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INDIAN COUNCIL OF
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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

Adv. No.: G/2/2025-Accounts IV-ICMR/236778
Dated: 16th December 2025

Advertisement for Engagement of Young Professionals-I in ICMR Hqrs., New Delhi

Indian Council of Medical Research (ICMR), an Autonomous Body under the Department of Health Research, Ministry of Health & Family Welfare intends to engage 08 Young Professional-I purely on a contractual basis for short term support in the activities of the Finance & Accounts Division.

The qualifications, experience and other relevant details for aforesaid engagement are appended below:

S. No.	Details
Name of the Position	Young Professional-I (Finance & Accounts)
Number of Vacancies	Eight (08)
Essential Qualification	B. Com/BBA (with minimum 55% Marks) from a recognized University/College
Experience	Minimum one year of post qualification experience in relevant field / subject (Finance/Audit/Accounts).
Desirable Experience	Knowledge of IT applications, virtual meeting platforms and computer skills (MS Word, Excel, Power Point, Tally etc)
Job Requirement	YP shall be engaged to handle Finance/Audit/Accounts related work and to assist ACO/Sr. ACO to whom the YP is assigned, as per the work allocation.
Consolidated Emoluments	❖ Rs.30,000/Month. ❖ YP is not entitled for benefits like HRA, Provident Fund, Leave Travel Concession, Medical claim, Child Care Allowance etc.
Age Limit	❖ Not more than 35 Years as on 09 th January 2026. ❖ Age relaxation will be applicable as per ICMR guidelines.
Tenure	Selected candidates will initially be engaged for one year which is extendable maximum for two years (01 year at a time) subject to requirement of the services, satisfactory performance of the candidate and approval of the Competent Authority.
Place of Work	ICMR Headquarters, New Delhi
Walk-in Interview Details	❖ Date: 09 th January 2026 ❖ Time: 9:30 am ❖ Venue: ICMR Headquarters, New Delhi ❖ Candidates who do not report on the specified date and time will not be allowed to participate in the interview under any circumstances.

General Terms and Conditions

1. The positions are purely temporary and co-terminus with the project requirements.
2. ICMR is not obligated to fill all advertised positions and may withdraw, cancel, or modify the process at any time.

3. TA/DA for undertaking domestic tour for official work shall be admissible to the Young Professional as per the ICMR Guidelines (as amended from time to time).
4. The working hours 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.
5. Leave Entitlement:
 - a) Eligible for 08 days leave in a calendar year on pro-rate basis.
 - b) 02 Restricted Holidays as per the rules of Government of India/ICMR.
 - c) 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.
 - d) Eligible for 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 the Young Professional may be allowed to avail the same within three months.
 - e) Female YPs shall be entitled to maternity leave as per provision in the Maternity Benefit (Amendment) Act, 2017. However, there will be no paternity leave for male YPs.

6. **Procedure for Recruitment (Important Instructions for Candidates):**

- a) **Eligibility:** Candidates who meet the prescribed age limit and possess the required qualifications and experience may appear for the Walk-in Interview. Please note that meeting the essential criteria does not guarantee selection.
- b) **Original Documents:** Candidates must bring all original documents (educational certificates from 10th class onwards, experience certificates, age proof, caste certificate, and valid photo ID such as Aadhaar/Passport/PAN/Driving License) for verification on the day of the interview.
- c) **Document Submission:** Candidates must submit following documents at the time of Interview:
 - i. Two sets of self-attested copies of all the original documents.
 - ii. A duly filled and signed application form (prescribed format attached as Annexure) with a recent passport-size photograph.
 - iii. Resume.

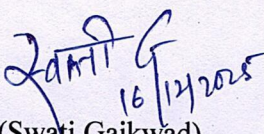
Note: Incomplete/unsigned applications or submission of false/incorrect information or failure to submit the required self-attested documents will result in rejection without any further consideration at any stage of recruitment process.

- d) **Screening Process:** Short-listing for the interview will be based on educational qualifications, age, and relevant experience. If required, a written test or assignment may be conducted prior to the interview. In the event of a tie at any stage, all candidates with the same score will be considered eligible for the subsequent round.

- e) **Selection Criteria:** Final selection will be based on performance in the interview.

7. **Other Terms and Conditions:**

- a) ICMR reserves the right to accept or reject any application without assigning any reason. No correspondence or recommendations will be entertained.
- b) ICMR reserves the right to fill or not fill any advertised post and may cancel or modify the selection process at any stage. The decision of the Competent Authority shall be final and binding.
- c) Canvassing or bringing external influence in any form for short listing or contractual employment will result in disqualification, and the candidate will be debarred from the recruitment process.
- d) As the positions are purely temporary and contractual, selected candidates shall have no claim to regular or permanent employment with ICMR or for continuation in any other project.
- e) ICMR reserves the right to prepare a waitlist panel valid for one year after the due approval of the Competent Authority.
- f) No TA/DA shall be paid for attending the interview or joining the post. Candidates must make their own arrangements for stay during the interview and, if selected, after joining.
- g) Candidates in regular service under any Central/State Government, Autonomous Body, Department or PSU are not eligible to apply.
- h) Selected candidates will normally be posted at ICMR Headquarters; however, they may be assigned duties at any location in India.
- i) ICMR reserves the right to terminate the engagement at any time during the contract period without assigning any reason.
- j) Any addendum or corrigendum regarding the vacancies will be published only on the ICMR website. Applicants must visit the website <https://www.icmr.gov.in> regularly for updates.


16/11/2025

(Swati Gaikwad)

Senior Administrative Officer

Affix recent
Pass Port Size
Photograph

APPLICATION FORM

For YOUNG PROFESSIONALS- I(F&A)

Category:

☐

GEN

☐

SC

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ST

☐

OBC

☐

EWS

1. Name of the applicant (in CAPITAL words): _____

2. Sex : Male ☐ Female ☐ Transgender ☐

3. Marital Status : Married ☐ Unmarried ☐ Divorced/Widow ☐

4. Father's Name : _____

5. Name of the Spouse : _____

6. Date of Birth (DD/MM/YY) : _____

7. Age as on last date of receiving application as per
advertisement:

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8. Present Address for Communications : _____

: _____

: _____

Mobile No: _____

E-mail: _____

9. Permanent Address : _____

: _____

10. Nationality : _____

11. Educational Qualification : (Enclosed attested photocopies of degree/diploma certificates & mark sheets)

Educational Qualification	Name of Degree/ Examination	Subject	Board/ Council / University	% Division	Month & Years of passing
Xth (HSC)					
XIIth (HSSC)					
Diploma (Please mention duration one year/two year)					
Graduation (indicate name of Degree)					
Post Graduation					
Knowledge of Computer applications					

12. Details of Current Work/Activities : _____
: _____

13. Details of Work Experience: (please enclosed self certified copies of Work Experience Certificate)

Name of the Organization/ Institution where worked and place	Name of the post held	Whether Permanent/Contractual/adhoc	Period (DD/MM/YY)		Total Experience (DD/MM/YY)	Pay Scale/Pay Level as per 7 th CPC, if Applicable	Gross Pay Drawn (Rs.)	Nature of Work Performed

14. Name and address of two referees well known with the applicant's work :

Sl. No	Name	Occupation or Position	Address with telephone No. & email
1.			
2.			

15. Any other information you wish to add for suitability to the post:

16. Check List : (Please tick in the box given below as proof of enclosures.

All Certificates must be attested and be attached in the following order :

- (i) Certificate in support of age (High School Certificate) ☐
- (ii) Certified copies of Graduation Degree/Diploma & marksheet..... ☐
- (iii) Certified copies of Post Degree and marksheet Certificate..... ☐
- (iv) Certified copies of Experience Certificate ☐
- (v) Category/Caste/Exm/PWBD/certificate (as applicable)..... ☐

DECLARATION

I, _____ declare that I have read the advertisement carefully and the information furnished above is true and correct to the best of my knowledge and belief and no related information has been concealed. I am aware that if any of the above statements / information are found to be incorrect or false or any material information of particulars of relevance have been misstated, suppressed or omitted at any stage, my candidates/appointment will be cancelled without any notice/reasons thereof without any compensation in lieu,"

Place :.....

Date:.....

(Signature of the applicant)

Full Name: