



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

Advt. No. 30/5/2025/CD

Date: 11.08.2025

### **VACANCY NOTIFICATION**

ICMR intends to engage **Three positions of Young Professional-II (Administration)**, purely on contract basis for managing the work under the Division of CD.

Required qualification and other details are given below:

1.	<b>Name of the Position</b>	Young Professional-II (Administration)
	<b>Number of Vacancy</b>	3 (Three)
	<b>Essential Qualification &amp; Experience</b>	Post Graduates in any discipline with at least 55% marks from a recognized University/College. The candidate should have minimum one year of post qualification experience in the related field.
	<b>Job Requirement</b>	<ul style="list-style-type: none"><li>To assist in coordination and implementation of Division related research and program activities.</li><li>To assist the office administration and other office related work for the project management and implementation.</li><li>To manage the project fund, sanction and release amount to support research work, project related queries and other administrative work.</li><li>Knowledge of virtual meeting platforms, Audit, office administration and Accounts/F&amp;A and computer skills (MS Word/Excel/PowerPoint etc.) will be an added advantage.</li></ul>
	<b>Consolidated Emoluments</b>	Rs. 42,000/- p.m. (Consolidated)
	<b>Age Limit</b>	40 years
	<b>Tenure</b>	Initially for One Year
	<b>Place of work</b>	ICMR Hqrs, New Delhi

**How to Apply:** Interested candidates may report at Reception of ICMR Hqrs, Ansari Nagar, New Delhi, on 22nd August 2025 (Friday) between 9.00 am to 10:00 am for Walk-in- Interview along with off-line applications in the prescribed proforma (Annexure-I). The candidates who will not report within the prescribed date and time will not be allowed to participate in walk-in-interview.

**General Terms and conditions: -**

1. Number of positions may vary.
2. These positions are meant for temporary requirement and co-terminus with the requirements.
3. Engagement of the above advertised Positions will depend upon availability of funds, functional requirements and approval of the Competent Authority. Therefore, ICMR is not committed to fill up all the advertised Positions and the process is liable to be withdrawn / cancelled / modified at any time.
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. 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.
7. Mere fulfilling the essential qualification does not guarantee the selection.
8. Persons already in regular time scale service under any Government Department / Organizations are not eligible to apply.
9. No TA/DA will be paid to attend interview / personal discussion and candidates have to arrange transport/accommodation themselves.
10. ICMR reserves rights to consider or reject any application/candidature.
11. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
12. The persons engaged will normally be posted at the ICMR Hqrs.; however, they can be posted to any place. They are liable to serve in any part of the country.
13. The persons engaged on above 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 term with breaks or without breaks in any or multiple projects/ service with ICMR will not confer any right for further assignment or transfer to any other project or appointment/absorption/regularization of service 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 above positions.
14. Successful candidates will normally be engaged on above Positions initially for a period of one year, depending upon the requirements. Continuation / Extension to engagement will be depending upon evaluation of performance, availability of funds, functional requirements and approval of Competent Authority.
15. ICMR reserves the right to terminate the positions even during the agreed contract period or extended contract period without assigning any reason.
16. Leave shall be as per the ICMR policy.

17. 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 10<sup>th</sup> 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.
18. ICMR reserves the right to cancel/modify the process at any time, at its discretion.
19. The decision of the Competent Authority will be final and binding.
20. Canvassing in any form will be a disqualification.
21. Corrigendum/addendum/further information; if any; in respect of this advertisement, will be published on the website of ICMR only. Hence, the candidates are advised to see the website: <https://www.icmr.nic.in>, regularly for further updates related to this advertisement.

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Administrative Officer

**INDIAN COUNCIL OF MEDICAL RESEARCH  
ANSARI NAGAR, NEW DELHI - 110029**

Application for engagement of Young Professional-II (Administration), purely on temporary basis

**Application Format**

**Affix a recent  
Passport size  
Photograph**

- Post applied for.....
- Advertisement No.....
1. Name (In Block Letters).....
2. Father's/Spouse's Name.....
3. Date of Birth.....
4. Present Age (as on 22.08.2025)..... Years..... Months .....Days
5. Sex: Male/Female
6. Category: GEN/SC/ST/OBC/PH  
(Enclose proof of caste certificate issued by the competent authority)
7. Address for Correspondence.....  
.....
8. Permanent Address.....  
.....
9. Mobile Number.....
10. E-mail.....
11. Educational Qualifications  
[Particulars of all academic examinations passed and degree obtained (commencing with the Matriculation or equivalent examinations). Attach self-attested copies of all certificates]

S. N.	Examination passed	Board/University	Year of passing	Subject Studied	%of Marks

11. Experience(in chronological order starting from the present employer)

S. No.	Name of the Employer	Post	Nature of Duties	Date of Joining	Date of Leaving

12. Any Other Information .....

**DECLARATION**

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any of the information provided by me are found false or incorrect at any stage, my candidature/appointment shall be liable for cancellation/termination without notice or any compensation in lieu thereof.

Place:

Signature of the Candidate

Date:

**Enclosures: Self-attested copies of all certificates/testimonials**