



**icmr**  
INDIAN COUNCIL OF  
MEDICAL RESEARCH  
Serving the nation since 1911

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.: 02/WHOCC/ADR/2024-NCD-II/202598

Date: 10.09.2025

**VACANCY NOTIFICATION**

ICMR intends to engage **One Consultant (Admin/Accounts)**, purely on contract basis for managing the work under the research project entitled "National Centre for Assistive Health Technology (NCAHT)" funded by the Indian Council of Medical Research under Division of Non-communicable Diseases, ICMR, New Delhi.

Required qualification and other details are given below:

1.	<b>Name of the Position</b>	Consultant (Admin/Accounts)
	<b>Number of Vacancy</b>	1 (One) (UR)
	<b>Essential Qualification &amp; Experience</b>	Retired Government employee with Bachelor's Degree drawing pay in the Pay Band Rs.15600-39100 + GP of Rs. 5400 (pre-revised) and above at the time of retirement with at least 10 years' experience in finance and administration
	<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>Experience in working on administrative and financial work of medical/biomedical/health research and Multi-Centric projects.</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>Salary</b>	Rs. 60000/-pm Fixed
	<b>Age up to</b>	70 years
	<b>Tenure</b>	One Year (May be extended as per the requirement)
	<b>Place of work</b>	ICMR Hqrs, New Delhi

**How to Apply:** Interested candidates may send their application in prescribed format (attached) along with their qualification and experience certificate to [secretariat.ncahticmr@gmail.com](mailto:secretariat.ncahticmr@gmail.com), by 30.09.2025. 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.

13/9/2025  
11/9/2025



**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's policy for these positions.



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.

*(Signature)*  
11.9.25

(Dinesh Soni)  
Sr. Administrative Officer