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## NIRDH&DS

ICMR-National Institute for  
Research in Digital Health  
and Data Science

ICMR-National Institute for  
Research in Digital Health and Data  
Science (Indian Council of Medical  
Research) Department of Health  
Research Ministry of Health &  
Family Welfare Ansari Nagar, New  
Delhi-110029 Phone: 91-11-  
26588801,26588803

File No.: 19/12/2025/Estt.-Part(1)/273634

Dated: 07.04.2026

### **Advertisement for Walk-in-interview for Engagement of Consultant (Administration) in ICMR - NIRDHDS, New Delhi**

Indian Council of Medical Research National Institute for Research in Digital Health and Data Science (ICMR NIRDHDS), New Delhi 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 Institute.

The details of walk-in interview are as under:

Venue: ICMR NIRDHDS, Conference hall room no. 32, Ansari Nagar East, New Delhi-110029  
Date and Time: 28.04.2026 (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 the aforesaid engagement are appended below

S. No.		Details
1.	Name of the Position	Consultant (Admin.)
2.	Number of Vacancies Category	One (1) Unreserved
3.	Consolidated Monthly Emoluments	Rs. Between 1,00,000- 1,80,000/- per month (Consolidated)  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.
4.	Age Limit	Minimum 40 years and up to 70 years
5.	Essential Qualifications And Experience Details	Professionals having at least 10 years of experience in Administration / Finance & Accounts, Audit, Legal in Govt. Dept / PSU / Autonomous Bodies., and should possess Post Graduate degree in relevant subject viz., Management / Law / Public Administration / Finance & Accounts / CA / ICWAI / Commerce / Economics, etc.  OR  Retired Govt. employees with Bachelor degree in any discipline and in the Pay Level -7 and above with 10 years of experience in the field of Management / Law / Public Administration / Finance & Accounts / CA / ICWAI / Commerce / Economics, etc.

6.	Job Requirement	Providing input on research administration and financing, Analysis of project finance, technical procurement, co-ordination and communication with various divisions/ institutes and departments. Other works as assigned by the Competent Authority from time to time.
7.	Tenure	The initial engagement will be for a period of one year. Extensions, if required, may be granted based on performance and project needs, and should not exceed a total tenure of five years or the age of 70 years, whichever earlier.
8.	Place of Work	ICMR - NIRDHDS, New Delhi

**General Terms and conditions:-**

1. Number of positions may vary.
2. These positions are meant for temporary requirement and co-terminus with the requirements.
3. Engagement of the above advertised positions will depend upon availability of funds, functional requirements and approval of the Competent Authority. Therefore, ICMR-NIRDHDS is not committed to fill up all the advertised Positions and the process is liable to be withdrawn/ cancelled/ modified at any time.
4. Cut-off date for **age limit** will be the date of Interview of the above mentioned post.
5. Age relaxation will be as per the guidelines of ICMR.
6. Experience should be from an Institution of repute. Experience should have been gained after acquiring the minimum essential qualification.
7. The **experience certificates** should be in **proper formats** and must contain the name, post, salary, area/field of work and duration. Offer letters, salary slips, joining reports, emails etc. shall **not** be treated as experience certificates. The experience certificates not containing above details shall not be entertained.
8. **Mere fulfilling the essential qualification does not guarantee the selection and/or call for written test/interview etc. Only shortlisted candidates will be called for written test/interview. The written test may be conducted by the institute, if required.**
9. Persons already in **regular** time scale service under any Government Department/Organizations are **not** eligible to apply.
10. No TA/DA will be paid to attend written test/ interview/ personal discussion and candidates have to arrange transport/ accommodation themselves.
11. ICMR-NIRDHDS reserves rights to consider or reject any application/ candidature without assigning any reason.
12. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage or even after joining, if selected besides taking further disciplinary action against such candidates.
13. The person engaged will normally be posted at the ICMR-NIRDHDS; however, he/she can be posted to any place. He/she will be liable to serve in any part of the country.
14. The person engaged on above position shall not have any claim on a regular post in ICMR or in any of its Institutes/Centers or in any Department of Government of India and his/her term with breaks or without breaks in any or multiple projects/service with ICMR will not confer any right for further assignment or transfer to any other project or appointment/absorption/regularization of service in ICMR. Benefits of Provident Fund, Pension Scheme, and Leave Travel Concession, Medical claim, Staff Quarters and other facilities applicable to the regular staff of ICMR etc. are not admissible to the above position.
15. Successful candidate will normally be engaged on above Position initially for a period of one year, depending upon the requirements. Continuation/Extension to engagement will be depending upon evaluation of performance, availability of funds, functional requirements and approval of Competent Authority.
16. ICMR-NIRDHDS reserves the right to terminate the positions even during the agreed contract period or extended contract period without assigning any reason.



