

No.19/21/2018-Estt.(Part)
INDIAN COUNCIL OF MEDICAL RESEARCH
V.RAMALINGASWAMI BHAWAN
ANSARI NAGAR, NEW DELHI-110029

Dated: 16th Oct., 2025

Walk-in-interview

Advertisement for Engagement of 02 Consultants(Admn.) 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 has organized **walk-in-interview** to engage the Retired Government Servant as Consultant(Admn.).

The willing & eligible candidates retired from Central/State/Autonomous/PSU Organization may attend the walk-in-interview on **27 Oct. , 2025 (Monday) 11:00 AM** at ICMR Hqrs. Office, New Delhi along with prescribed application form attached as Annexure -I.

2. The selected candidates shall be posted at ICMR, New Delhi.
3. **Age:** Not more than 68 years as on last date of walk-in-interview.
4. **Eligibility Criteria.** Retired Government employees with Bachelor degree in any discipline and in the Pay level-7 (pre-revised Grade Pay of Rs.4600/-) and above with 10 years' experience in the field of Administration/Establishment in Central/State/Autonomous/PSU.

Desirable: Should have knowledge of computer applications and should be able to work independently.

5. **Remuneration & Entitlements.** The remuneration will be payable as per O.M. No.3-25/2020-E.IIIA dated, 9th Dec.,2020 issued by DoE, M/o Finance. (Last pay drawn minus pension plus Travelling Allowance if applicable)
6. **Period of Consultancy.** The initial term of engagement of Consultants shall be for 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, and shall not be more than Five Years or till attaining the age of 70 years, whichever is earlier,
7. The Consultants shall not be entitled to any other perquisites like honorarium or allowances such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement etc.
8. No TA/DA shall 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.
9. The working hours for the consultants 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.
10. Paid Leave of absence may be allowed at the rate of 1.5 days for 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.

11. Scope of work for above positions are as under:

Sno.	Name of position	No. of position	Details of Scope of work/assignment
(i)	Consultant (Admin)	02	To assist for Personnel/HR related matters like recruitment, promotion, Establishment matters, Court matters and Merger of units/Institutes. Pay fixation, pension disbursement, retirement benefits etc. To assist for Recruitment of different Scientific, Administrative and Technical positions of ICMR etc. To assist for Establishment/Administrative matters like Preparation of Post Based Reservation Roster, Having experience in the matter of Seniority/promotion/reservation/DPC/MACP /Disciplinary/Assessment Schemes etc., Any other duty assigned by the competent authority from time to time.

PROCEDURE FOR RECRUITMENT:

12. Selection of Candidate will be based on the performance in the interview.
13. Candidates have to bring all the documents as mentioned above in Original for verification on the date of walk-in-interview.
14. 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.
15. Incomplete applications or application not submitted in prescribed format or without photo and signature or received after last date shall be summarily rejected.
16. Submission of incorrect or false information shall disqualify the candidature at any stage of recruitment process.
17. Qualification and experience should be in relevant discipline/field and from a reputed institution/organization recognized by competent authority.
18. **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.**
19. **The DG, ICMR reserves** right to fill up or not fill up any of the post advertised on website.
20. **The DG, ICMR reserves** the right to prepare/frame a panel of waitlist candidates which shall be valid for one year.
21. 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.
22. Any Addendum/Corrigendum in respect of above vacancies, notice shall be issued on websites <https://main.icmr.gov.in> only and Applicants are requested to regularly visit the websites (<https://main.icmr.gov.in>) to keep themselves updated.
23. **Note- The candidates should be present on or before 11:00AM on Venue and no candidature shall be entertained after the cut-off time.**

Digitally signed by
Jaibir Singh
Date: 16-10-2025
16:44:18

Assistant Director General (Admin)