

ICMR- NATIONAL INSTITUTE OF CHILD HEALTH & DEVELOPMENT RESEARCH
SRIRAMCHARI BHAWAN
SAFDARJANG HOSPITAL CAMPUS, NEW DELHI - 110029

APPLICATIONS ARE INVITED FOR ENGAGEMENT OF CONSULTANT

Advt. No. NICHDR/Consultant/2025/690

Dated:25/07/2025

ICMR-National Institute of Child Health and Development Research, New Delhi formally National Institute of Pathology (NIP) is a permanent research Institute under the aegis of Indian Council of Medical Research, Department of Health Research, Ministry of Health & Family Welfare, and Govt. of India.

ICMR-NICHDR invites applications from the retired employees for selecting suitable candidates for engagement as Consultant (Administration) & Consultant (Accounts) purely on contractual basis. Officers retired from the post of Administrative Officer / Sr. Administrative Officer or equivalent & Accounts Officer / Sr. Accounts Officer or equivalent respectively in the Government of India /Autonomous Organizations are eligible for consideration for the above position and the details are as follows:-

Sr. No.	Particulars		Requirements / Information
1.	i.	Name of the Position	Consultant (Administration)
	ii.	Number of Position	1 (One) – UR
	iii.	Essential Qualification	Retired Government Employee with Bachelor's Degree in any discipline in Level 10 or above as per 7 th CPC (Central/ Autonomous body) at the time of retirement and having at least 15 years of work experience in Administration.
	iv.	Desirable Qualifications	i. Knowledge of MS Office, MS Word, MS Power Point and MS Excel.
			ii. Computer typing in Hindi & English
			iii. Knowledge of Rules and Regulations of a Central Government Organization
			iv. Experience of working in a Central Government organization in large scale research projects. Well-versed with administration rules and regulations FR & SR and GFR – 2017 and DFPR rules, etc
			v. Good command over the English language
	v.	Nature of Duties	To provide advice / assist / prepare etc., of matters related to:
			i. Service matters, pay fixation, Pension, NPS matters, DPC/MACP/MBAPS etc.
			ii. Handling of legal issues / court cases / Vigilance / RTI etc.
			iii. Preparing the draft speaking orders / draft affidavit / comments etc.
			iv. Handling of Administration and Establishment matters etc.

			v. Scrutiny of financial proposal relating to purchase of stores, equipment's capital etc.
			vi. 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.,
			vii. Coordination with CPWD/State Govt. for maintenance of buildings and also other day to day work etc.
			viii. Should be ready to undertake duty travel for outstation assignment as per rules.
			ix. Any other works assigned by the competent authority from time to time.
	vi.	Age Limit	Not exceeding 70 years on the date of the walk-in-interview.
	vii.	Emoluments	Between Rs.25,000/- to Rs.1,00,000 depending upon Educational Qualifications, relevant experience with reference to last pay drawn minus pension + TA as per DoPT orders in this regards. No other benefits are given.
	viii.	Place of Duty	ICMR-National Institute of Child Health and Development Research, New Delhi or anywhere as required.
	ix.	Last date to receive applications	11 th Aug. 2025

A. PROCEDURE FOR RECRUITMENT:

- I. The eligible candidates willing to apply for the above-mentioned position may download the Application Form from the websites of ICMR at <https://www.icmr.gov.in>
- II. 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.,
- III. Last date to receive the applications: 5.00 .PM of 11th Aug. 2025 and the applications may be sent to: The Director-in-charge, National Institute of Child Health and Development Research "Sriramachari Bhawan" Safdarjung Hospital Campus, New Delhi – 110029 by post / courier / by hand & the cover must contain 'Application for the position of 'Consultant (Administration) vide advt. no. _____ dated _____'/. In complete applications will be liable to be rejected.
- IV. The list of eligible candidates will be sent by email and required to attend the written test / interview as per the schedule mentioned in the Call Letters.

- V. In case of more than 30 candidates, 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. The Qualifying Marks for the written test shall be 40%.
- VI. The candidates scoring qualifying marks or more in the written test shall be interviewed as follows:

Sr. No.	Name of the Position	No. of Positions	No. of Candidates to be interviewed
1	Consultant (Administration)	01 No. (UR)	Generally top five candidates in the written test, if conducted

- Vii. The final merit shall be prepared on the basis of marks of written test and interview. In case of non-conductance of written test being less than 30 candidates, the merit shall be prepared on the basis of marks obtained in the interview.

B. Other terms and conditions for engagement of Consultant (Administration)

- i. The initial engagement of consultant shall be for a period of one year from the date of appointment.
- ii. 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 - NICHDR and consultant. No engagement will be made at any point beyond 70 years of age.
- iii. 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.
- iv. 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.
- v. The consultant shall be paid a fixed consolidated monthly remuneration as per the guidelines issued by the Govt. of India and ICMR in this regard from time to time. The amount of remuneration so fixed shall remain unchanged for the term of contract. No other allowance shall be admissible.
- vi. 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.
- vii. 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.
- viii. The provisions of Leave shall be regulated as per the guidelines of ICMR as amended from time to time.

- ix. No. TA/DA shall be admissible for joining and completion/ relieving of the assignment.
- x. Incomplete applications or not submitted in the prescribed format or without photo and signature shall be summarily rejected.
- xi. Submission of incorrect or false information shall disqualify the candidature at any stage.
- xii. 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.
- xiii. Age limit and experience will be considered as on date of advt. of notification.
- xiv. The Director-in-charge, NICHDR has the right to accept / reject any application without assigning any reason thereof and no correspondence / recommendation will be entertained in this matter.
- xv. The Institute reserves the right to frame a panel of waitlisted candidates which will be valid for a period of one year.
- xvi. 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.
- xvii. Selected candidates have to sign an agreement of contractual engagement with ICMR-NICHDR, New Delhi.
- xviii. 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-NICHDR or continuation of his / her services in any other project of the Institute.
- xix. No typing assistance will be provided.
- xx. No candidate will be allowed with mobile phones / electronic devices etc., during examination / interview.
- xxi. Any Addendum / Corrigendum in respect of the above vacancy (ies), notice shall be issued on websites: <https://www.icmr.gov.in> and <http://instpath.gov.in> only and no separate notification shall be issued in the press. Applicants are requested to regularly visit the websites to keep themselves updated.

Administrative Officer
For Director in charge

This is with the approval of the Director-in-Charge