

आई.सी.एम.आर.-राष्ट्रीय कैंसर रोकथाम एवम् अनुसंधान संस्थान  
स्वास्थ्यअनुसंधान विभाग,स्वास्थ्य एवं परिवार कल्याण मंत्रालय,भारत सरकार

ICMR- National Institute of Cancer Prevention and Research  
Indian Council of Medical Research (Department of Health Research)  
I-7, Sector -39, NOIDA, Uttar Pradesh - 201301, India  
(Website: <https://nicpr.org>)

F. No. NICPR/Consultant-Proc/Adv./2025/

Dated: 08.04.2025

**VACANCY NOTIFICATION FOR CONSULTANT (01 Post)No.01/2025**

1. ICMR-NICPR, Noida intends to engage 01 **Consultant (Administration & Office Management)**. Application are invited for filling up on post of in the prescribed format (available on the website of ICMR NICPR (<https://nicpr.org>)). Candidates possessing required qualifications, experience and age criteria may submit application to The Director, ICMR-NICPR, I-7, Sector -39, NOIDA, Uttar Pradesh – 201301 as per details enumerated in succeeding paragraphs.

2. The post of **Consultant (Administration & Office Management)** are purely on contractual and full time basis initially for a period of one year from the date of engagement which may be extended or curtailed as per the functional requirement on a fixed consolidated salary as per ICMR guidelines and Ministry of Finance, Dept. of Expenditure, OM FNo.3-25/2020-E. IIIA Dated 09.12.2020 per month at ICMR-NICPR, Sector-39, Noida, UP and as amended from time to time.

**3. Brief description of the post / qualification/ experience / work is as under:**

Name of the Post	<b>Consultant (Administrative &amp; Office Management)</b>
No. of Post	<b>01</b>
Period of Engagement	<ul style="list-style-type: none"> <li>• Full-time on purely short term contract basis</li> <li>• Initially for a period of one year</li> </ul>
Essential Qualification	<ul style="list-style-type: none"> <li>• Professionals having at least 10 years of experience in Administration/Finance &amp; Accounts, Audit, Legal in Govt. Dept/PSU/Autonomous Bodies., and should possess Post Graduate degree in relevant subject viz., Management/Law/Public Administration/Finance &amp; Accounts/CA/ICWAI/Commerce/Economics/ etc.</li> </ul> <p>OR</p> <p>Retired Govt. employees (including CPSU/PSU) with Bachelor degree in any discipline and in the Pay Level-7 and above with 10 years of experience in the Field of Management/Law/Public Administration/Finance &amp; Accounts/CA/ICWAI/Commerce/Economics/ Engineering etc.</p>
Age Limit	<ul style="list-style-type: none"> <li>• Minimum age for engagement as Consultants in ICMR HQ/Institute/Centre would be 40 years and maximum age would be 70 years.</li> </ul>

Remuneration, Leave Entitlement and other terms and conditions	<ul style="list-style-type: none"> <li>As per ICMR Circular 16/24/84/2024-Admin/171470 dated 26/11/2024.</li> </ul>
Place of posting	<b>ICMR – NICPR, NOIDA</b>

## 1. SCOPE OF WORK/JOB RESPONSIBILITIES FOR CONSULTANT (ADMINISTRATION & OFFICE MANAGEMENT):

1. All administrative matters of the Officers and staff of the Institute viz. Application for FR&SR, Conduct Rules, etc., promotion (including DPC & MACP proposals), Office Management.
2. Application of GFRs, Budget planning, Procurement, Asset management
3. Handling of Court matters/Legal/Vigilance/RTI etc.
4. Any other work as assigned by Director of the Institute.

## 2. PROCEDURE FOR RECRUITMENT.

- i. Candidates desirous of applying for the post shall submit a hard copy of the application by Speed Post/Courier containing (1) Application form duly completed (2) Education qualification (3) Proof of Date of birth (4) Experience certificates/testimonials (5) Copy of Pension Pay Order or Last Pay Drawn Certificate. The application should be received in the Institute by **30<sup>th</sup> April 2025**. Applications received after 30<sup>th</sup> April 2025 shall not be considered.
- ii. All applications received shall be screened by a Committee constituted by the competent authority and eligible/short listed candidates shall be invited for walk-in-interview/personal discussion at ICMR-National Institute of Cancer Prevention and Research, I-7 Sector-39, Noida, UP. The notice of walk-in-interview/personal discussion shall be posted on the Institute and ICMR website [<https://nicpr.org> and <https://www.icmr.gov.in>] ONLY. Candidates must check the Institute website regularly for the update.
- iii. Candidates appearing for walk-in-interview/personal discussion should bring with them all original certificates (1) Application form duly completed (2) Education qualification (3) Proof of Date of birth (4) Experience certificates/testimonials (5) One-self attested recent passport size photograph (6) ID proof (Ex. Aadhaar/PAN/Voter ID/Driving License etc.) (7) One set of self-attested photocopies of all documents. (8) SC/ST/OBC/EWS Certificates, if applicable (9) Copy of Pension Pay Order or Last Pay Drawn Certificate (10) Candidates should also produce all certifications/testimonials in original for verification.
- iv. Candidates who fail to bring the original certificates shall not be considered for walk-in-interview/personal discussion.
- v. Incomplete application, application not submitted in prescribed format and application without supportive documents asked for shall be summarily rejected.
- vi. Selection will be based on performance in the interview.
- vii. No TA/DA/Honorarium shall be given to attend the interview.
- viii. Submission of incorrect or false information shall disqualify the candidature at any stage.
- ix. The Director, ICMR-NICPR has the right to accept/reject any application without assigning any reason thereof and no correspondence/recommendation will be entertained in this matter.
- x. The Institute reserve the right to frame a panel for waitlisted candidate which will be valid for a period of one year.
- xi. The Institute reserve the right to adopt a criteria for short listing the application in case of receipt of large number of application.
- xii. Canvassing and bringing outside influence in any form for short listing or employment will be treated as disqualification and the candidate will be debarred from selection process.
- xiii. The Director reserves the right to increase/decrease the number of posts as per requirement.
- xiv. Mere fulfilling the essential qualification/ experience does not guarantee to appear before interview board for selection.

**III Terms and Conditions:**

The terms and conditions of the contractual service/engagement shall be as per ICMR Guidelines No. 16/84/2024-Admn./e-171470 dated 26.11.2024.

Director  
ICMR-NICPR

Posted on Website of ICMR-NICPR/ICMR on 08.04.2025