



आई सी एम आर – राष्ट्रीय प्रजनन एवं
बाल स्वास्थ्य अनुसंधान संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार
ICMR-National Institute for Research in
Reproductive and Child Health
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

F. NO. C-11015/120/2025-Admn/02/E-261000

Date: 12.12.2025

Vacancy Notification for Young Professional (contractual/temporary)

Online applications are invited through the link <https://recruitment.nirr.ch.res.in/> for the following full-time post on contractual/temporary basis up to 05:00 P.M. on 31st December, 2025, for a period of one year at ICMR-National Institute for Research in Reproductive and Child Health, Mumbai.

Sr. No.	Name of the Post	No. of Vacancies	Essential Qualification and Experience	Desirable	Age Limit	Consolidated Fee/ Remuneration (Rs.)
1.	Young Professional -II (Admin)	Three (03) UR - 01, OBC - 01, ST- 01	Post Graduate in any discipline with minimum 55% marks from a recognized University/College. The candidate should have minimum one year of post qualification experience in relevant field/subject.	Experience in noting and drafting, report writing, Knowledge of IT applications, virtual meeting platforms and computer skills (MS Word/Excel/PowerPoint)	Not more than 40 years. (Age relaxation as per Govt. Rules)	Consolidated Remuneration of Rs. 42,000/- p.m.
2.	Young Professional -II (F & A)	One (01) UR - 01	M.Com/MBA (with minimum 55% marks) from a recognized University/College or CA (Inter)/ICWA (Inter)/CS(Inter). The candidates should have minimum one year of post qualification experience in relevant field/subject.	Experience in accounting, budgeting etc. and computer skills (MS Word/Excel/PowerPoint/Tally)	Not more than 40 years. (Age relaxation as per Govt. Rules)	Consolidated Remuneration of Rs. 42,000/- p.m.

Scope of work of YP-II (Admin)

- Assist in the day-to-day administrative activities of the institute.
- Maintain official records, correspondence, and documentation in compliance with government norms.
- Support the implementation of office automation and digital record-keeping.
- Coordinate official meetings, conferences, and training programs.
- Prepare minutes of meetings and follow up on action items.
- Assist in compliance with statutory regulations, including RTI (Right to Information), Vigilance, and Legal Affairs.
- Draft official letters, reports, and policy documents.
- Ensure adherence to government rules, policies, and service regulations.
- Assist in procurement processes through the GeM (Government e-Marketplace) portal and tendering procedures.
- To handle condemnations, GeM purchases and CPP tenders, to make Stock and other stores register entries, etc.
- Ensure compliance with GFR (General Financial Rules) and other government financial regulations.
- Preparation and scrutiny of pay bills for regular, contractual, and contingent staff.
- Compilation and verification of pension-related data and coordination with Pay & Accounts Office for timely disbursement.
- Preparation of medical reimbursement bills for serving and retired staff, ensuring adherence to CGHS and departmental norms.
- Processing of TA/DA claims for official tours, training programs, and field visits.
- Maintenance of records and digital data entry related to salary, deductions, arrears, and audit requirements.
- Assistance in statutory compliance, including income tax deductions, verification of PAN details, and preparation of TDS statements.
- Assist to Finance & Accounts Division in handling intramural and extramural projects.
- Scrutiny of pay bills and bills submitted by suppliers, handling tax issues in coordination with Charter Accountant.

- Assisting to Sr. Accounts Officer for passing the bills, organizing Sr.ACO's meetings and co-ordination with other sections, managing calendar of returns and presentation to Sr.ACO's, managing Sr.ACO's official email etc.,
- To prepare various monthly/quarterly accounts reports
- To maintain updated project files
- To track payment to vendors
- To monitor various digital/physical registers for ongoing civil works maintenance works etc.

Scope of work of YP-II (F&A)

- Assist in the preparation of the institute's annual budget, financial statements, and expenditure reports.
- Monitor fund utilization and ensure compliance with allocated budgets.
- Support financial forecasting and assist in fund requisition planning.
- Maintain financial records and accounts as per government accounting standards.
- Process bills, invoices, and payment approvals in compliance with General Financial Rules (GFR).
- Handle payroll processing, including salary disbursement, allowances, and deductions.
- Ensure proper utilization of government grants and research funds.
- Assist in Public Financial Management System (PFMS) operations for fund tracking.
- Ensure compliance with audit requirements, taxation laws (TDS, GST), and statutory regulations.
- Assist in financial planning for research projects, including fund allocation and monitoring.
- Maintain records for extramural and intramural research grants.
- Prepare financial reports and utilization certificates for sponsored projects.
- Knowledge of handling Cashbook/Ledger, Bank Reconciliation etc..
- Process Invoice, Claims and ensure reimbursements in timely manner, etc.

