

INDIAN COUNCIL OF MEDICAL RESEARCH
RAMALINGASWAMI BHAWAN, NEW DELHI – 110029

VACANCY CIRCULAR

Indian Council of Medical Research (ICMR), an autonomous organization under the Department of Health Research, Ministry of Health & Family Welfare, Government of India invites application for filling up one **post of Assistant Director General (Administration)** in Level 12 (Rs. 78800-2092000) of pay matrix on Deputation, Including Short Terms Contract (ISTC) basis, initially for a period of three years, from the eligible employee of Central/State Govt., Autonomous Body & PSU.

1. **Eligibility Condition:**

- (i) Holding analogous post or the post of Under Secretary in Level 11 (Rs. 67700-208700) of pay matrix or equivalent with five years service in that grade;
- (ii) 5 years working experience in Administration and Finance; and
- (iii) Below 56 years of age as on the last date of receipt of application.

2. **How to apply**

Willing & eligible officers may submit their application in the prescribed form (available at ICMR Website.(<http://www.icmr.nic.in>) along with detailed CV (giving the details of past assignments and the work handled by the officer) through proper channel, so as to reach the Assistant Director General (Administration), Indian Council of Medical Research, Ramalingaswamy Bhawan, Ansari Nagar, Post Box -4911, New Delhi-110029 on or before 08.07.2017.

3. While forwarding the applications, the Controlling Authority should also send the following documents:-


- (a) Vigilance Clearance Certificate
- (b) Attested copy of APARs of the last 5 years i.e. 2013-14, 2014-15, 2015-16, 2016-17, 2017-18.

4. The application received after the last date or incomplete or those not received through proper channel will not be considered.

5. The short listed candidates shall be called for Personal Discussion on given date and time at ICMR Hqrs. Office, New Delhi. No TA/DA shall be paid for appearing in Personal Discussion.

6. Applicant will not be permitted to withdraw his/her name after selection.

7. The selected candidates will be appointed on Deputation / ISTC basis for a period of three years, which may be curtailed or extended further in the interest of administrative exigencies with the approval of the Competent Authority. The pay and other terms & conditions of deputation will be governed as per the instructions of the Department of Personnel & Training (DOP&T) issued from time-to-time in this regard.


Asstt. Director General(A)
Tel No. 011-26589365

Part-II

(To be filled by the Cadre Controlling Authority of the applicant)

- 1 Certified that the particulars given above by the applicant are correct as per the records available in the Department/Office of _____
- 2 It is also certified that Shri/Ms _____ is clear from Vigilance Angle and no disciplinary proceedings are pending or contemplated against him/her
- 3 It is also certified that integrity of Shri/Ms _____ is _____
- 4 The attested copies of the Annual Confidential Reports (ACRs/Annual Performance Appraisal Reports (APARs for the last 5 years, i.e. 2013-2014, 2014-2015, 2015-2016, 2016-2017 and 2017-2018 and are enclosed along with NRC for the period _____ (if ACR/APAR for period of more than 3 months is not available/recorded then ACRs/APARs prior to 2011-2012 for the matching period needed to be forwarded along with No Report Certificate (NRC)
- 5 It is hereby certified further that this Department/Office shall have no objection to the relieving of said officer in case Shri/Ms _____ is selected for the post of Senior Financial Advisor in ICMR.

Place:

Date:

(Name, Signature & Telephone No.
of officer with official Stamp)