



भारतीय आयुर्विज्ञान अनुसंधान परिषद
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

INDIAN COUNCIL OF MEDICAL RESEARCH

Advt No. ICMR/E-174790/AMR/CD (III)

Dated: 27-06-2025

ICMR Headquarters intends to fill up following Non-institutional position purely on temporary contract basis for its short-term projects mentioned below:

S.No	Details	Requirements/Information
1.	Name of the projects	Antimicrobial Resistance (AMR) coordination unit, ICMR Hqrs
2.	Name of the post	Consultant (Administrative)
3.	No. of vacancies	One post
4.	Essential Qualifications	Professionals having at least 10 years of experience in Administration / Finance & Accounts, Audit, Legal in Govt. Dept / PSU / Autonomous Bodies., and should possess Post Graduate degree in relevant subject viz., Management / Law / Public Administration / Finance & Accounts / CA/ ICWAI / Commerce / Economics, etc
5.	Desirable	-Previous experience of managing administrative and financial components of research grants and large multicentric projects -Managing all communication and filing related to research projects - Monitoring timely release of grants and ensure timely response to queries -Organizing meetings and related communication & documentation -Provide overall administrative & logistic support to scientific staff -Good communication and writing skills -Knowledge and previous experience of working with e-office systems, MS word, excel and power point
5.	Age	Limited as on date: up to 40 years
6.	Consolidated Emoluments	Consolidated salary Rs. 60,000/- per month
7.	Tenure	One year

Eligible candidates may submit the application form and CV online in the given mail id at amr.icmrhqs@gmail.com till 12.07.2025. Late/Delayed/Incomplete applications shall not be entertained and rejected straight away, without any reasons, communication and correspondence. Candidates are therefore advised to submit their application well in time.

Candidature of successful candidates shall be subject to verification of all original documents by ICMR and fulfillment of required eligibility criteria, in all respects of qualification, age and experience, etc. **Successful candidates will be informed through email about test/and interview.**

General Terms and conditions:-

1. This position is meant for temporary projects and co-terminus with the project.
2. Engagement of the above advertised Project Human Resource Positions will depend upon availability of funds, functional requirements and approval of the Competent Authority. Therefore, we are not committed to fill up all the advertised Project Human Resource Positions and the process is liable to be withdrawn /cancelled / modified at any time.
3. The rates of emoluments/stipend shown in this advertisement are project specific and may vary according to sanction of the funding agency of the Project.
4. Cut-off date for age limit will be as on the date of last date for submission of applications.
5. Age relaxation will be as per the guidelines of ICMR.
6. Reserved category candidates must produce their latest Caste Validity Certificate. OBC candidates must possess a latest valid non-creamy layer certificate. PWD candidates shall produce latest disability certificate issued by a Medical board of Government hospital with not less than 40% disability.
7. Separate application should be submitted for each position. Allotment of project to the successful candidates will be decided by the competent authority at its discretion.
8. Qualification & experience should be in relevant discipline/field and from an Institution of repute. Experience should have been gained after acquiring the minimum essential qualification.
9. Mere fulfilling the essential qualification does not guarantee the selection.
10. Persons already in regular time scale service under any Government Department/ Organizations are not eligible to apply.
11. No TA/DA will be paid to attend interview / personal discussion and candidates have to arrange transport/accommodation themselves.
12. ICMR reserves rights to consider or reject any application/candidature.
13. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
14. The persons engaged on Project Human Resource Positions cannot be permitted to register for Ph.D., due to time constraints.
15. The persons engaged on Project Human Resource Positions will normally be posted at the study site; however, they can be posted to any other sites in the interest of research work. They are liable to serve in any part of the country.
16. The persons engaged on Project Human Resource Positions shall not have any claim on a regular post in ICMR or in any of its Institutes/Centers or in any Department of Government of India and their project term with breaks or without breaks in any or multiple projects will not confer any right for further assignment or any other project or appointment/absorption/regularization of service in funding agency or in ICMR. Benefits of Provident Fund, Pension Scheme, Leave Travel Concession, Medical claim, Staff Quarters transfer to any other project or appointment/absorption/regularization of service in funding agency or in ICMR. Benefits of Provident Fund, Pension Scheme, Leave Travel Concession,

Medical claim, Staff Quarters and other facilities applicable to the regular staff of ICMR etc. are **not** admissible to the project human resource positions.

17. Successful candidates will normally be engaged on Project Human Resource Position initially for a period of one year or less, depending upon the tenure of the Project and functional requirements. Continuation / Extension to engagement of Project Human Resource Positions will be depending upon evaluation of performance, tenure of the project, availability of funds, functional requirements and approval of Competent Authority. The maximum term of any Project Human Resource Position in any or multiple projects, with breaks or without breaks shall be five years only. The concerned Project Investigator, Division Head and Head of the host Institute shall personally be responsible and accountable for the continuation / extension given if any without prior concurrence of the Director General, ICMR to any project human resource position beyond five years either with or without breaks in any or multiple projects.

18. ICMR reserves the right to terminate the project human resource position even during the agreed contract period or extended contract period without assigning any reason.

19. Leave shall be as per the ICMR's policy for project human resource positions.

20. Candidate must submit his/her duly filled in application form in the prescribed format with a recent passport size color photograph along with a detailed bio- data/C.V. and all relevant documents; **duly self-attested**; in proof of his/her educational qualifications [all certificates and mark-sheets from 10th Std. onwards], working experience, age, caste and **photo id** [Aadhar Card/Indian Passport/PAN Card/Driving License] etc., within the schedule date and time for submission of application, failing which his/her candidature will not be considered. Late/Delayed/Incomplete/Unsigned applications will not be considered at all and no correspondence will be entertained in this regard.

21. ICMR reserves the right to cancel/modify the process at any time, at its discretion.

22. The decision of the Competent Authority will be final and binding.

23. Canvassing in any form will be a disqualification.

24. Corrigendum/addendum/further information; if any; in respect of this advertisement, will be published on our website only. Hence, the candidates are advised to see the website of ICMR regularly for further updates related to this advertisement.

Application for engagement of Project Human Resource Position, purely on temporary basis

- Latest
photograph

[illegible]

11. Work Experience (Certificates in proof of experience must be supported):

Name of Employer	Post	From date	To date	Reason for leaving

Total Experience gained after acquiring the minimum essential qualification (in years):

12. Details of NET/GATE/National level exams passed, if any.

Exam passed	Date of passing	Valid till

13. If selected what period would you require to join: _____

Note: Additional information, if any can be provided on a separate paper or on overleaf of this page.

Declaration: I hereby declare that the particulars furnished in this form by me are true to the best of my knowledge and belief. Furnishing of false information or suppression of facts will be disqualification and is likely to render the candidate unfit.

Date: _____

Signature: _____

Place: _____

Name of the candidate: _____