Procedure for Recruitment:

1. The candidates applying for the post should first confirm their eligibility as per the advertisement. They should also ensure that they have a valid personal e-mail ID and mobile number. Note that the provided e-mail ID and mobile number should be kept active during the entire recruitment process.

2. Eligible candidates meeting all the above criteria and qualifications, experience, etc. can fill the online applications through link <https://recruitment.nirrch.res.in/> up to 05:00 p.m. on 31st December, 2025.
3. Submission of online applications after 05:00 PM on 31.12.2025 December, 2025 will be stopped. The link would be disabled automatically and no request in this matter would be entertained.
4. Candidates should note that no editing in the application can be done after final saving of the application. Therefore, they are advised to fill all the details carefully. No request in this matter would be entertained.
5. The applicant shall be shortlisted based on the prescribed qualification, experience and age criteria as mentioned. Date and time of interview will be intimated by email to the shortlisted candidates. The list of the same shall also be displayed on the websites <https://nirrch.res.in/> and <https://icmr.gov.in/>.
6. If necessary, written test and assignment-based assessment test may also be conducted before the interview.
7. Candidates reporting after the scheduled date and time will not be allowed to appear in personal discussion. No request in this matter would be entertained.
8. No Physical copy of the application form is required to be submitted to this office. Candidates appearing for walk-in-interview/personal discussion should bring with them all original certificates
(1) Application form duly completed (2) Education qualification (3) Proof of Date of birth (4) Experience certificates/testimonials (5) One-self attested recent passport size photograph (6) ID proof (Ex. Aadhar/PAN/Voter ID/Driving License etc.) (7) One set of self-attested photocopies of all documents. (8) SC/ST/OBC/EWS Certificates, if applicable (9) Candidates should also produce all certifications/testimonials in original for verification.
9. Selected candidate has to submit the duly signed application form along with self- attested copies of proof of their age, educational qualifications, experiences, testimonials etc. and a recent passport size photograph at the time of joining.
10. The result of the final selection would be placed on the websites <https://nirrch.res.in/> and <https://icmr.gov.in/>, the selected candidate would receive an email regarding the same. No other communications by phone etc. would be made.

Period of Engagement:

The initial term of engagement of Young Professional-II (YP-II) shall be for one (01) year which is extendable for two more years (01 year at a time) subject to requirement of the services of the YP in the organization and satisfactory performance of the candidate after evaluation. Thus, maximum duration of engagement of YP in the ICMR is three years (1+1+1) in any case.

Remuneration Payable to Young Professional:

1. The consolidated emolument of Young Professional-II will be Rs. 42,000/- per month.
2. The monthly remuneration will be released to the Young Professional, based on an explicit certificate from the Head of the Department/Section on the satisfactory performance and attendance.
3. TA/DA will be admissible to Young Professional for undertaking domestic tour for official work as under: -

YP-II: To and from journey by train in AC-2 Tier/AC Chair Car and DA at fixed rate of Rs. 1500/- per day for other tour related expenses on Guest House/Hotel Accommodation, Food and Local Conveyance etc.

4. All applicable taxes as per government rules and regulations will be deducted at the source.

Attendance and Working Hours/Day:

The working hours for the YP's 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 engagement.

Conflict of Interest:

The individual YP shall follow the Guidelines of the Council / Gol, which are in force from time to time. He/she will be expected to display utmost honesty, secrecy of office, sincerity while discharging his/her duties. In case service of any YP is not found satisfactory or found in conflict of interest of the Council / Gol, his/her engagement will be liable for discontinuation immediately, without assigning any reason thereof. An undertaking to this effect shall be signed by the YP, before joining.

Legal Status:

The individual Young Professional shall be engaged purely on contractual and temporary basis and will not be regarded for any purpose, as being either an "employee" or "Official" of the Institute. Further,

he/she shall have no claim of further extension beyond contractual engagement or regularization of service in ICMR or any of its Institute/Centre or Govt of India in any case. An undertaking to this effect has to be signed by the YP, before joining.

Travel, Medical Clearance and Service Incurred Death, Injury or Illness

Post selection, YP's have to submit Statement of Good Health from a recognized physician. In the event of death, injury or illness of the YP, which is attributable to the performance of services on behalf of the Institute, under the terms of the contract, while the YP is travelling on tour of Institute expense or is performing any services under the contract in the Institute, the YP or his/her dependents as appropriate, shall not be entitled to any compensation.

