

INDIAN COUNCIL OF MEDICAL RESEARCH

NEW DELHI

No. ICMR/R&PCell/ Deputation /ADG(A)

Dated: October 2026

VACANCY CIRCULAR

Sub: Recruitment of Assistant Director General (Admin) (Pay Level-12) on Deputation Basis (including short term contract) at ICMR Headquarters - 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 01 post of **Assistant Director General (Admin) on Deputation basis (including short term contract)** at ICMR Headquarters, New Delhi, for a period of **03 (three) years that may be extended or curtailed as per requirements of the Council.**

2. Eligibility Conditions:

Officers from Central/State Govt./Autonomous Organization/ PSU -

(a) holding analogous post or Under Secretary in Level 11 (Rs.67700-208700/-) or equivalent possessing any degree and having Working Knowledge of Computer, with four years service in the grade; and

(b) 5 years working experience in administration and finance.

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

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

4. General Information & Terms & conditions:-

- (i) List of duties attached to the post of Assistant Director General (Admin) are enclosed at Annexure-I.
- (ii) Willing & eligible officers may submit their application in the prescribed form enclosed at **Annexure-II**.
- (iii) The period of deputation will be for a period of 03 (three) years that may be extended or curtailed as per requirements of the Council.
- (iv) The other eligibility criteria will be regulated as per ICMR Recruitment Rules & DoPT instructions issued from time to time, as applicable.
- (v) 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.
- (vi) Application complete in all respects, along with above mentioned documents of the Officers, who fulfill the requisite qualifications / experience may be forwarded through proper channel to **"The Administrative Officer (Recruitment & Promotion Cell), Indian Council of Medical Research, V. Ramalingaswamy Bhawan, Ansari Nagar, New Delhi-110029"** within 20 days from the date of publication of vacancy circular in Employment News. The envelope containing the application should be clearly super scribed as **"Application for the post of ADG (Admin) (on Deputation) at ICMR Headquarters"**.
- (vii) 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.
- (viii) **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.**
- (ix) 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.**
- (x) 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.
- (xi) Candidates are advised to visit ICMR website regularly for any update(s).

5. 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.

Digitally signed by
Reema Sharma
Date: 21-10-2026
15:47:38
(Reema Sharma)

Assistant Director General (Admn.)

Duties Attached to the post of ADG(A), ICMR

1. **General Administration:** Supervision and coordination of administrative activities, examination of policy matters, implementation of decisions of the competent authority and monitoring of timely disposal of cases.
2. **Establishment and Personnel Management:** Oversight of service matters, including appointment, transfer, deputation, probation, confirmation, leave, pay fixation, retirement benefits and maintenance of service records, as assigned.
3. **Recruitment and Selection:** Monitoring of direct recruitment, vacancy assessment, recruitment planning, framing and amendment of Recruitment Rules, selection processes and appointment of candidates in accordance with prescribed procedures.
4. **Promotion and Cadre Management:** Supervision of promotion and assessment cases, DPC proceedings, seniority fixation, reservation rosters, cadre restructuring and implementation of applicable career progression schemes.
5. **Institute/Centre Administration:** Coordination with Directors/Heads of Institutes/Centres on establishment, manpower, recruitment, promotion and other administrative matters requiring Headquarters' consideration.
6. **Vigilance and Disciplinary Matters:** Coordination of disciplinary proceedings, vigilance clearances, suspension and penalty-related matters, in consultation with the designated authorities.
7. **Legal and Court Matters:** Monitoring of service-related litigation, coordination in preparation of replies and affidavits, and implementation of judicial directions within prescribed timelines.
8. **Parliamentary, RTI and Grievance Matters:** Coordination and monitoring of Parliament Questions, Government references, RTI applications, appeals, public grievances and staff representations, as assigned.
9. **Financial and Audit Matters:** Examination of administrative proposals involving financial implications, coordination with the Finance Division, monitoring of audit observations and compliance with applicable financial rules.
10. **Office Management and E-Governance:** Supervision of assigned administrative Sections, e-Office functioning, record management, file monitoring, digitisation and simplification of administrative procedures.
11. **Staff Supervision and Capacity Building:** Allocation and review of work, guidance to subordinate staff, monitoring of performance and identification of training requirements.
12. **Administrative Reforms and Reporting:** Formulation of administrative proposals, preparation of reports and review statements, identification of procedural bottlenecks and recommendation of measures to improve efficiency, transparency and accountability.
13. **Other Assigned Duties:** Performance of special assignments and any other administrative functions entrusted by the Director General, ICMR, or the competent authority from time to time.

APPLICATION FORM

1. Name and Address (in Block Letters) with telephone number and email id	
2. Post applied for	
3. Date of Birth (in Christian era)	
3. (i) Date of entry into service	
3. (ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. 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)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
<u>Qualification</u> a) possessing any degree & working knowledge of Computer	<u>Qualification</u>
<u>Experience</u> (i) holding analogous post or Under Secretary in Level 11 (Rs.67700-208700/-) or equivalent with four years service in the grade; AND (ii) 5 years working experience in administration and finance.	<u>Experience</u>
6. 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.	

7. 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 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 in PB	G.P.	Basic Pay		

8.Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent			
9. 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.
9.1 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.			
9.2 Note: Information under Column 9(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.			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. 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			
12. 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.			
13.Total emoluments per month now drawn			
Basis Pay in the PB	Grade Pay	Total Emoluments	
14. In case the applicant belong 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.			
Basic Pay with Scale of Pay and rate of increment	DearnessPay/ interim relief /other Allowances etc.,(withbreak-updetails)	Total Emoluments	

15. Additional information, if any, in support of your suitability for the post. (May provide Information with regards 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)	
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I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished by me in the application form, duly supported by the documents in respect of Essential Qualification/ Work Experience, will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided 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)

Certification by the Employer/ Cadre Controlling Authority

The information / details provided in the above application form 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.
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ii) His/ Her integrity is certified.

iii) Photocopies of his/her ACRs for the last 5 years, duly attested by an officer of the rank of Under Secretary of the Govt. of India or above, 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)

Place:
Dated:

Countersigned
(Employer/ Cadre Controlling Authority with Seal)

Name & Designation:
Telephone No.:
Fax No.:
Office Seal: