



icmr

INDIAN COUNCIL OF
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भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No. 5/13/1/NHRP/Cancer screening/2024/NCD-III

Date: 27.01.2026

**Advertisement for Walk-in-interview for Engagement of Consultant (Administration) 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 01 Consultant (Admin.) through walk-in-interview purely on a contractual basis for short term support in the activities of the Administrative work of the NCD Division.

The details of walk-in-interview are as under:-

Venue: - ICMR Hqrs., V. Ramalingaswamy Bhawan, Ansari Nagar, Delhi – 110029

Date and Time: 06.02.2026 (Reporting Time – 09:00 AM to 10:00 AM)

Note :- No candidate arriving after 10:00 AM shall be considered for walk-in-interview under any circumstances.

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

S.No.		Details
1.	Name of the Position	Consultant (Admin.)
2.	Number of Vacancies	One (1)
3.	Essential Qualifications and Experience Details	Professionals having at least 10 years of experience in Administration in Govt. Dept / PSU / Autonomous Bodies., AND should possess Post Graduate degree in relevant subject viz., Arts/Commerce/Management/ Law/Public Administration / Finance & Accounts /CA /ICWAI /Commerce /Economics, etc.
4.	Job Requirement	Providing input on research administration and financing, analysis of project finance, technical procurement, co-ordination with various divisions/institutes and departments. Other works as assigned by the Competent Authority from time to time.
5.	Consolidated Emoluments	Rs. 70,000/- per month (Consolidated)
6.	Age Limit	40 - 70 years
7.	Tenure	One year (May be extended as per the requirement)
8.	Place of Work	ICMR Headquarters, New Delhi

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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 Consultants and 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: Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service.

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 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 the following documents with the application form at the time of Interview: i. One set 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.

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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.

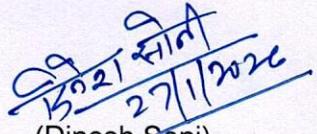
g) Candidates in regular service under any Central / State Government, Autonomous Body, Department or PSU are not eligible to apply.

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) All applicable taxes, as per government rules and regulations, will be deducted source.

k) 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.



(Dinesh Soni)
Senior Administrative Officer
Divisions of NCD and RCN
ICMR Hqrs.