



ICMR-NARI/Estt/002/2025-26/1005

आई.सी.एम.आर.-राष्ट्रीय ट्रांसलेशनल वायरॉलॉजी एवं एड्स अनुसंधान संस्थान. स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार

कल्याण मंत्रालय, भारत सरकार.

पूर्वनाम: आई.सी.एम.आर.-राष्ट्रीय एड्स अनुसंधान संस्थान.

ICMR-National Institute of Translational Virology and AIDS Research, Department of Health Research,
Ministry of Health and Family Welfare, Government of India.

Date: 28.07.2025

Vacancy Notification for Consultant & Young Professional

ICMR-National Institute of Translational Virology and AIDS Research, Pune intends to engage following Non-Institutional Consultant & Young Professional-II (Scientific/Legal/Admin) positions, purely on temporary contract basis to support Intramural Research for Institutional co-ordination and research grant management at ICMR-NITVAR, Pune.

Required qualifications and other details are given below.

| Sr. No | Name of the Post | No. of Vacancies | Essential Qualification and Experience | Scope of work | Age Limit | Consolidated Fee/ Remuneration (Rs.) |
|--------|---|------------------|--|---|--|---|
| 1 | Consultant (Non-Medical) IT & Engineering | One (01) | <p>Post Graduate in M.Sc/BE with at least 55% marks with 10 year of post qualification experience in related field</p> <p>OR</p> <p>Retired Government employees, with requisite qualification and who were in the regular Pay Level -10 and above, having at least 10 years of relevant experience in the required specialization.</p> <p>Desirable: Experience in Engineering, Maintenance & Information Technology</p> <p>Note: 1) M.Tech/ME will not be consider as any experience</p> | <p>1)To supervise the effective functioning, upkeep, and enhancement of the Institute's Engineering / Equipment and IT infrastructure, systems, and physical facilities through expert-level consultancy and oversight of operations & existing maintenance staff.</p> <p>2)Supervise staff involved in Maintenance of equipments, infrastructure and IT operations.</p> <p>3)Develop tenders and supervise processes for required activities</p> <p>4)Ensure completion of institutional outsourced capital projects – ongoing and new</p> <p>I) Information Technology</p> <ul style="list-style-type: none"> Assess, manage, and oversee the operation and maintenance of the institute's IT systems including: <ul style="list-style-type: none"> Network infrastructure (LAN/WAN/Wi-Fi) Servers and data storage IT security and data protection measures Advise on procurement and deployment of IT hardware/software, in line with best practices and institutional needs. Coordinate with vendors and service providers to ensure timely resolution of IT issues. Supervise outsourced staff | <p>Age Limit Minimum age for engagement as Consultant would be 40 years and maximum age would be 70 years.</p> | <p>Between 1,00,000-1,80,000/- For retired Govt, servant the remuneration shall be fixed in accordance with the Ministry of Finance, Dept. of Expenditure OM No 3-25/202-E.IIIA dated 09 Dec 2020</p> |

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|--------------------------------|--------------------------------|------------------|--|---|-----------|--------------------------------------|
| | | | | II) Maintenance (Infrastructure and Facilities) <ul style="list-style-type: none"> • Oversee maintenance and upkeep of institute buildings, utilities (electricity, plumbing), and campus infrastructure. • Assist in developing a preventive maintenance schedule for all physical assets and systems. • Provide expert advice on AMC (Annual Maintenance Contracts), repair work, and facility modernization. • Monitor execution of maintenance contracts and coordinate with engineering consultants/contractors. • Conduct regular inspections and report on the status of maintenance works and necessary improvements. | | |
| Young Professional - II | | | | | | |
| 1 | Young Professional -II (Legal) | One (01) | <p>Law Graduate from a University/ institution recognized by UGC, enrolled as an advocate with Bar council of State, i.e. practicing person having 2 years' experience in dealing with Labour Arbitration cases & exposure to drafting of Agreement/ MoUs/deed etc.</p> <p>Desirable: Experience in drafting of Agreement/MoUs/deed, legal advisory, and computer skills (MS Word/Excel/ Power Point)</p> | <ol style="list-style-type: none"> 1. Litigation Management 2. Regulatory Compliance 3. Legal Risk Management 4. Drafting Legal Documents 5. Contract Drafting and Review, assist in contract management 6. Assist Director in managerial issues <ul style="list-style-type: none"> • Process Improvement • Compliance • Documentation and Record-Keeping • Human Resource Support • Procurement and Contract Management • Advisory on Government Schemes | 40 year | Rs.42,000/- p.m. |

| | | | | | | |
|---|--|----------|--|---|---------|------------------|
| 2 | Young Professional -II (Scientific-Communication & Coordination Officer) Non-Medical | One (01) | <p>Post graduate in Life Sciences/ Public Health (with minimum 55% marks). The candidates should have minimum one year of post qualification experience in relevant field.</p> <p>Desirable: Experience in Scientific communication, technical writing, research, administration or</p> | <p>1. Scientific & Technical Support to Director</p> <p>1. Coordination of Scientific & Research activities</p> <p>2. To support the Director in planning, execution, and monitoring of scientific and administrative activities.</p> <p>3. Communication & Stakeholder Engagement on Scientific matters through Director's Office</p> <p>4. To ensure smooth coordination of high-level scientific meetings, develop meeting reports</p> <p>5. Experience in Scientific manuscript writing.</p> <p>The Scientific Communication and Coordination Officer (Secretary) shall uphold the highest standards of confidentiality a scientific integrity & report to Director</p> | 40 year | Rs.42,000/- p.m. |
| 3 | Young Professional -II (Admin) | One (01) | <p>Post Graduate in any discipline with at least 55% marks with 1 year of post qualification experience in related field/subject.</p> <p>Desirable: Experience in Administration and Establishment related work.</p> | <p>1. To provide administrative and operational support to the department, ensuring smooth and efficient day-to-day operations while gaining hands-on experience in organizational processes and systems.</p> <p>2. Provide administrative support to Establishment & Purchase teams as assigned</p> <p>3. Perform any other administrative tasks as assigned by the SAO and Director.</p> | 40 year | Rs.42,000/- p.m. |

Candidates are invited to attend a walk-in interview on **14th August, 2025 at 10:30 A.M onwards**. The interview will be held at ICMR-National Institute of Translational Virology and AIDS Research, Pune.

Candidates are advised to arrive on time and ensure they meet the stipulated date, time, and essential qualifications. Only those fulfilling the required eligibility criteria—pertaining to qualifications, age, experience, etc. and whose original documents are verified by ICMR-NITVAR, Pune will be eligible to participate in the interviews.

General Terms and conditions:

1. Number of positions may vary.
2. The position is meant for temporary basis and is a full time on site position.
3. The Initial term of engagement of Consultants shall be for 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 its completion, subject to fulfilment of performance evaluation made by the Competent Authority, but should not be more than Five years. In all cases, the duration of engagement of any Consultant, in ICMR (Institutes) will not be more than 05 years or till attaining the age of 70 years, whichever is earlier.

Initial engagement of Young Professional-II will be for one year which is extendable for two more years (01 year at a time) subject to requirement of the services of the YP in the organization and satisfactory performance of the candidate after evaluation by the Competent Authority of the Centre Thus, maximum duration of engagement of YP in the ICMR-NITVAR, Pune is three years (1+1+1) in any case.

4. The rates of emoluments/stipend shown in this advertisement are consolidated.
5. Cut-off date for age limit will be as on the date of walk-in-interview.
6. Age relaxation will be as per the guidelines of ICMR.
7. Candidates meeting the age criteria and possessing the required qualifications and experience, may walk in interview in the prescribed application. All related educational documents, photograph/experience certificates, should be enclosed failing which application shall be rejected.
8. The shortlisted candidates will be allowed to appear before interview Board and candidates may check our website for updates related to the advertisement.
9. 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.
10. Selection of Candidates will be based on the performance in the interview.
11. 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.
12. Allotment of duties to the successful candidates will be decided by the competent authority at its discretion.
13. Qualification & experience should be in relevant discipline/field and from an Institution of repute. Experience should have been gained after acquiring the minimum essential qualification.
14. Mere fulfilling the essential qualification does not guarantee the selection.
15. Persons already in regular time scale service under any Government Department/ Organizations are not eligible to apply.
16. No TA/DA will be paid to attend interview / personal discussion and candidates have to arrange transport/accommodation themselves.
17. ICMR-NITVAR, Pune reserves rights to consider or reject any application/candidature.
18. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
19. The persons engaged on Human Resource Positions shall not have any claim on a regular post in ICMR or in any of its Institutes/Centers or in any Department of Government of India and their project term with breaks or without breaks in any or multiple projects will not confer any right for further assignment or transfer to any other project or appointment/absorption/regularization of service in funding agency or in ICMR. Benefits of Provident Fund, Pension Scheme, Leave Travel Concession, Medical claim, Staff Quarters and other facilities applicable to the regular staff of ICMR etc. are not admissible to the project human resource positions.

20. ICMR-NITVAR, Pune reserves the right to terminate the Consultant/Young Professional-II position even during the agreed contract period or extended contract period without assigning any reason.
21. Leave shall be as per the ICMR's policy for the Consultant/Young Professional-II human resource positions.
22. ICMR-NITVAR, Pune reserves the right to cancel/modify the process at any time, at its discretion.
23. The decision of the Competent Authority will be final and binding.
24. Canvassing in any form will be a disqualification.
25. Corrigendum/addendum/further information; if any; in respect of this advertisement, will be published on our website only. Hence, the candidates are advised to see the website of ICMR, New Delhi & ICMR-NITVAR, Pune regularly for further updates related to this advertisement.

Sd/-
Director
ICMR- NIITVAR, Pune

**ICMR-NATIONAL INSTITUTE OF TRANSLATIONAL VIROLOGY AND AIDS
RESEARCH, PUNE-411026**

Application for engagement of Project Human Resource Position, purely on temporary basis

Post applied for :

Advertisement No. :

1. Name of the Candidate :

(In Block Letters)

2. Father's Name :

3. Date of Birth/ :

4. Present Age :

(as on .08.2025)

5. Sex :

Male / Female

6. Category :

SC / ST / OBC / Others

7. Address for Correspondence:

8. Permanent Address :

9. Mobile Number :
0=

10. Email :

11. Educational Qualifications (Particulars of all academic examinations and degree obtained.
Commencing with the Matriculation or equivalent examination)

| Sl. No. | Exam Passed | Year of Passing | Board/ University | % of Marks |
|------------|-------------|--------------------|-------------------|---------------|
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Affix a recent
Passport Size
Photograph

12. Work Experience (in chronological order starting from the present employer)

| Sl. No. | Name of the Employer (Name of the Office/ Institution) | Post Held | Nature of Duties | Period (Date/ Month/ Year) | |
|---------|--|-----------|------------------|-------------------------------|----|
| | | | | From | To |
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13. Details of post graduate work and published papers:

DECLARATION

I hereby declare that the information furnished above is true, complete, and correct to the best of my knowledge and belief. I understand that in the event of any of the information provided by me are found false or incorrect at any stage, my candidature/ appointment shall be liable for cancellation/ termination without notice or any compensation in lieu thereof.

Place:

Date:

Signature of the Candidate

Enclosures: Self-attested copies of all certificates/ testimonials