

Call for willingness of Scientists for working in Policy and Communication Unit at ICMR Headquarters, New Delhi

1. Background

ICMR plays a pivotal role in advancing medical research, shaping public health policy, and responding to national and global health challenges. The Policy and Communications Unit is central to ensuring that this work is communicated effectively to policymakers, healthcare professionals, and the public.

P&C Unit is responsible for dissemination of ICMR's research outputs, strengthening ICMR's brand identity, and translating scientific evidence for diverse stakeholders. The Division also manages parliamentary and ministerial communications, large-scale exhibitions, and outreach initiatives, ensuring a consistent and authoritative ICMR presence across government and public platforms.

2. Call for Willingness

To augment the capacity of the P&C Unit, ICMR invites willingness from Scientists working across its various Institutes, preferably at the level of B, C & D for consideration for posting in the Policy & Communications Unit (P&C) at ICMR Hqrs, New Delhi.

3. Roles and Responsibilities

Selected Scientists will be expected to undertake the following responsibilities:

- Draft and coordinate institutional submissions, including responses to Parliamentary Questions, Cabinet Secretariat reports, RTIs, VIP references, and ministerial communications.
- Preparation of the ICMR Annual Report and other strategic documents in alignment with the Ministry of Health and Family Welfare.
- Lead and coordinate ICMR's participation in national exhibitions, innovation summits, public engagement initiatives, commemorative events, national campaigns, and institutional launches.
- Develop and implement strategic health communication plans for policymakers, media, and the public.
- Manage risk and crisis communication and ensure timely, accurate information dissemination during public health emergencies.
- Organize training and capacity-building programmes to strengthen communication competencies across the health sector.
- Engage and coordinate with key stakeholders, including media organizations, academic institutions, and partner agencies, to enhance the visibility and impact of ICMR's work.

4. Submission of Willingness

Scientists who are willing to be considered for posting in P&C Unit of ICMR Hqr. may submit their application in the prescribed proforma (enclosed) duly forwarded through the concerned Director/Director-in Charge to the Administration Division, ICMR HQs.

Proforma

Scientist interested to work in the Policy and Communication Unit, ICMR HQ

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.	200 words write up on your interest in this transfer and why are you suitable?	Please enclose as Annexure
11.	Any other information that you wish to provide	Please enclose as Annexure
12	Recommendation/remarks by the Director/Director-in-Charge	

Signature of the applicant

Date: