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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

F. No. :- 16/12/2023-Admn. (E-File No. :- 149407)

Dated:- 03.07.2026

To,
The Directors/Directors-in-charge of
All Institute/Centers of ICMR.

Subject:- Invitation of Expression of Interest (EOI) for Transfer/Posting to ICMR-NITM, Belagavi – Reg.

Sir/Madam,

Please find enclosed herewith an Expression of Interest (EOI) inviting applications from willing and eligible Section Officers and Assistants working in ICMR Headquarters/Institutes/Centres for transfer/posting to ICMR-National Institute of Traditional Medicine (NITM), Nehru Nagar, National Highway No. 4, Belagavi, Karnataka – 590010.

The details of the vacant posts are as under :

Sl. No.	Name of Post	No. of Vacancies
1	Section Officer	01
2	Assistant	01

Interested and eligible officials may submit their applications in the prescribed format through proper channel, on or before 15.07.2026 upto 05:30 PM. The application may be sent through email at dineshsoni739@gmail.com.

The detailed EOI and application format are enclosed for reference and necessary action.

This issues with the approval of the Competent Authority.

Yours faithfully


(Dinesh Soni)

Sr. Administrative Officer

Encl : As Above.

Copy to :

1. PS to DG/Sr. DDG(A)/Sr. FA
2. All Divisional Heads.
3. DDG(A)/ ADGs
4. Dr. M.S. Chalga, Sci-D with request to upload the same at ICMR website.

Section Officer (SO) – Job Profile

1. Overall supervision and coordination of Establishment, Purchase, Stores, Inward, and allied administrative sections.
2. Scrutiny, examination, and approval of all establishment matters including pay fixation, promotions, recruitment, APARs, IPR, annual increments, and employee grievances.
3. Handling and finalization of RTI matters and important correspondence with Headquarters.
4. Review and submission of all purchase proposals, including handling of high-value tenders (₹10 lakhs and above) and ensuring compliance with GFR and procurement rules.
5. Overall supervision of procurement activities including GeM purchases, BOQ-based procurement, equipment procurement, and related processes.
6. Monitoring and verification of manpower-related matters, including attendance, leave records, and coordination with outsourcing agencies.
7. Supervision of maintenance of Service Books, IRAS, e-Office user mapping and system management, stores records, inward distribution, and other official records.
8. Oversight of equipment maintenance, AMC/CMC, condemnation and disposal processes, and ensuring timely disposal of work in compliance with rules and guidelines.
9. Any other work assigned by the Competent Authority

Assistant – Job Profile

1. Preparation and processing of pay bills and initial processing of pay fixation, LTC, and medical reimbursement cases.
2. Maintenance of attendance records, leave records, Service Books, and personal/service files.
3. Drafting of notes and assistance in processing matters related to promotion, recruitment, RTI, APARs, and other establishment cases.
4. Processing and settlement of medical and LTC bills, and handling related documentation.
5. Handling Guest House bookings, arrangement of official vehicles, and routine administrative coordination.
6. Issuance of ID cards (including medical ID cards), verification of documents of new joiners, and biometric enrolment.
7. Handling e-Office work including user mapping, IRAS-related data entry/processing, routine correspondence, and file movement.
8. Performing any other duties assigned by the Competent Authority.

Application Format

**Employee interested for transfer to ICMR-National Institute of Traditional Medicine
(NITM),Nehru Nagar, Belagavi – 590010 (Karnataka)**

1.	Full Name (in Capitals) with attribute (Prof/Dr./Mr./Ms./	
2.	Present Designation & level	
3.	Date of Birth	
4.	Present Institute/Centre	
5.	Date of Joining ICMR/Institute	
6.	Date of Joining to Present Post	
7.	Academic background (University Degrees only)	
8.	Experience	
9.	200 words write up on your interest in this transfer and why you are suitable?	Please enclose as Annexure
10.	Publications/achievement in the working area.	Please enclose as Annexure
11.	Any other information that you wish to provide	Please enclose as Annexure
12.	NOC/ Document supporting submission of the application through proper channel	Please enclose as Annexure

Signature of the Applicant

Date: -

Place: -

(Counter Signature of the Director/Director/Director In-charge)