Insurance:

The individual Young Professional shall be solely responsible for taking out and for maintaining adequate insurance, required to meet any of his/her obligations under the contract, as well as for arranging, at his/her own expense, such as life, health and other forms of insurance, as the individual Young Professional may consider appropriate, to cover the period during which they are engaged.

Other Terms and Conditions:

1. Incomplete applications, applications without photo and signature, without relevant enclosures or received after the last date shall be summarily rejected.
2. Submission of incorrect or false information shall disqualify the candidature at any stage.
3. If the candidate is not eligible, his/her candidature will be cancelled at any stage of the recruitment process. If he/she qualifies in the selection process and subsequently, it is found that he / she does not fulfil the eligibility criteria, his/her candidature will be cancelled. Even after appointment if found ineligible, services so obtained will be terminated without any notice or compensation.
4. Any canvassing by or on behalf of the candidate or bringing political or other outside influence in any form for shortlisting, selection or employment will be treated as disqualification and such candidates will not be considered and be debarred from the selection process.
5. Age limit and experience will be considered as on the last date of submission of the application.
6. Candidates experience as mandatory requirement should clearly state the nature of work during the period of employment and the duration of his/her engagement.
7. Qualification and experience should be in a relevant discipline/field and from a reputed institution/organization recognized by the relevant authority.
8. Experience shall be counted from the date of completion of minimum essential educational qualification.
9. Mere fulfilling the essential qualification/experience does not guarantee selection.
10. Candidates already in regular service under any Central/State Govt./Autonomous Dept./PSU are not eligible to apply.

11. The Director, ICMR-NIRRH has the right to accept/ reject any application without assigning any reason thereof and no correspondence/ recommendation will be entertained in this matter.
12. The Institute reserves the right to adopt criteria for shortlisting the applications in case of receipt of large number of applications.
13. The Director, ICMR-NIRRH reserves the right to increase/decrease the number of posts as per requirement or even cancel the recruitment or re-advertise the posts, without assigning any reason thereof, no correspondence will be entertained in this regard.
14. Bad connection/ connection failure from any side will NOT be the responsibility of the ICMR-NIRRH
15. The offer of engagement will be subject to verification of original certificates as per the advertisement.
16. Selected candidates have to sign an agreement of contractual appointment with ICMR- NIRRH.
17. The post is contractual for the duration offered and can be terminated by giving not less than one months' notice on either side at any time without assigning any reason.
18. The appointment may be renewed after every specific period of time subject to satisfactory performance and project requirement.
19. The post is filled up on a purely temporary and contractual basis & the candidate will have no right to claim for any type of Permanent Employment under ICMR-NIRRH or continuation of his/her services in any other project.
20. Any Addendum/Corrigendum in respect of above vacancy notice shall be issued on websites <https://nirrh.res.in/> and <https://icmr.gov.in/> only and no separate notification shall be issued in the press. Applicants are requested to regularly visit these websites to keep themselves updated.
21. In order to avoid any hassle and to note the changes (if any) candidates are advised to check the above cited websites before appearing for the personal discussion.
22. The Young Professional (YP) shall be subject to the laws of Secrecy of the country and will sign a declaration of secrecy and Non-Disclosure Agreement before reporting (Annexure-1).
23. The engagement will not constitute a regular job or appointment of any nature in ICMR.
24. During the term of engagement, the YP shall comply with the standards of Conduct. Failure to comply with the same will become a ground for termination of YP without notice.
25. The contract of YP is of a temporary nature and can be terminated anytime, without any prior notice and without providing any reason for it. However, in normal course, termination of contract may be done by giving not less than one month's notice on either side at any time, without assigning any reason.
26. Institute and individual Young Professional shall use their best efforts to amicably settle disputes, controversy or claim, arising out of the contractual duration. Any dispute that may arise between YP and the Institute as to the terms and conditions shall be referred to the Director, ICMR-NIRRH and his decision will be binding.

Director
ICMR-NIRRH

INDIAN COUNCIL OF MEDICAL RESEARCH, NEW DELHI

ANNEXURE-1

Sh./Ms./Mrs.....s/o,d/o

Sh..... will comply with the Official Secrets Act, 1923, as amended from time to time and will not disclose any information/data acquired by me during my engagement to any unauthorized person(s). I will not, except with the prior sanction/approval of competent authority in the ICMR, or in the bona fide discharge of my duties, publish a book or a compilation of articles or participate in media broadcast or contribute an article or write a letter to any newspaper(s) or periodical(s) either in my own name or anonymously or pseudonymously in the name of any other person if such book, article, broadcast or letter relates to subject matter pertaining to official business of ICMR.

Signature.....

Name.....

Address.....

Mob.....

Email.....