

**ICMR-National Institute of Child Health Research (ICMR-NICHR)
Safdarjung Hospital Campus, New Delhi -110029**

File No.: NICHDR/Consultant/Estab/2024-25/249

Date: 12.06.2026

VACANCY NOTIFICATION

ICMR-NICHR intends to engage **One Consultant (Administration)** at ICMR-NICHR as per the essential qualification, terms and conditions given below:

Name of the Post	Senior Consultant (Admin.)
Number of Vacancies	One (1) Unreserved
Consolidated Monthly Emoluments	Rs. 1,00,000-150,000/- For retired Govt. servant, the remuneration shall be fixed in accordance with the Ministry of Finance, Dept. of Expenditure OM No. 3-25/2020-EINA dated 09 Dec 2020 as amended from time to time.
Age Limit	Minimum 40 years and up to 70 years
Essential Qualifications And Experience Details	Professional having at least 12 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 Age for Retired Government employees Upto 70 Years 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.
Job Requirement	To provide advice / assist / prepare etc., of matters related to: The role involves providing advice, assistance, and preparation of documents in matters related to service issues including pay fixation, pension, NPS, DPC, MACP, MBAPS, related to Recruitment and other establishment matters; handling of legal issues such as court cases, vigilance matters and RTI applications; preparation of draft speaking orders, affidavits, and official comments; dealing with administration and establishment functions; scrutiny of financial proposals relating to procurement of stores.
Tenure	The initial engagement will be for a period of one year. Extension, if required, may be granted based on performance, and should not exceed a total tenure of five years or the age of 70 years, whichever earlier,
Place of Work	ICMR-NICHR, New Delhi

How to Apply: Interested candidates may send their application form in the prescribed format (attached) along with self-attested copies of Date of Birth certificate, educational qualification certificates, experience certificates and other relevant documents to the following address by Registered Post/Speed Post only:

The last date for receipt of application forms is .30.06.2026 up to 05:30 PM.

Applications submitted by hand, through email, WhatsApp, courier, ordinary dak or any other mode shall not be considered.

Late, delayed or incomplete applications shall be rejected without assigning any reason or further correspondence. Candidates are therefore advised to send their applications well in time and ensure that the application form is complete in all respects. Self-attested copies of all required certificates/documents must be enclosed with the application form.

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-NICHR 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** as on the date of last date for submission of applications.
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-NICHR 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-NICHR 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-NICHR 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.
18. 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/biodata/C.V. and all relevant documents; **duly self-attested copies;** in proof of his/her educational qualifications [all certificates and mark-sheets from 10th 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.

19. **ICMR-NICHR** reserves the right to cancel/modify the process at any time, at its discretion.
20. The decision of the Competent Authority will be final and binding.
21. Canvassing in any form will be a **disqualification**.

Corrigendum/addendum/further information, if any, in respect of this advertisement will be published only on the websites of ICMR and ICMR-NICHR. Hence, candidates are advised to regularly visit the Institute's websites, <https://www.icmr.gov.in> and <http://instpath.gov.in>, for further updates related to this advertisement.

(Punam Pal)
Administrative Officer
ICMR-NICHR