



आई. सी. एम. आर. - राष्ट्रीय जीवाणु संक्रमण अनुसंधान संस्थान
ICMR - NATIONAL INSTITUTE FOR RESEARCH IN BACTERIAL INFECTIONS
Formerly, ICMR-National Institute of Cholera and Enteric Diseases (ICMR-NICED)
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार
Department of Health Research, Ministry of Health & Family Welfare, Govt. of India

WHO COLLABORATING CENTRE FOR RESEARCH AND TRAINING ON DIARRHOEAL DISEASES

Ref. No. ICMR-NIRBI/Estt./2026/Deputation/

Date: 09.10.2026

VACANCY CIRCULAR

Sub: Recruitment for the post of Assistant (Pay Level-6) on Deputation Basis at ICMR- NIRBI, Kolkata - Reg.

ICMR-National Institute for Research in Bacterial Infections, Kolkata 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 Assistant on Deputation basis at ICMR-NIRBI, Kolkata initially for a period of three years, and thereafter extendable based on administrative requirement upon the approval of the Director.

2. Details of vacancies: -

Name of the Post	Level in Pay Matrix as per 7th CPC	No. of vacancies	Place of Posting
Assistant	Level-6 (Rs 35400-112400)	04	ICMR-NIRBI, Kolkata

3. Eligibility Conditions:

- Officers from Central/State Govt./Autonomous Body/PSU;
- Holding analogous post and possessing minimum three years Bachelor's degree in any discipline from a recognized University/Institution and having working knowledge of Computer (MS Office/power point) **OR**
Upper Division Clerk in Level 4 (Rs. 25500-81100) with 10 years of regular service in the grade and possessing minimum of three years Bachelor's degree in any discipline from a recognized University/Institution and having working knowledge of Computer (MS Office/power point).

Note: The departmental officers (ICMR employees) shall not be eligible for deputation and similarly the deputationists 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: -

- Willing & eligible officers may submit their application in the prescribed form as at **Annexure-I**.
- The number of vacancies indicated is tentative and is liable to be change depending upon the requirement.
- The initial period of deputation will be for a period of two (2) years, which is extendable another one year or based on administrative requirement upon the approval of the competent authority. However, ICMR – NIRBI, Kolkata reserves the right to terminate the deputation at any time before the expiry of the prescribed or extended tenure, based on the functional and administrative requirement of the Institute, without assigning any reason thereof.
- The other eligibility criteria will be regulated as per ICMR Recruitment Rules available at <https://www.icmr.gov.in/recruitment-rules-of-icmr> & DoPT instructions issued from time to time, as applicable.
- The Cadre Controlling Authority shall forward the application, complete in all respects with requisite documents namely
 - Application Form;
 - Certificates of educational qualifications, experience certificate(s);
 - Cadre clearance;
 - APARs of preceding five years (2021-22, 2022-23, 2023-24, 2024-25 & 2025-26);

- (v) Integrity Certificate;
- (vi) No Objection Certificate (NOC);
- (vii) List of major/minor penalty imposed, if any, during the last ten years.

- (f) Application complete in all respects, along with above documents of the Officers, who fulfil the requisite qualifications / experience may be forwarded through proper channel to **"The Sr. Administrative Officer, ICMR-National Institute for Research in Bacterial Infections, P-33, C.I.T. Road, Scheme-XM, Beliaghata, Kolkata-700010, West Bengal"** within 30 days from the date of publication (i.e upto 09.11.2026) of vacancy circular. The envelope containing the application should be clearly superscribed as **"Application for the post of Assistant (on Deputation) at ICMR-NIRBI, Kolkata"**.
- (g) 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.
- (h) 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.
- (i) The shortlisted candidates shall be called for interview (offline/online) at ICMR-NIRBI, Kolkata for which the date & time, shall be intimated later. No TA/DA shall be paid for appearing in interview.
- (j) Any corrigendum/addendum or revision of the advertisement or any other information regarding this recruitment will be posted on the official website of ICMR-NIRBI (<https://nirbi.org.in/>) and/or (<http://icmr.gov.in/>) only.
- (k) Candidates are advised to visit ICMR-NIRBI and ICMR website regularly for any update(s).

6. Nature of Duties: -

The Assistant shall be responsible for managing the administrative functions of the Section under the Supervision of Administrative Officers/Sr. Administrative Officer and ensuring efficient, timely, and rule-based disposal of work. The nature of duties is as follows:

- (a) 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.
- (b) 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.
- (c) 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.
- (d) Examination and processing of financial, budgetary, procurement of goods and services, 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.
- (e) Assisting in preparation of audit observations/reports and examination of matters relating to stores, imprest, advances, sanctions, physical verification and other financial records.
- (f) Handling administrative matters relating to research programs/projects, including processing of project proposals, administrative approval, grant management, monitoring of project-related administrative issues and coordination with scientists and other stakeholders.
- (g) Drafting of notes, correspondence, office orders, reports and PowerPoint presentations for meetings; examination of complex cases; ensuring compliance with DoPT/ICMR instructions and performing any other duties assigned by the Competent Authority from time to time.

