



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

INDIAN COUNCIL OF MEDICAL RESEARCH

Advt. No.: Central Procurement Cell /Staff/Consultant/2025-26

Dated: 27.07.2026

Division of Central Procurement Cell, Indian Council of Medical Research, Hqrs. intends to engage Consultant (Admin) post, purely on temporary contract basis under the Division.

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

Name of the Position	Junior Consultant(Admin) - Procurement
Number of Position	Two (2)
Place of Posting	ICMR Headquarters, New Delhi
Essential Qualifications	Professional having at least 6 years of experience in Administrative/Finance & Accounts, of which 5 years in Public Procurement, Tendering through GeM (Govt. e- Market) in Govt. Dept/PSU/Autonomous Bodies, and should possess a Post Graduate degree in a relevant subject viz., Management/Law/Public Administration/Finance & Account/CA/ICWA/Commerce/Economics, etc
Desirable qualification	• Have prior experience in procurement 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	- 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 draft tenders, place orders in GeM. - Prepare in Audit related replies and issues related to administrative/procurement matters. - Additionally, screening the documents submitted for tendering process from Institutes and making an Annual Procurement Plan as and when required - Assisting in all coordination and communication activities of the division. - Any other task given by the Head, Division of CPC.
Emoluments	Between Rs.60,000/- to 90,000/- consolidated per month
Age Limit	up to 40 years
Tenure	Initially for a period of one year which may be extended as per ICMR guidelines.

General Terms and conditions: -

1. 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.
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.

The willing and eligible candidates may submit the application form as per the prescribed application format attached as Annexure-1 and CV through email id at <https://forms.gle/h3oRogmJhT9STW8E9> till **12th August 2026 (15days)**. Late/Delayed/Incomplete applications shall not be entertained and rejected straight away,

without any reasons, communication and correspondence. Candidates are therefore advised to submit their application well in time.

Candidature of successful candidates shall be subject to verification of all original documents by ICMR and fulfillment of required eligibility criteria, in all respects of qualification, age and experience, etc. Successful candidates will be informed through email about Walk-in-interview.

Procedure and Terms of Appointment:

1. Selection of Candidate will be based on the performance in the walk-in-interview.
2. Candidates have to bring all the documents as mentioned above in original for verification on the date of walk-in-interview.
3. 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.
4. Incomplete applications or application not submitted in prescribed format or without photo and signature or received after last date shall be summarily rejected.
5. Submission of incorrect or false information shall disqualify the candidature at any stage of recruitment process.
6. Qualification and experience should be in relevant discipline/held and from a reputed institution /organization recognized by competent authority.
7. 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.
8. The DG, ICMR reserves right to fill up or not fill up any of the post advertised on website.
9. The DG, ICMR reserves the right to prepare/frame a panel of waitlist candidates which shall be valid for one year.
10. The DG, ICMR reserves the right to terminate the service even during the agreed contract period or extended contract period without assigning any reason.
11. 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.
12. Any Addendum/Corrigendum in respect of above vacancies, notice shall be issued on websites <https://www.icmr.gov.in/employment-opportunities> in only and no

separate notification shall be issued in the press. Applicants are requested to regularly visit the websites (<https://www.icmr.gov.in/employment-opportunities>) to keep themselves updated.

13. The decision of the Competent Authority shall be final and binding.

Sr. Administrative Officer

Indian Council of Medical Research
(APPLICATION FORM FOR THE
POST OF CONSULTANT ON CONTRACT BASIS)

1. Post applied for _____	Latest photograph
2. Name of the Candidate (As per matriculation certificate) _____	
3. Father's Name _____	
4. Date of Birth (As per matriculation certificate) _____	
5. Age as on the last date of receipt Of application _____	
6. Gender (Male/Female) _____	
7. Postal Address for correspondence _____ _____	
8. Permanent Address _____ _____ Pin code _____	
9. Mobile No. _____	
10. E-mail ID _____	
11. Educational/Professional qualification (In case of insufficient space, please attach separate sheet duly signed by the applicant):	

Sl. No.	Exam/ Degree Passed	School/ college/ University	Subject taken	Year of passing	Class/Division/ %age

12. Work Experience (In case of insufficient space, please attach separate sheet duly signed by the applicant):

Sl. No.	Name of the Employer/ organization	Post held	From date	To date	Nature of duties in brief

13. Last pay drawn _____

14. Any other information _____

(Signature of the candidate)

DECLARATION

- i. I hereby declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications and experience etc, prescribed to the post on contractual appointment.
- ii. It is further declaring that all statements made in this application are true, complete and correct to the best of my knowledge and belief I understand that in the event of any information being found suppressed /false or incorrect or ineligibility being detected before or after the interview, my candidature is able to be cancelled.

Place:

Date:

(Signature of the Candidate)

(Unsigned application will be rejected)

Note:-

The application without supporting documents pertaining to Educational/Professional qualifications and Experience Certificates shall liable to be rejected.