



भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और 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.: Development Research/Staff/Consultant/2025-26

Dated: 24.07.2025

Division of Development Research, Indian Council of Medical Research, Hqrs. intends to engage Consultant (Administration) posts, purely on temporary contract basis under the Division.

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

Name of the Project	Central Coordinating Unit of Development Research Division
Name of The Position	Consultant (Administration)
Number of Position	Two (02)
Place of Posting	ICMR Headquarters, New Delhi
Essential Qualifications	Professional having at least 10 Years of experience in Administration in Govt. Dept/PSU/Autonomous Bodies., and should possess Post Graduate degree in relevant subject viz., Management/Public Administration etc. OR Retired Govt. employees with Bachelor degree in any discipline and in the Pay Level- 7 and above with 10 Years of experience in the field of Management/Public Administration/ etc.
Desirable qualification	<ul style="list-style-type: none">• Have prior experience in clinical research management after acquiring essential qualification.• Have knowledge of management tools and statistical tools like Microsoft office.• Willing for travel to study sites for project/s related activity, management of conferences/ workshops.
Nature of Duties	All tasks given by the Head, Div. of Development Res. along with:- <ul style="list-style-type: none">• Extramural grants related data collection from POs and collation on a regular basis & report preparation.• To assist in conducting the PSC and PRC meetings by interacting with the experts and preparation of the minutes of the meetings and honorarium payments.• Manage all noting and filing, managing travel of experts and PIs timely disbursement of honorariums.• Organizing meetings. Drafting/ reviewing file notes ensure all file notes are up to date.• Assist in all coordination and communication activities of the division.
Emoluments	Rs. 1,00,000/- to 1,80,000/- (will be recommended by the committee as per qualifications and experiences of the candidate) OR 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

Age Limit	Minimum 40 years and maximum 70 years
Tenure	Initially for a period of one year which may be extended as per the functional requirement on a fixed consolidated salary.

The willing and eligible candidates may submit the application form as per the prescribed application format attached as Annexure-1 and CV online in the given email id at recruitment.cstu@gmail.com till **14.08.2025**. 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 purely temporary and contractual in nature, and the selected candidate will have no claim for a regular appointment in ICMR or its Institutes/Centers.
2. **Period of Consultancy:** The initial term of engagement of Consultants shall be not more than one year and subsequent extension, if any, can be considered, on case to case basis, depending upon the job requirements and the frame for its completion, subject to fulfillment of performance evaluation made by the Competent Authority, but should not be more than Five years. **In all cases, the duration of engagement of any Consultant, in ICMR Hqrs. Should not be more than 05 years or till attaining the age of 70 years, whichever is earlier.**
3. The Consultants shall not be entitled to any other perquisites like honorarium or allowances such as Provident Fund, Pension Scheme, Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS and medical reimbursement etc.
4. No TA/DA shall be admissible for joining the assignment or on its completion. However, Retired Government Officials engaged as Consultants shall be allowed TA/DA for their travel inside the country, in connection with the official work, as per his/her entitlement at the time of retirement.
5. The working hours for the consultant will be same as regular employees of ICMR. No extra benefit will be allowed for working beyond office hours. Unauthorized absence for a continuous period of 08 days without valid reasons shall lead to automatic termination of the engagement.
6. Paid leave of absence may be allowed at the time of 1.5 days of each completed month of service. Therefore, a consultant shall not draw any remuneration in case of his/her absence from work beyond authorized duration of leave.

Procedure and Terms of Appointment:

7. Selection of Candidate will be based on the performance in the walk-in-interview.
8. Candidates have to bring all the documents as mentioned above in original for verification on the date of walk-in-interview.
9. Candidates have to submit the duly self-attested copies of proof of their age, educational qualifications, experience, testimonials etc. at the time of joining, if selected.
10. Incomplete applications or application not submitted in prescribed format or without photo and signature of receipt after last date shall be summarily rejected.

11. Submission of incorrect or false information shall disqualify the candidature at any stage of recruitment process.
12. Qualification and experience should be relevant discipline/held and form a reputed institution/organization recognized by competent authority.
13. The DG, ICMR reserves the right to accept/reject any application without assigning any reason thereof and no correspondence/recommendation will be entertained in this matter.
14. The DG, ICMR reserves right to fill up or not fill up any of the post advertised on website.
15. The DG, ICMR reserves the right to prepare/frame a panel of waitlist candidates which shall be valid for one year.
16. The DG, ICMR reserves the right to terminate the service even during the agreed contract period or extended contract period without assigning any reason.
17. No TA/DA will be paid to attend the interview or joining the post and candidates should make his/her own arrangement for stay for the duration of interview as well after joining the post, in case of selection.
18. Any Addendum/Corrigendum in respect of above vacancies, notice shall be issued on websites <https://main.icmr.nic.in> in only and no separate notification shall be issued in the press. Applicants are requested to regularly visit the websites (<https://main.icmr.nic.in>) to keep themselves updated.
19. The decision of the Competent Authority will be final and binding.

Administrative Officer

Indian Council of Medical Research

(APPLICATION FORM FOR THE POST OF CONSULTANT ON CONTRACT BASIS)

1. Post applied for _____

2. Name of the Candidate
(As per matriculation certificate) _____

3. Father's Name _____

4. Date of Birth
(As per matriculation certificate) _____

Latest photograph

5. Age as on the last date of receipt
of application _____

6. Gender(Male/Female) _____

7. Postal Address for correspondence

_____ Pin code _____

8. Permanent Address

_____ Pin code _____

9. Mobile No. _____

10. Email-ID _____

11. Educational/ Professional qualifications (In case of insufficient space, please attach separate sheet duly signed by the applicant):

SI. No.	Exam/Degree Passed	School/college/ University	Subject Taken	Year of passing	Class/Division % age

12. Work Experience (In case of insufficient space, please attach separate sheet duly signed by the applicant):

SI. No.	Name of the Employer/ Organization	Post held	From date	To date	Nature of duties in brief

13. Last pay drawn

14. Any other information

(Signature of the candidate)

DECLARATION

- i. I hereby declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications and experience etc, prescribed to the post on contractual appointment.
- ii. It is further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief I understand that in the event of any information being found suppressed /false or incorrect or ineligibility being detected before or after the interview, my candidature is able to be cancelled.

Place:

Date:

(Signature of the candidate)

(Unsigned application will be rejected)

Note:- The application without supporting documents pertaining to Educational/ Professional qualifications and Experience Certificates shall liable to be rejected.