7. Instructions to the Candidates: -

- (a) Canvassing of any kind will be a disqualification.
- (b) The candidate should not have been convicted by any Court of Law.
- (c) In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to this appointment, the candidature of the candidate will be terminated forthwith and action deem fit will be taken by the Appointing Authority.
- (d) 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.
- (e) The decision of the Competent Authority regarding the interview, verification of documents, and selection would be final and binding on all candidates.
- (f) No representation/correspondence will be entertained in this regard.
- (g) All disputes will be subject to the jurisdiction of the Court of Law at Kolkata only.
- (h) The general terms and conditions of deputation in terms of OM No.6/8/2009-Estt. (Pay-II) dated 17.06.2010, as amended thereof from time to time shall be made applicable as notified by the DoPT, Govt. of India.

Sd/-
Director

Copy to: -

- 1. Copy for publication in ICMR/ICMR-NIRBI Websites
- 2. Office file.

ICMR-NATIONAL INSTITUTE FOR RESEARCH IN BACTERIAL INFECTIONS
P-33, C.I.T road, Scheme-XM, Beliaghata
Kolkata-700010

**APPLICATION FORM FOR RECRUITMENT ON DEPUTATION BASIS FOR THE POST OF
ASSISTANT IN PAY LEVEL-6 (Rs 35400-112400)**

- (i) *The application should be forwarded through proper channel/ the concerned department, with copies of the APARs/ACRs and Vigilance Clearance Certificate, signed by the Competent Authority, given at the end of the application form.*
- (ii) *Incomplete, unsigned, applications received not on prescribed proforma and after the last date of receipt of applications shall be rejected summarily, without any notice to the candidate.*

1.	Name and address (in Block Letters) with mobile number and email id	
2.	Office address in block letters and email ID	
3.	Date of Birth (in Christian era)	
4.	Date of entry into service	
5.	Date of retirement under Central/State Government Rules	
6.	Educational Qualifications	
7.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
8.	Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/ experience possessed by the officer
	(a) Officers from Central/State Govt./ Autonomous Body/PSU; (b) Holding analogous post and possessing minimum three years Bachelor's degree in any discipline from a recognized University/Institution and working knowledge of Computer (MS Office/power point) OR Upper Division Clerk in Level 4 (Rs. 25500-81100) with 10 years regular service in the grade and possessing minimum three years Bachelor's degree in any discipline from a recognized University/Institution and working knowledge of Computer (MS Office/power point)	
9.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	

10	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.							
Office/ Institution	Post Held on regular basis	Period of service		Pay Level / Pay Band and Grade Pay/ Pay scale of the post held on regular basis			Nature of appointment whether regular/ ad hoc/deputation	Nature of duties (in detail)
		From	To	Pay Band / Pay Level	Grade Pay	Basic Pay		
11.	Nature of present employment i.e. Ad hoc or Temporary or Quasi-Permanent or Permanent							
12.	In case the present employment is held on deputation/contract basis, please state							
	(a) The date of initial appointment		(b) Period of appointment on deputation/contract		(c) Name of the parent office/ organization to which the applicant belongs		(d) Name of the post and Pay of the post held in substantive capacity in the parent organization.	
(i)	Note: 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.							
(ii)	Note: Information under Column 11(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre / organization.							
13	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details							
14	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others							
15	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade							
16	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale							
17	Total emoluments per month now drawn a) Basic Pay in the PB/Level b) Grade Pay							

	c) Total emoluments	
18	In case the applicant belongs to an organization which is not following the Central Government Pay scales, the latest salary slip issued by the Organization showing the following details may be enclosed: a) Basic Pay with Scale of Pay and rate of increment b) Dearness Pay/ interim relief /other Allowances etc., (with break-up details) c) Total Emoluments	
19	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide Information with regard to (i) additional Academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)	

DECLARATION

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the application duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me, are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Signature of the Candidate
Address: _____

Date: _____

Countersigned
(Employer/ Cadre Controlling Authority with Seal)

1. The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.
2. Also certified that;
 - i) There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt.
 - ii) His/ Her integrity is certified.
 - iii) His/ Her attested photocopies of the APARs/ACRs for the last 5 years duly attested by an officer not below the rank of Under Secretary (Level-11) of the Govt. of India are enclosed.
 - iv) No major/ minor penalty has been imposed on him/ her during the last 10 years
or
A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Signature of Employer/ Cadre Controlling Authority with Seal

Name: _____

Place:

Designation: _____

Date:

Office Seal: _____