

**F. No.16/62/2018-Admn.-II/e-90523**  
**Indian Council of Medical Research**  
**V. Ramalingaswami Bhawan**  
**Ansari Nagar, New Delhi-110029.**

**Dated: 31<sup>st</sup> July, 2025**

**Advertisement for Engagement of Young Professionals (YP) in ICMR Hqrs. New Delhi.**

Indian Council of Medical Research, an autonomous organization under Department of Health Research, M/o H&FW, Govt. of India, invites off-line applications in the prescribed proforma (**Annexure-I**) through **Walk-in- Interview** from willing candidates for the following positions of Young Professionals-I (Admin) in ICMR Hqrs. Office, New Delhi, as per detail given below :

- i. Young Professionals-I(Admin) – 01 (Supervisor/Canteen/Cafeteria)
2. The date of Walk In Interview has been scheduled to be held on **11<sup>th</sup> August, 2025 (Monday) at 10:30 am onwards.** The interested candidates have to report sharp at 09:30 am at Reception counter, ICMR Hqrs., Ansari Nagar, New Delhi-110029. The candidates who will not report within the prescribed date and time will not be allowed to participate in walk-in-interview.
3. Selected candidate shall be posted at ICMR Hqrs, New Delhi.
4. **Age:** Not more than 35 years as on the date of Walk-in- Interview. (Age relaxation as per rules)
5. **Essential Qualifications :**

(I) **Young Professionals-I(Admin) as (Supervisor/Canteen/Cafeteria):** Graduate in any discipline with minimum 55% marks, from a recognized University/College with minimum one year of experience post qualification experience as Supervisor of Cafeteria/Canteen in a reputed Central/State/Govt./PSU or a reputed Hotel.

Note: Higher Experience in the relevant field shall be preferred.

6. **Remuneration :**

Consolidated emoluments of Rs.30,000/-p.m, shall be the remuneration of Young Professionals-I. No House Rent Allowance (HRA) will be paid to the Young Professionals.

7. **Period of Engagement:** The initial term of engagement of Young Professional will be for one year which may be extended/curtailed subject to work/service exigencies, if required, by the ICMR in the relevant area subject to the satisfactory performance of the candidate after evaluation by an officer of the level of Additional DG/Sr.DDG/Sr. F.A. The maximum duration of engagement of Young Professionals in the ICMR, in any case, is three years.

8. TA/DA will be admissible for undertaking domestic tour for official work as per ICMR Guidelines of Young Professionals (YP).

9. The working hours will be from 09:00 am to 05:30 pm. However, same can be extended as per requirement. 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.

10. **Leave entitlement** – The Young Professional in ICMR, is entitled for 08 days leave in a calendar year on pro-rata basis and 02 restricted holidays, as per the rules of the Govt. of India/ICMR. Intervening weekly holidays or gazette holidays, during a spell of leaves, should not be counted against the admissible leaves. The un-availed leaves will not be carried forward to next calendar year. In addition to this, YP may also be allowed compensatory leave in lieu of the duty assigned on holidays but not more than 02 leaves can accrue in a month. The Compensatory leaves can be accumulated only up to 05 days at a time and one may be allowed to avail the same within three months.

11. **Scope of work for the position of Young Professional-I (Admin) is as under :**

**Canteen Supervisor:** A Canteen Supervisor oversees the daily operations of a canteen, ensuring efficient service and high-quality food standards. Responsibilities include managing the staff, coordinating with suppliers, maintaining inventory, and ensuring food safety compliance. He/She shall also be responsible to handle customer queries, monitor sales, and organize promotional activities to enhance customer satisfaction. Preparing and cooking of meals in the cafeteria, includes planning and preparing menus, ordering and stocking supplies, and supervising kitchen staff. He/She should also be ready for shouldering any other duties specified by ICMR authority, in his sphere of work.

