

Date: 27.08.2018
Time: 09:00 to 10:00 AM
Venue: Reception Hall ICMR

INDIAN COUNCIL OF MEDICAL RESEARCH
Division of Epidemiology and Communicable Diseases

WALK-IN-WRITTEN INTERVIEW/ TEST
(EMPLOYMENT NOTIFICATION)

Applications are invited from eligible candidates for the following post (purely contractual) on consolidated salary in the Global Fund supported research project entitled “Global Fund Grant for TB” under the Division of Epidemiology and Communicable Diseases (ECD)-I. Eligible candidates should report in person on the specified dates as mentioned in the tables below between 09:00 AM to 10:00 AM at reception hall, ICMR Hqr, New Delhi for this walk in-written test/interview. No T.A. /D.A. will be paid. Late comers will not be entertained under any circumstances.

Sl. No.	Details		Requirements/Information
1.	A	Name of post	Consultant (Project Coordinator)
	B	No of vacancies	One
	C	Essential Qualifications	Post Graduate Degree (MD/MS/DNB) after MBBS OR Ph.D. in Medical/ Life science with 10 year research experience with proven record of published research papers. Or Retired Government employees having above stated qualifications and experience and drawing last pay in the pay band Rs. 15600 - 39100/Grade pay Rs.6600/- at time of retirement and 20 yrs. of experience in the required field.
	D	Desirable	Person with research experience at management level in autonomous research bodies.
	E	Age	Upto maximum 70 years
	F	Nature of duties	<ul style="list-style-type: none"> • Coordination of project activities and Implementation at all sites. • Communication to National agencies, MOH&FW. • Preparation of financial documents, Data Programme Report, Report writing. • Any other work that may be assigned from time to time by the concerned ICMR officials • Job may require travel to the project field sites and attending outstation meetings.
	G	Consolidated Emoluments	Rs.100,000/ p.m fixed without any other allowances

	H	Tenure	Initial for one year may be extended upto project period
	I	Syllabus for written Examination	Post Graduate Degree level if Written Test conducted
	J	Place of work	ICMR Hqrs.
	k	Date & Time of Written Test/ Interview	27 th August, 2018. Reporting time 09:00AM to 10:00AM

Sl. No.	Details		Requirements/Information
1.	A	Name of post	Consultant (Accounts)
	B	No of vacancies	One
	C	Essential Qualifications	Bachelor's Degree / Master's Degree in Commerce from a recognized University with sound knowledge of Accountancy and GFR with atleast 10 years experience of Accounting Management from a reputed Institution/Project. OR Retired Government employee from the post of Section Officer or Account Officer or equivalent from Central Government or its Autonomous bodies with bachelor degree in any discipline drawing pay in the pay band Rs. 9300-34800 + Grade pay of Rs. 5400/- and above at the time of retirement and having at least 10 years work experience in the administration/finance and accounts matter.
	D	Desirable	Proficiency in the latest Accounting packages and Knowledge of MS Office (Word, Power Point, Excel) along with latest version of Tally
	E	Age	Upto maximum 65 years
	F	Nature of duties	<ul style="list-style-type: none"> • Coordination of finance and administration related project activities and coordination at all sites. • Communication to National agencies, MOH&FW regarding Statement of Expenditure and Utilization reports. • Preparation of financial documents, Accounts books etc. • Any other work that may be assigned from time to time by the concerned ICMR officials • Job may require travel to the project field sites and attending outstation meetings.

G	Consolidated Emoluments	Rs. 30,000/- p.m fixed without any other allowances
H	Tenure	Initial for one year may be extended upto project period
I	Syllabus for written Examination	Graduate Degree level if Written Test conducted
J	Place of work	ICMR Hqrs.
k	Date & Time of Written Test/ Interview	10 th September, 2018. Reporting time 09:00AM to 10:00 AM

Selection Procedure: Interview will be conducted to the eligible candidates. However, if more number of candidates are found eligible for the post advertised, Written Test/ Skill Test may also be conducted on the same day before final round of Interview.

The candidates should bring 5 copies of biodata along with all original certificates of educational qualifications (from SSC onwards), experience, Aadhaar Card, Community and PH Certificates along with one set of photocopies of the same duly attested (can be self attested) along with a passport size photograph for attending the Written Test/ Interview. No TA/ DA will be paid for attending the Written Test/ Interview. The recruited project staff is eligible for leave as per rules and will have to give an undertaking before joining.

GENERAL CONDITIONS: The conditions of employment will be the same as that of the project staff on contract basis. The candidates have no right to claim for any regular employment at this Institute. The appointing authority has the right to accept/ reject any application without assigning any reason(s) and no correspondence in this matter will be entertained. Age, Qualification, experience etc., will be reckoned as on the date of walk-in-written test/ Interview.

Note: No electronic device including Calculator and Mobile phones are allowed in the examination Hall

For any query, Please contact at 011-26589699

Administrative Officer
For Director General