



Advt. No.: CPC/Staff/Consultant/2025-26

Dated: 30.12.2025

INDIAN COUNCIL OF MEDICAL RESEARCH

Indian Council of Medical Research, Hqrs. intends to engage Consultant (Procurement) in Central Procurement Cell, purely on temporary contract basis. The schedule for walk in interview and other terms and conditions have also been enumerated in succeeding paragraph:

Brief description of the post/qualification/experience/work is as under:

Name of the Position	Consultant(Procurement)
Number of Position	One (1)
Place of Posting	ICMR Headquarters, New Delhi
Essential Qualifications	<p>Professional having at least 10 years of experience in Public Procurement, Tendering/ bidding through GeM (Govt. e-Market)/ Central Public Procurement Portal in Government organization/ PSU/ Autonomous Bodies, and should possess Post Graduate degree in relevant subject viz., Management/ Public Administration/ Law/ Finance & Accounts/ CA / ICWAI/ Commerce /Economics/ Business Management/ Material Management etc.</p> <p style="text-align: center;">OR</p> <p>Retired Govt. employees with Bachelor degree in any discipline and in the Pay Level- 7 and above with 10 Years of experience in Public Procurement, Tendering/bidding through GeM (Govt. e- Market) in Government organization/ PSU/ Autonomous Bodies.</p>
Desirable qualification	<ul style="list-style-type: none">Should have sound knowledge of General Financial Rules and procurement procedures applicable in Central Govt/ State Govt.Have experience in procurement through GeM/ CPPP after acquiring essential qualification.Have knowledge of management tools and statistical tools like Microsoft office.Acquainted with office procedure and familiar with e-office noting/ drafting.

Nature of Duties	<p>All tasks given by the Head, Div. of CPC alongwith:-</p> <ul style="list-style-type: none"> • Prepare draft tender/bid document for procurement of Goods/ services as per GFR. • To assist in tender matters related to Goods/ AMC/ services of ICMR and its Institutes. • To assist in the Tender processing by timely monitoring/conducting Pre-bid, Technical Evaluation, Financial negotiation meeting. • Prepare in Audit related replies and issues related to administrative/procurement matters. • Screening the documents submitted for tendering process from Institutes and making an Annual Procurement Plan as and when required • Acquainted with office procedure and familiar with e-office noting /drafting. • Preparing all noting and filing timely and timely monitoring the honorarium disbursement and release of PBG. • Assisting in all coordination and communication activities of the division. • Any other work assigned by the higher authorities
Emoluments	<p>Rs. 1,00,000/- to 1,80,000/- (will be recommended by the committee as per qualifications and experiences of the candidate)</p> <p>OR</p> <p>For retired Govt. servant the remuneration shall be fixed in accordance with the Ministry of Finance, Dept. of Expenditure OM No. 3-25/2020-E.IIIA dated 09 Dec. 2020.</p>
Age Limit	<p>Between 40-65 years as on date of walk-in-interview i.e. 13.01.2026.</p>
Tenure	<p>Full-time on purely short term contract basis. Initially for a period of one year which may be extended further subject to satisfactory performance and functional requirement of work on a fixed consolidated salary.</p>

PROCEDURE FOR RECRUITMENT

- 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) Copy of Pension Pay Order or Last Pay Drawn Certificate (10) Candidates should also produce all certifications/testimonials in original for verification.

ii. Candidates are required to report at **ICMR HQRS, V. Ramalingaswami Bhawan, P.O. Box No. 4911, Ansari Nagar, New Delhi - 110029, India** on or before **09:30 AM on 13.01.2026**.

iii. Candidates who fail to bring the original certificates will not be allowed to attend walk-in-interview/personal discussion.

iv. Incomplete application, application not submitted in prescribed format and application without supportive documents asked for shall be summarily rejected.

v. Selection will be based on performance in the interview.

General Terms and conditions:-

1. The terms and conditions applicable as per ICMR guidelines OM Ref. No. 16/84/2024-Admn./e-171470 dated 26.11.2024 and Ministry of Finance, Dept. of Expenditure, OM FNo.3- 25/2020-E. IIIA Dated 09.12.2020 and as amended from time to time. This position is purely temporary and contractual in nature, and the selected candidate will have no claim for a regular appointment in ICMR or its Institutes/Centers.

2. **Period of Consultancy:** The initial term of engagement of Consultant shall be 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 the its completion, subject to fulfillment of performance evaluation made by the Competent Authority, but should not be more than Five years. **In all cases, the duration of engagement of any Consultant, in ICMR Hqrs. should not be more than 05 years or till attaining the age of 70 years, whichever is earlier.**

3. The Consultants shall not be entitled to any other perquisites like honorarium or allowances such as Provident Fund, Pension Scheme, Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS and medical reimbursement etc.

4. No TA/DA shall be 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.

5. The working hours for the consultant 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.

6. Paid leave of absence may be allowed at the time of 1.5 days of 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.

Procedure and Terms of Contractual Appointment:

7. Selection of Candidate will be based on the performance in the walk-in-interview.
8. Candidates have to bring all the documents as mentioned above in original for verification on the date of walk-in-interview.
9. Candidates have to submit the duly self-attested copies of proof of their age, educational qualifications, experience, testimonials etc. at the time of joining, if selected.
10. Incomplete applications or application not submitted in prescribed format or without photo and signature or received after last date shall be summarily rejected.
11. Submission of incorrect or false information shall disqualify the candidature at any stage of recruitment process.
12. Qualification and experience should be in relevant discipline/held and form a reputed institution /organization recognized by competent authority.
13. The DG, ICMR reserves the right to accept/reject any application without assigning any reason there of and no correspondence/recommendation will be entertained in this matter.
14. The DG, ICMR reserves right to fill up or not fill up any of the post advertised on website.
15. The DG, ICMR reserves the right to prepare/frame a panel of waitlist candidates which shall be valid for one year.
16. The DG, ICMR reserves the right to terminate the service even during the agreed contract period or extended contract period without assigning any reason.
17. 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.
18. Any Addendum/Corrigendum in respect of above position, notice shall be issued on websites <https://main.icmr.nic.in> in only and no separate notification shall be issued in the press. Applicants are requested to regularly visit the websites (<https://main.icmr.nic.in>) to keep themselves updated.
19. The decision of the Competent Authority will be final and binding.

Sr. Administrative Officer



icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH
Serving the nation since 1911

आरतीय आयुर्विज्ञान
अनुसंधान परिषद



Ansari Nagar, New Delhi -110029

APPLICATION FORM

Advt. No. CPC/Staff/Consultant/2025-26

Affix a
recent
Pass Port
Size
Photograph

Application for the Position of: Consultant (Procurement)

Category:

GEN SC ST OBC EWS PWBD

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 : _____

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

8. Date of Retirement/Superannuation: (DD/MM/YY) : _____

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

Days	Months	Years
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10. Present Address for
Communications

Mobile No. : _____

Email : _____

11. Permanent Address : _____

PIN _____

Telephone No. _____

Mobile No. : _____

12. Nationality : _____

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

Educational Qualifications	Name of Degree/ Examination	Subjects	Board/ Council/University	%/ Division	Month & Year of Passing
X th (HSC)					
XII th (HSSC)					
Diploma(please mention duration one year/two years)					
Graduation (indicate name of Degree) (BA/BCom/BSc/BTech/BE/BCA/BBA etc)					
Post Graduation (MA/MCom/MSc/MTech/MBA/MCA etc)					
Others (M.Phil/ Ph.D)					
Knowledge of Computer applications					

14. Details of Current Work/Activities:

15. Details of Work Experience: (please enclose self certified copies of Work Experience Certificates)

Name of the Organization/Institution where worked and Place	Status of Organization (Central/State/ Autonomous/ PSU)	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	Gross Pay Drawn (Rs.)	Nature of Work performed
				From	To				

(Use separate sheet if required)

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

Name	Occupation or Position	Address with telephone No. & e-mail
1.		
2.		

17. Details of relatives in ICMR/ICMR Institute/Centers, if any:

Name	Designation	Permanent/ contractual	Department	Telephone No. & e-mail

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

19. 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)	<input type="checkbox"/>
(ii) Certified copies of Graduation Degree/Diploma & marksheets	<input type="checkbox"/>
(iii) Certified copies of Post Degree and marksheets Certificate	<input type="checkbox"/>
(iv) Certified copies of Experience Certificate	<input type="checkbox"/>
(v) Category/ Caste/ Exm/ PWBD/ certificate (If any)	<input type="checkbox"/>
(vi) Documents relating to retrenched Govt. Employees/ Departmental	<input type="checkbox"/>
(vii) No Objection Certificate from present Employer	<input type="checkbox"/>
(viii) Copy of Pension Pay Order/Pay scale/Pay Level certificate	<input type="checkbox"/>

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 or particulars of relevance have been misstated, suppressed or omitted at any stage, my candidature/appointment will be cancelled without any notice/ reasons thereof without any compensation in lieu.”

Place:

Date:

(Signature of the applicant)

Full Name: