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कल्याण मंत्रालय, भारत सरकार

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

File number: ICMR/CPC/2023-24/StreamliningCPC/03 (E office- 154410) Date: 12/09/2025

To

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

Subject: Invitation for Expression of Interest-regular.

Sir/Madam,

Please find enclosed herewith the Expression of Interest inviting interested ICMR Scientist D/E (Medical/Non-Medical) and Section Officer working in ICMR Hqrs./Institutes/Centre for transfer/posting to the Central Procurement Cell (CPC) at ICMR Hqrs., New Delhi. Interested and eligible candidates may submit their request as per EOI in the attached format through the proper channel latest by 10.10.2025 at email id drjoyk@icmr.gov.in.

Yours faithfully,

Yogesh Kumar
Sr Administrative Officer

Encl: As above

Copy to:

1. PS to DG/Sr. DDG(A)/Sr. FA
2. All Divisional Heads
3. DDG(A)/ ADGs
4. Dr. M.S. Chalga, Sci-D with request to upload the same in ICMR website

INDIAN COUNCIL OF MEDICAL RESEARCH

Expression of Interest

Expression of Interest is invited from Scientist of ICMR Institute and or ICMR headquarters for transfer/posting to the Central Procurement Cell (CPC) at ICMR Hqrs.

The PC is responsible for supporting biomedical research and R & D activities of ICMR and all its institutions across the country through public procurement that is/are beyond the delegated financial powers of the Director/Head of the institute. In this regards, ICMR being the apex research body of the country for the formulation, coordination and promotion of biomedical research in the country and with emergence attention to any pandemic, the role responsibility of ICMR in controlling the pandemic and as well as conducting advanced research and R & D have tremendously increased and became very crucial for policy implication to the nation. Thus, for carrying out advanced biomedical research within the ICMR institutional network, the availability of research infrastructure including high-end equipment is/are utmost essential. In this vital juncture, CPC plays a pivotal role in providing the essential equipments (goods)/essential supplies like reagents and services in timely manner required for supporting the research and R & D activities. The public procurement system of an organization not only requires the compliance of all the procurement rules and regulations but it also require the technical expertise and competency wherein the role and contribution of the Scientific/Research administrator is utmost important in ascertaining the right technology/product with right quality product for the timely procurement along with uninterrupted material/inventory management.

With the above background, application is invited from the interested and eligible Scientist working in the ICMR Hqrs. and it's Institute/center as per the attached format to be submitted through proper channel **within four weeks from the date of publication of this EoI notification and all applications may be forwarded through concerned Director/Director In-charges.** The application may be submitted enclosing the self-attested copy of all the relevant documents to the e-mail Id: **drjoyk@icmr.gov.in**

The details of the required post:

1. Post and number: Scientist D/E (Medical/Non-Medical) : 01

Subject and Discipline	Experience	Mode of selection
As per ICMR RR & FCS rules	1. Good career track record in the scientific activities/research management. 2. 1-2 years hands on experience in dealing with public procurement.	Interview/personal discussion

2. Post and number: Section Officer: 01

Experience	Mode of selection
Having three years of regular service with experience in handling procurement-related matters through GeM as Section Officer.	Interview/personal discussion

Application Format

Employee interested for transfer to Central Procurement Cell, ICMR Hqrs., New Delhi

1.	Full Name (in Capitals) with attribute (Prof./Dr./Mr./Ms.)	
2.	Present Designation & level	
3.	Date of Birth	
4.	Present Institute/Centre/Division	
5.	Date of Joining ICMR/Institute	
6.	Date of Joining to Present Post	
7.	Academic background (University Degrees only)	
8.	Experience	
9.	200 words write up on your interest in This transfer and why you are suitable?	Please enclose as Annexure
10.	Publications/achievement in the working area.	Please enclose as Annexure
11.	Details experience in public procurement	Please enclose as Annexure
12.	Any other information that you wish to provide:	Please enclose as Annexure
13.	NOC/Document supporting submission of the application through proper channel	Please enclose as Annexure

Signature of the Applicant:

Date:

Place:

(Counter Signature of the Director/ Director In-charge)