



भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

F.N. ICMR/2022/ECDI/O/02/Surveillance/E-Part(1)

Dated: 29.01.2025

The Indian Council of Medical Research (ICMR) invites applications for the contractual position of one Project Consultant (Administration) being undertaken by the Division of Communicable Diseases, ICMR Headquarters, New Delhi.

The details are appended below:

Name of the Project	National One Health Mission Project entitled "Building a surveillance model for detecting zoonotic spillover in increased bird-human interaction settings using the One Health approach: A study at selected bird sanctuaries and wetlands"
Name of the Position	Consultant (Administration)
Number of Position	One
Place of Posting	ICMR Headquarters, New Delhi
Essential Qualifications and Experience	❖ Post Degree from a Recognized University ❖ Minimum 10 years of experience in relevant field. OR ❖ Retired government employees with Bachelor degree in any discipline and in the Pay Level-7 or above with 10 years of experience in the relevant field.
Desirable Qualification	❖ MBA Post Graduate Degree from a Recognized University ❖ 10 year working experience in a medical research organization
Consolidated Emoluments	Rs.80,000/- per month (max.)
Age Limit	Not more than 70 years as on last date of application
Tenure	1 year or until project completion, whichever is earlier
Brief Nature of Duties	Candidate is required to coordinate with Institute / other Centers selected under this call for proposal and monitoring the work under of multi-site projects and assist the Program officer in review of Budget, Expenditure and preparation of financial reports and other activities including addressing important national priority projects and issues. Any work assigned by the Program officer from time to time.

Date & Time of Interview: 10th March 2025 at 10:00 am at ICMR Headquarters, New Delhi

How to Apply:

1. Candidates must submit their application in the prescribed format provided.
2. Candidate should bring all original certificates during the Walk-in Interview/Written Test, including:
 - ❖ Certificates/Statements of Marks for 10th, 12th, Graduation, Post Graduation and 1 Year Diploma / Advanced Computer Diploma
 - ❖ Experience Certificates
3. Candidate should provide a set of self-attested photocopies of all documents and a recent passport-sized photograph.

General Terms and conditions:-

1. Educational qualifications must be from a recognized Board/University/Institute.
2. Relevant experience is preferred from Government Organization. Experience from reputable National / International Organization are also considered.

3. Candidates must arrive on time for the Walk-in Interview/Written Test; late arrivals will not be permitted under any circumstances.
4. The Walk-in Interview/Written Test will commence after verification of original documents.
5. Engagement is dependent on successful verification of all original documents.
6. This is a temporary position and co-terminus with the project.
7. Engagement of the advertised position is subject to fund availability, functional needs and approval from the Competent Authority.
8. There is no guarantee of filling the advertised position; the selection process may be modified or canceled at any time.
9. The emolument specified in the advertisement is project-specific.
10. The age limit cut off will be determined based on the last date for application submission.
11. Reserved category candidate must provide a latest Caste Certificate issued by an Authorized Government Officer and valid in the F.Y. 2024-25. OBC Candidate needs a valid Non-Creamy Layer Certificate. PWD candidate must present a disability certificate from a Government Hospital's Medical Board confirming at least 40% disability.
12. Current Government employees are not eligible to apply.
13. No TA/DA will be provided for attending the Walk-in Interview/Written Test and candidate must arrange their own transportation and accommodation.
14. ICMR reserves the right to accept/reject any application without providing reasons.
15. Individual engaged in Project Human Resource positions have no claim to a regular post in ICMR or any Government Organization. Engagement does not confer rights for further assignments in ICMR. Regular staff benefits are not applicable.
16. Selected candidate will initially be engaged for an initial period of one year or less, depending on project tenure and functional requirement. Extension is based on performance evaluation, project duration, availability of funds and approval from the Competent Authority.
17. Leave entitlements will be as per ICMR's policy for Project Human Resource positions.
18. The decision of the Competent Authority is final and binding.
19. Furnishing incorrect/false information during the selection process will result in disqualification at any stage.
20. Candidates are advised to regularly check the ICMR website for updates regarding this advertisement.

Administrative Officer

**APPLICATION FORM FOR THE POST OF CONSULTANT ON CONTRACT BASIS
THROUGH
WALK-IN-INTERVIEW**

Paste here
firmly
recently
passport size
photograph

1. Post applied for : _____
2. Name of the Candidate
(As per matriculation certificate) : _____
3. Father's Name : _____
4. Date of Birth
(As per matriculation certificate) : _____
5. Age as on the last date of receipt
of application : _____
6. Gender (Male/Female) : _____
7. Postal Address for correspondence : _____
: _____
: _____
: _____
Pincode _____
8. Permanent Address : _____
: _____
: _____
: _____
Pincode _____
9. Mobile No. : _____
10. Email-ID : _____

11. Educational/Professional qualifications (In case of insufficient space, please attach separate sheet duly signed by the applicant):

Sl.No.	Exam/Degree Passed	School/college/ University	Subject Taken	Year of passing	Class/Division & %age

12. Experience (In case of insufficient space, please attach separate sheet duly signed by the applicant)

Name of the Employer/Organisation	Post Held Start from the post last held	Period from	Period to	Nature of duties (in brief)

13. Last pay drawn

:

14. Any other information

:

(Signature of the candidate)

DECLARATAION

- i. I hereby declare that I fulfil all the conditions of eligibility regarding age limits, educational qualifications and experience etc, prescribed to the post on contractual appointment.
- ii. I further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the interview, my candidature is able to be cancelled

Place:

Date:

(Signature of the candidate)
(unsigned application will be rejected)

Note:-

The application without supporting documents pertaining to Educational/Professional Qualification (s)/ Experience Certificate shall liable to be rejected.