



**icmr**  
INDIAN COUNCIL OF  
MEDICAL RESEARCH

**VCRC**  
VECTOR CONTROL  
RESEARCH CENTRE

**ICMR-VECTOR CONTROL RESEARCH CENTRE MEDICAL COMPLEX,  
INDIRA NAGAR, PUDUCHERRY – 605 006**

Website: <http://www.icmr.gov.in> E-mail: [director.vcrc@icmr.gov.in](mailto:director.vcrc@icmr.gov.in)

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**No. ICMR-VCRC/Estt./Consultant(Admn. & Finance)/2025-26/01**

**Date: 05.06.2025**

**ADVERTISEMENT FOR ENGAGEMENT OF CONSULTANT (ADMINISTRATION & FINANCE) - TWO POSTS**

ICMR-Vector Control Research Centre, an autonomous Institute, under the Indian Council of Medical Research, Department of Health Research, Ministry of Health & Family Welfare, Government of India intends to engage Consultant (Administration) & Consultant (Finance) purely on contractual basis for a period of one year. Professionals having at least 10 years of experience in Administration/Finance & Accounts.

Sl.No.	Particulars		Requirements / Information
1.	i.	<b>Name of the Position</b>	<b>Consultant (Administration)</b>
	ii	Number of Position	1 (One)
	iii	Essential Qualification	Professionals having at least 10 years of experience in Administration in Govt. Department/PSU/Autonomous Bodies and should possess Post Graduate degree in relevant subject viz., Management/Law/Public Administration/Commerce/Economics. <b>(Or)</b> Retired Govt. servant with Bachelor degree in any discipline from Central/State Government/Autonomous Organizations/Public Sector Undertaking in the Pay Level – 7 and above with at least 10 years of experience in the field of Management/Law/Public Administration/Commerce/Economics are eligible for consideration for the above position.
	iv	Desirable Qualifications	1. Knowledge of MS Office, Word, Excel & Power Point 2. Computer typing in English & Hindi 3. Knowledge of Rules and Regulations of a Central Govt. Organization. 4. Experience of working in a Central Govt. organization in large scale research projects. Well-versed with administration rules & regulations FR & SR, GFR-2017, DFPR rules, etc. 5. Good command over the English language.
	v	Nature of Duties	<b>To provide advice / assist / prepare etc., of matters related to:</b>
			1. Service matters, pay fixation, Pension, NPS matters, DPC/MACP/MBAPS/Recruitment, etc. 2. Handling of legal issues/court cases/Vigilance/RTI etc. 3. Preparing the draft speaking orders/draft affidavit/comments, etc. 4. Handling of Administration & Establishment matters, etc. 5. Scrutiny of financial proposal relating to purchase of stores, equipment's capital, GEM, Procurement, Hiring, etc. 6. Estate/Campus management including but not restricted to security services, manpower outsourcing services, Canteen and garden, DG set, Civil works, Electricity, Condemnation and disposal of unserviceable items, assets, building committee/monitoring committee, etc. 7. Coordination with CPWD/State Govt. for maintenance of buildings and also other day to day work, etc.

			<p>8. Should be ready to undertake duty travel for outstation assignment, as per rules.</p> <p>9. Any other works assigned by the competent authority from time to time.</p>
	vi	Age limit	Minimum 40 years and maximum of 70 years (on the last date of receipt of application) i.e. on 23.06.2025
	vii	Emoluments	Between ₹1,00,000- ₹1,80,000/- per month, as recommended by the Selection Committee. For retired Govt. servant, the remuneration shall be fixed in accordance with the Ministry of Finance, Dept. of Expenditure OM No.3-25/2020-E.IIIA dated 09 Dec 2020.
	viii	Place of Duty	ICMR-Vector Control Research Centre, Puducherry and its field stations.
	ix	Last date of receipt of Applications	23.06.2025
2.	i.	<b>Name of the Position</b>	<b>Consultant (Finance/Accounts)</b>
	ii.	Number of Position	1 (One)
	iii.	Essential Qualification	<p>Professionals having at least 10 years of experience in Finance &amp; Accounts, Audit in Govt. Department/PSU/Autonomous Bodies and should possess Post Graduate degree in relevant subject viz., Finance &amp; Accounts /CA/ ICWAI/Commerce/Economics.</p> <p style="text-align: center;"><b>(Or)</b></p> <p>Retired Govt. servant with Bachelor degree in any discipline from Central/State Government/Autonomous Organizations/Public Sector Undertaking in the Pay Level – 7 and above with at least 10 years of experience in the field of Finance &amp; Accounts/CA/ICWAI/Commerce/ Economics are eligible for consideration for the above position.</p>
	iv	Desirable Qualification	<p>1. Knowledge of MS Office, Word, Excel &amp; Power Point.</p> <p>2. Computer typing in English &amp; Hindi.</p> <p>3. Knowledge of Rules and Regulations of a Central Govt. Organization.</p> <p>4. Knowledge of GFR, Govt. Pay and Pension Fixation rules, Govt. Procurement Rules, Budget &amp; Annual Accounts, Finance, RBI, Pension.</p> <p>5. Good command over the English language.</p>
	v	Nature of Duties	<p>1. To undertake the work of Internal Auditor.</p> <p>2. Verification of fixation of pay on appointment/promotion/ verification of pension/revision of pension, etc.</p> <p>3. To assist in all taxation (income tax/TDS/GST) compliance, complying with statutory requirement of maintenance and preparation of accounts.</p> <p>4. To check contingency and other bills.</p> <p>5. To assist in Internal audit/statutory audit/CAG audit.</p> <p>6. Any other works assigned by the competent authority from time to time.</p>
	vi	Age limit	Minimum 40 years and maximum of 70 years (on the last date of receipt of application) i.e. on 23.06.2025.
	vii	Emoluments	Between ₹1,00,000 - ₹1,80,000/- per month, as recommended by the Selection Committee. For retired Govt. servant, the remuneration shall be fixed in accordance with the Ministry of Finance, Dept. of Expenditure OM No.3-25/2020-E.IIIA dated 09 Dec 2020.
	viii	Place of Duty	ICMR-Vector Control Research Centre, Puducherry and its field stations.
	ix	Last date of receipt of Applications	23.06.2025

### **Procedure for Recruitment:**

1. The eligible candidates willing to apply for the above mentioned position may download the Application Form from the website of ICMR at <http://www.icmr.gov.in>.
2. The candidates shall submit the duly filled in Application Form along with all documents in support of (a) Proof of Date of Birth (b) Qualification (c) Experience (d) Recent passport size photograph etc.,
3. Last date to receive the applications: 5.30 P.M. of **23.06.2025** and the applications may be sent to: The Director, ICMR-Vector Control Research Centre, Medical Complex, Indira Nagar, Puducherry – 605 006 by post /by hand & the cover must contain 'Application for the position of Consultant (Administration) or Consultant (Finance), vide Advt. No. ICMR-VCRC/Estt./Consultant (Admn. & Finance)/2025-26/01 dated 05.06.2025. Incomplete applications will be liable to be rejected.
4. The list of eligible candidates will be placed on the website/sent by e-mail for interview and required to attend the written test/interview as per the schedule mentioned in the Call letters and selected on the basis of experience and performance in the written test/interview.
5. In case of more than 30 candidates for each post, a written test comprising of 50 Multiple Choice Questions (MCQ) with 1 mark each, shall be conducted. The questions shall pertain to the work responsibilities attached to the position as mentioned above.
6. There will be no written test in the case of selection of retired personnel as Consultants. Only interview shall be held.
7. The final merit list shall be prepared on the basis of marks of written test and personal interview. In case of non-conductance of written test being less than 30 candidates, the merit list shall be prepared on the basis of marks obtained in the personal interview.

**Note: For further details kindly visit ICMR website at <http://www.icmr.gov.in>, under Employee Centre – Circular dated 26 Nov 2024, Guidelines for engagement of Consultants and Young Professionals in ICMR Hqtrs. and its Institutes.**

### **Other terms and conditions for engagement of Consultant (Administration)/Consultant (Finance):**

1. The initial engagement of consultant shall be for a period of one year from the date of joining to the post.
2. After expiry of initial engagement period of one year, the engagement may be extended further as per the requirement, based on satisfactory performance and mutual consent between ICMR-VCRC, Puducherry and Consultant. No engagement will be made at any point beyond 70 years of age and below 40 years of age.
3. The appointment of consultant would be on full time basis and he/she would not be permitted to take up any other remunerative or honorary assignment either part time or fulltime during the engagement with the Institute.
4. The appointment of consultant is of temporary in nature and can be terminated by giving not less than one month's notice on either side at any time without assigning any reason.
5. The consultant shall be paid a fixed consolidated monthly remuneration, based on an explicit certificate from the Head of Division/Institution/Centre on the satisfactory performance and attendance. The amount of remuneration so fixed shall remain unchanged for the term of contract. No other allowance shall be admissible.

6. The consultant shall be completely accountable for any advice/service rendered by him/her during his/her engagement in the Institute, in view of the norms of ethical business and professionalism.
7. Working hours shall normally be from 9.00 am to 5.30 pm during working days. However, in exigencies of work, he/she may be required to work beyond office hours and on Saturday/Sunday/Gazetted Holidays at no extra payment. Unauthorized absence for a continuous period of 08 days without valid reasons shall lead to automatic termination of the engagement.
8. The Consultant shall be eligible for 1.5 days leave per completed month of service on pro-rata basis and no leave shall be credited in advance. Encashment of leave will not be permitted and un-availed leave will not be carried forward to the next year in case of renewal. Maternity leave shall be as per Maternity Benefit Act of GOI.
9. No TA/DA shall be admissible for joining and completion/relieving of the assignment.
10. Incomplete applications or not submitted in the prescribed format or without photo and signature shall be summarily rejected.
11. Submission of incorrect or false information shall disqualify the candidature at any stage.
12. Since, the position is purely on temporary/contractual basis, no benefit of Provident Fund, Leave Travel Concession, Medical, etc., will be available to the appointee.
13. Age limit and experience will be considered as on 23.06.2025.
14. The Director, ICMR-VCRC, Puducherry has the right to accept/reject any application without assigning any reason thereof and no correspondence/recommendation will be entertained in this matter.
15. The Director, ICMR-VCRC, Puducherry reserves the right to frame a panel of waitlisted candidates which will be valid for a period of one year.
16. Canvassing and bringing outside influence in any form for short listing or employment will be treated as disqualification and the candidates will be debarred from selection process.
17. Selected candidates have to sign an agreement of contractual engagement with ICMR-VCRC, Puducherry on Non-judicial stamp paper of Rs.100/-.
18. The position is to be filled-up purely temporary and on contractual basis & the candidate will have no right to claim for any type of Permanent Employment under ICMR-VCRC or continuation of his/her services in any other project of the Institute.
19. No typing assistance will be provided.
20. No candidate will be allowed with mobile phones/electronic devices, etc., during examination/ personal interview.
21. Any addendum/corrigendum in respect of the above vacancy (ies), notice shall be issued on website of ICMR at <http://www.icmr.gov.in> only and no separate notification shall be issued in the press. Applicants are requested to regularly visit the website to keep themselves updated.

**DIRECTOR**