17. Leave and other terms and conditions of engagement shall be as per the ICMR's guidelines dated 26.11.2024.

- Candidate must submit his/her duly filled in application form (prescribed format attached as Annexure-I) with a recent passport size colour photograph along with a detailed Resume/bio-data/C.V. and all relevant documents; **duly self-attested copies**; in proof of his/her educational qualifications [all certificates and mark-sheets from 10<sup>th</sup> Std. onwards], working experience, age, caste and photo id [Aadhar Card/Indian Passport/PAN Card/Driving License] etc., within the schedule date and time of Interview, failing which his/her candidature will not be considered. Late/Delayed/Incomplete/Unsigned applications will not be considered at all and no correspondence will be entertained in this regard.
- Original Documents: Candidates must bring all **original** documents (educational certificates from 10<sup>th</sup> 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.
- 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.
- 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.
- **Selection Criteria:** Final selection will be based on performance in the interview.

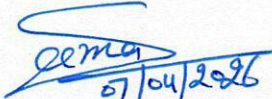
18. ICMR-NIRDHDS reserves the right to cancel/modify the process at any time, at its discretion.

19. The decision of the Competent Authority will be final and binding.

20. Canvassing in any form will be a disqualification.

21. Corrigendum/addendum/further information; if any; in respect of this advertisement, will be published on the website of ICMR-NIRDHDS only. Hence, the candidates are advised to see the website of the Institute <https://nidhr.icmr.org.in/> regularly for further updates related to this advertisement.

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(Smt. Seema Verma)  
Administrative Officer  
ICMR – NIRDHDS

**ICMR-National Institute for Research in Digital  
Health and Data Sciences (ICMR-NIRDHDS)**

Ansari Nagar, Near ICMR Hqrs, New Delhi-110029

Application form for engagement of Consultant (Administration) on contract basis at ICMR-NIRDHDS.

Paste recent  
passport size  
photograph

1.	Name in full (In block letters):	
2.	Father's/Spouse's Name:	
3.	Date of Birth (please attach proof):	
4.	Age as on last date of the application:	
5.	Gender:	
6.	Permanent address:	
7.	Address for Communication:	
8.	Whether SC/ST/OBC/EWS/General:	
9.	Marital status:	
10.	Email Address:	
11.	Contact Number:	

12. Educational Qualification: (In-chronological order starts from higher qualification):

Sl. No.	Exam Passed	Board/University Institution	Year of Entering	Year of Passing	Marks Obtained	Percentage

13. Details of Experience (Particulars of all previous and present employment).

Name of the Employer	Date of Joining	Date of Leaving	Total period	Nature of Job

**Declaration:**

I hereby declare that the information furnished above is true, complete and correct. I understand that in the event of my information being found false or incorrect at any stage, my candidature/ appointment shall be liable to cancelled/terminated without any notice or without any compensation in lieu thereof. I also accept all the terms and conditions as mentioned in the Vacancy notification no. 19/12/2025/Estt.-Part(1)/273634 Dated:07.04.2026.

(Signature of candidate)

Name: \_\_\_\_\_

Place:

Date:

**Enclosures: Self-attested copies of all certificates/testimonials/ PPO**