in promoting health research, ensuring its influence on policy, and enhancing public understanding through strategic communication.

Some of the activities of the division are as follows:

1. To Coordinate and draft all institutional inputs for Parliamentary Questions, Cabinet Secretariat Reports, RTIs, VIP references, and ministerial submissions.
2. To compile and publish the ICMR Annual Report and other strategic institutional documents with cross-institutional inputs and MoHFW alignment.
3. To lead ICMR's representation in national exhibitions, innovation summits, and public outreach programmes, ensuring visibility and thematic consistency.
4. To support ICMR through coordination of PEC, national campaigns, commemorative events, and official launches.
5. Strategic Health Communication: Designing and disseminating targeted communication strategies to educate the public, healthcare professionals, and policymakers.
6. Crisis and Risk Communication: Managing information flow during health emergencies to ensure clarity, accuracy, and public trust.
7. Capacity Building: Leading training and capacity-building programs to enhance communication and policy advocacy capabilities within the health sector.
8. Stakeholder Engagement: Collaborating with media, institutions, and other partners to amplify the reach and impact of health messages or research insights.

The details of the required posts are as under:

1. Technical Officer A or B – [1]

Discipline/Desirable	Level	Roles and Responsibilities
Preferably worked in the area of Public Health, Communications (Mass/Health), Social Sciences, Biomedical Sciences, or related field with experience in exhibitions/outreach/community engagements/ with willingness to travel and coordinate with ICMR institutes	Technical Officer A or B	<ul style="list-style-type: none"> • Support development of research-based reports and communication materials. • Assist in planning and implementing communication strategies and stakeholder engagement. • Lead data collection, processing, and analysis related to communication activities • Help translate scientific content into accessible formats for policymakers, media, and the public. • Provide technical support for meetings, workshops, and outreach activities. • Maintain documentation and prepare presentations and summaries. • Travel as required for communication and engagement initiatives.

2. Technical Assistants [2]

Discipline/Desirable	Level	Roles and Responsibilities
<p>Preference will be given to officer(s) with graduation in Life Science/biomedical sciences having experience in communicating biomedical research to stakeholders along with any of the following:</p> <p>Proficiency in MS Office, data handling, and basic design or presentation tools.</p> <p>Willingness to travel for official assignments,</p> <p>Note: If willing to take role as photographer/Social Media Manager/Coordinator for ICMR Hq in coming years.</p>	-----	<p>Support drafting, editing, and formatting of scientific reports, briefs, and outreach content.</p> <p>Coordinate with ICMR institutes for data collection, report submission, and institutional updates.</p> <p>Assist in handling Parliamentary Questions, Cabinet notes, VIP references, and policy communications.</p> <p>Contribute to event coordination, exhibition materials, and public engagement activities.</p> <p>Maintain communication archives, support social media updates, and assist in training initiatives.</p>

**INDIAN COUNCIL OF MEDICAL RESEARCH
ANSARI NAGAR, NEW DELHI**

Expression of Interest Format

Technical Officers and Technical Assistants interested for transfer to Policy and Communications Division, ICMR Hqrs., New Delhi

1.	Full Name (in Capital) with attribute (Prof./Dr./Mr./Ms.)	
2.	Present Designation & level	
3.	Date of Birth	
4.	Discipline	
5.	Present Institute/Centre/Division	
6.	Date of Joining ICMR	
7.	Date of Joining Present post	
8.	Academic background (University Degrees only)	
9.	Experience/Training related to health communication strategies-----	
10.	A 200 words write up on your interest in this transfer and why you are suitable?	Please enclose as Annexure
11.	Any other information that you wish to provide	Please enclose as Annexure

Signature of the applicant
Date: