

**INDIAN COUNCIL OF MEDICAL RESEARCH
NEW DELHI**

No. ICMR/R&PCell/Section Officer/Deputation/2026

VACANCY CIRCULAR

Sub: Recruitment of Section Officer (Pay Level-7) on Deputation Basis (including short term contract) at ICMR Headquarters/Institutes/Centres - Reg.

Indian Council of Medical Research (ICMR), an autonomous organization under Department of Health Research, Ministry of Health & Family Welfare, Government of India invites applications from eligible employees of Central/State Govt./Autonomous Body/ PSU to fill up the vacant positions of **Section Officer on Deputation basis (including short term contract)** at ICMR Headquarters/Institutes/Centres, initially for a period of one year, and thereafter extendable on requirement basis.

2. The details of vacancy(ies) and eligibility criteria are as follows:-

Sl.No.	Name of the post & Pay Level	Post code	Name of ICMR Institute	No. of vacancy(ies)
1	Section Officer Level-7 Rs. 44,900-1,42,400	S-1	ICMR Headquarters, New Delhi	22
2		S-2	NIOHR, Ahmedabad	01
3		S-3	NITM, Belagavi	01
4		S-4	NIREH, Bhopal	01
5		S-5	NIHR, Bhubaneswar	02
6		S-6	NIRT, Chennai	01
7		S-7	NIMR, Dwarka	01
8		S-8	NICHR, New Delhi	01
9		S-9	NIHR, Dibrugarh	01
10		S-10	NIN, Hyderabad	05
11		S-11	NIHR, Patna	02
12		S-12	NIVCR, Puducherry	03
13		S-13	NIV, Pune	04
14		S-14	NIHR, Sri Vijayapuram	01
15		S-15	CRMCH, Chandrapur	01
Total				47

3. Eligibility Conditions:

- a) Officers from Central/State Govt./Autonomous Body/PSU;
- b) Holding analogous post and possessing any degree having working knowledge of Computer

OR

Assistant in Level-6 & 7, possessing any degree, having working knowledge of Computer and experience with 5 years' regular Service in the grade, in Central Govt./State Govt./ Autonomous Body/ PSU.

Note: The departmental officers shall not be eligible for deputation and similarly the deputationist shall not be eligible for promotion.

4. **Age limit:** Not exceeding 56 years of age as on the last date of receipt of application.

5. General Information & Terms & conditions:-

- (i) Willing & eligible officers may submit their application in the prescribed form as at **Annexure-I.**
- (ii) The post code of the Institute must be clearly indicated in the application form. Candidates wishing to apply for more than one Institute must clearly mention the appropriate post code(s) in the application form. The candidature of an applicant shall be considered only for the Institute(s) against the post code(s) indicated in the application form. No request for addition, deletion or change of the Institute(s) or post code(s), shall be entertained after the submission of the application.
- (iii) The number of vacancy(ies) indicated is tentative and is liable to change depending upon requirement.
- (iv) The period of deputation will be for a period of one (1) year, which is extendable as per the requirement.
- (v) The other eligibility criteria will be regulated as per ICMR Recruitment Rules & DoPT instructions issued from time to time, as applicable.
- (vi) The Cadre Controlling Authority shall forward the application complete in all respect with requisite documents namely
 - (a) Application Form;
 - (b) Certificates of educational qualifications, experience certificate(s);
 - (c) Cadre clearance;
 - (d) APARs of preceding five years (2020-21, 2021-22, 2022-23, 2023-24 & 2024-25) ;
 - (e) Vigilance Clearance;
 - (f) Integrity Certificate;
 - (g) No Objection Certificate (NOC);
 - (h) List of major/minor penalty imposed, if any, during the last ten years.
- (vii) Application complete in all respects, along with above documents of the Officers, who fulfill the requisite qualifications / experience may be forwarded through proper channel to **"The Assistant Director General (Recruitment), Indian Council of Medical Research, V. Ramalingaswamy Bhawan, Ansari Nagar, New Delhi – 110 029"** within 30 days from the date of publication of vacancy circular in Employment News. The envelope containing the application should be clearly

superscribed as "**Application for the post of Section Officer (on Deputation) at ICMR Headquarters/Institutes/Centres**".

- (viii) In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.
- (ix) Applications received other than through proper channel or received after the last date, even if they are forwarded through proper channel, will not be considered.
- (x) The shortlisted candidates shall be called for interview (offline/online) at ICMR Hqrs. Office, New Delhi for which the date & time, shall be intimated later. **No TA/DA shall be paid for appearing in interview.**
- (xi) Any corrigendum/addendum or revision of the advertisement or any other information regarding this recruitment will be posted on the official website of ICMR, New Delhi, only.
- (xii) Candidates are advised to visit ICMR website regularly for any update(s).

6. Nature of Duties:-

The Section Officer shall be responsible for supervising and managing the administrative functions of the Section and ensuring efficient, timely, and rule-based disposal of work. The nature of duties is as follows:

- (i) Supervision, distribution and coordination of work among the staff of the Section and ensuring maintenance of discipline, efficiency and proper record management, including recording, indexing, digitization and weeding of files.
- (ii) Processing and disposal of administrative matters relating to establishment, personnel, recruitment, service matters, vigilance, RTI, court cases and other office procedures in accordance with Government of India rules and ICMR guidelines.
- (iii) Scrutiny of receipts (Dak), independent disposal of routine cases, issue of reminders, furnishing factual information, monitoring pendency and ensuring timely submission of returns and reports.
- (iv) Examination and processing of financial, budgetary, procurement, accounts and audit matters, including scrutiny of budget estimates, expenditure control, inventory and asset management, purchase procedures, grant accounting and compliance with GFR and other applicable financial rules.
- (v) Assisting in preparation of audit observations/reports and examination of matters relating to stores, imprest, advances, sanctions, physical verification and other financial records.
- (vi) Handling administrative matters relating to research programmes/projects, including processing of project proposals, administrative approval, grant management, monitoring of project-related administrative issues and coordination with scientists and other stakeholders.
- (vii) Drafting of notes, correspondence, office orders, reports and PowerPoint presentations for meetings; examination of complex cases; ensuring compliance with DoP&T/ICMR instructions and performing any other duties assigned by the Competent Authority from time to time.

7. Instructions to the Candidates:-

- (i) Canvassing of any kind will be a disqualification.
- (ii) The candidate should not have been convicted by any Court of Law.
- (iii) In case any information given or declaration by the candidate is found to be false or if the candidate has wilfully suppressed any material information relevant to this appointment, the candidature of the candidate will be terminated forth and action deem fit will be taken by the Appointing Authority.
- (iv) The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
- (v) The decision of the Competent Authority regarding the interview, verification of documents, and selection would be final and binding on all candidates. No representation/correspondence will be entertained in this regard.
- (vi) All disputes will be subject to the jurisdiction of the Court of Law at New Delhi.



(Reema Sharma)

Assistant Director General (Admn.)