for website

INDIAN COUNCIL OF MEDICAL RESEARCH
V.RAMALINGASWAMI BHAWAN
ANSARI NAGAR, NEW DELHI-110029.

Dated: 19th November, 2026

Advertisement for Engagement of Young Professional-II (admin) in ICMR-CHAMP, keylong and ICMR Hqrs., New Delhi.

Indian Council of Medical Research, an autonomous organization under Department of Health Research, M/o H&FW, Govt. of India invites **ONLINE applications** in the prescribed proforma (Annexure-I) from eligible candidates for 01 positions of Young Professional-II in ICMR Hqrs. Office, New Delhi.

2. The last date of receipt of online applications (available along with advt) is up to 10th December 2026 **till 5.30 P.M. using the following google form https://forms.gle/n3FafNmUXXG6acAG6**

3. The selected candidates shall be posted at ICMR-CHAMP, Keylong and ICMR HQs, New Delhi.

4. **Age**: Not more than 40 Years for the post of Young Professional-II as on last date for receiving of applications.

5. **Young Professional-II (Admn.)**

Essential Qualifications:- Post Graduate in Arts from a recognized University/College.

Desirable Qualification: Knowledge of Noting & drafting specifically in Hindi, virtual meeting platforms, IT applications, and computer skills (MS Word/Excel/PowerPoint/Taily etc.).

6. **Remuneration**

Consolidated emoluments for Young Professionals-II will be Rs.42000/- p.m. No House Rent Allowance (HRA) will be paid to the Young Professionals.

7. **Period of Engagement**. The initial term of engagement of Young Professionals will be for one year which is extendable for two more years (01 year at a time) subject to requirement of services of Young Professionals in the organization and satisfactory performance of the candidates after evaluation by an officer of the level of Additional DG/Sr.DDG/Sr.F.A. The maximum duration of engagement of Young Professionals in the ICMR is three years in any case.

8. TA/DA will be admissible for undertaking domestic tour for official work as per ICMR Guidelines of Young Processionals (YP).

9. The working hours will be same as regular employees of ICMR. No extra benefit will be allowed for working beyond office hours. Unauthorized absence for a continuous period of 08 days without valid reasons shall lead to automatic termination of the engagement.

10. **Leave entitlement** – The young Professionals in ICMR are eligible for 08 days leave in a calendar year on pro-rate basis and 02 restricted holidays as per the rules of Govt. of India/ICMR.

Intervening weekly, holidays or gazette holidays during a spell of leaves should not be counted against the admissible leaves. The un-availed leaves will not be carried forward to next calendar year. In addition to this, YPs may also be allowed compensatory leave in lieu of the duty assigned on holidays but not more than 02 leaves can accrue in a month. The Compensatory leaves can be accumulated only up to 05 days at a time and the YPs may be allowed to avail the same within three months.

Female YPs will be entitled to maternity leave as per provision in the Maternity Benefit (Amendment) Act 2017. However, there will be no paternity leave for male YPs.

11. **Scope of work for the position of Young Professionals :**

i) Young Professional-II (Admn.)

To deal with all administrative related work associated with the centre and help the designated ICMR-CHAMP staff for day to day activities and file work

12. PROCEDURE FOR RECRUITMENT:

i) Candidates meeting the age criteria and possessing the required qualifications and experience, may apply online in the prescribed application. All related educational documents, photograph/experience certificates, should be uploaded online failing which application shall be rejected.

ii) Candidates should carefully check the eligibility criteria for YP-II as applicable.

iii) Applications shall be received through email only and physical/hard copy will not be considered.

iv) The shortlisted candidates will be informed about the interview via e-mail or candidates may check our website for updates related to the advertisement.

v) Shortlisting of candidates for interview shall be done on basis of educational qualification and experience. However, if necessary, written test and assignment may also be conducted before the interview. In case of tie at any stage all the candidates who have same marks would be considered to have qualified for further rounds.

vi) Selection of Candidate will be based on the performance in the interview.

vii) Candidates have to submit the duly self-attested copies of proof of their age, educational qualifications, experiences, testimonials etc. at the time of joining, if selected.

viii) Selected candidates have to bring all the documents as mentioned above in Original for verification.

13. Terms and Conditions:

i) Incomplete applications or application not submitted in prescribed format or without photo and signature or received after last date shall be summarily rejected.

ii) Submission of incorrect or false information shall disqualify the candidature at any stage of recruitment process.

iii) The benefit of Provident Fund, Leave Travel Concession, Medical claim, CCA etc. will not be available to the project employee.

iv) The DG, ICMR reserves the right to accept/ reject any application without assigning any reason thereof and no correspondence/recommendation will be entertained in this matter

v) The DG, ICMR reserves right to fill up or not fill up any of the post advertised on website.

vi) Candidates have to submit the duly self-attested copies of proof of their age, educational qualifications, experiences, testimonials etc. at the time of joining, if selected.

vii) Canvassing and bringing outside influence in any form for short listing or employment will be treated as disqualification and the candidate will be debarred from selection process.

viii) Mere fulfilling the essential qualification/experience does not guarantee for short listing and selection.

ix) Since the posts are filled-up on purely temporary and contractual basis, the candidate will have no right to claim for any type of regular/permanent employment under ICMR or continuation of his/her services in any other project.

x) The DG, ICMR reserves the right to prepare/frame a panel of waitlist candidates which shall be valid for one year.

xi) 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.

xii) Candidates already in regular service under any Central/State Govt./Autonomous/Dept/PSU are not eligible to apply.

xiii) Any Addendum/Corrigendum in respect of above vacancies, notice shall be issued on websites https://www.icmr.gov.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 to keep themselves updated. For applying online please visit https://recruitment.icmr.org.in/yp_hqrs_0525/

Assistant Director General (Admin)