12. **PROCEDURE FOR RECRUITMENT:**

- i) Candidates meeting the age criteria and possessing the required qualifications and experience, may attend the 'Walk In Interview' along with prescribed application. All educational related documents, photograph/experience certificates, should be enclosed to the application failing which the candidature of the candidate shall stand rejected.
- ii) Applications received through email will not be considered.
- iii) The shortlisted candidates will be allowed to appear before Interview Board. Candidates may check ICMR's official website for updates related to the advertisement.
- iv) Shortlisting of the candidates for interview shall be done on the basis of educational qualification and experience. However, written test and assignment may also be conducted before the interview, if deemed necessary. In case of tie, at any stage, all the candidates who have same marks would be considered to have qualified for further rounds.
- v) Selection of Candidate will be based on the performance in the interview.
- vi) Candidates have to submit the duly self-attested copies of proof of their age, educational qualifications, experiences, testimonials etc. at the time of joining, if selected.
- vii) Selected candidates have to bring all the documents as mentioned above in Original for verification.

13. **Terms and Conditions:**

- i) Incomplete applications or application not submitted in prescribed format or without photo and signature or received after last date shall be summarily rejected.



- ii) Submission of incorrect or false information shall disqualify the candidature at any stage of recruitment process.
- iii) The benefit of Provident Fund, Leave Travel Concession, Medical claim, CCA etc. shall not be available to the selected candidate.
- iv) 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.
- v) The DG, ICMR, reserves right to fill up or not fill up any of the post advertised on website.
- vi) The DG, ICMR, reserves the power to relax minimum age and education qualification in case of deserving candidates.
- vii) Candidates have to submit the duly self-attested copies of proof of their age, educational qualifications, experiences, testimonials etc. at the time of joining, if selected.
- viii) 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.
- ix) Mere fulfilling the essential qualification/experience does not guarantee the candidate for short listing and selection.
- x) Since the post is to be filled-up only on purely temporary and contractual basis, the candidate shall have no right to claim for any type of regular/permanent employment under ICMR or continuation of his/her services in the ICMR.
- xi) The DG, ICMR reserves the right to prepare/frame a panel of waitlist candidates which shall be valid for one year.
- xii) 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.
- xiii) Candidates already in regular service under any Central/State Govt./Autonomous/Dept/PSU are not eligible to apply.
- xiv) Any Addendum/Corrigendum in respect of above vacancies, if issued, shall be put on the websites <https://main.icmr.nic.in> only and no separate press notification shall be issued. Applicants are requested to regularly visit the websites (<https://main.icmr.nic.in>) to keep themselves updated.

Digitally signed by  
JAGDISH RAJESH  
Date: 01-08-2025  
11:24:43

(Jagdish Rajesh)  
Dy. Director General (Admin)



**INDIAN COUNCIL OF MEDICAL RESEARCH**  
**V. Ramalingaswami Bhawan, Ansari Nagar, New Delhi**

Application Form

Affix Passport  
Size colored  
Photograph

1. POSITION APPLIED FOR : \_\_\_\_\_
2. Name of the Candidate : \_\_\_\_\_  
(As per Matriculation Certificate)
3. Father's Name : \_\_\_\_\_
4. Date of Birth : \_\_\_\_\_
5. Age as on the last date of receipt : \_\_\_\_\_  
of application/Walk-in-Interview
6. Gender (Male /Female/Transgender) : \_\_\_\_\_
7. Postal Address for correspondence : \_\_\_\_\_
8. Permanent Address : \_\_\_\_\_
9. Mobile No. : \_\_\_\_\_
10. Email ID : \_\_\_\_\_

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

Sl. No.	Exam/ Degree Passed	School/ College/ University	Subject Taken	Year of passing	Class/ Division & % age

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

Name of the Employer/ Organization	Post held start from the post last held	Period From	Period To	Nature of duties (In brief)



13. 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. I 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 liable to be cancelled.

Place:

Date:

(Signature of the Candidate)

(Unsigned application will be rejected)

Note: Incomplete application/the application without photograph and supporting documents pertaining to Educational/ Professional Qualification(s)/ Experience Certificate shall liable to be rejected.