

**INDIAN COUNCIL OF MEDICAL RESEARCH**  
**ANSARI NAGAR, NEW DELHI – 110029**

The walk-in-personal discussion/interview is proposed to be conducted to fill up the posts of Consultant (Administration) on purely contractual basis in the project entitled "Human Reproduction Research Centre" under Division of Reproductive Biology, Maternal & Child Health, ICMR, New Delhi on 19<sup>th</sup> May, 2018 at ICMR Hqrs., New Delhi.

The interested candidates report to the ICMR Hqrs., New Delhi on 19<sup>th</sup> May, 2018 between 10:00 Am to 11:00 AM with all documents in support of age, qualification, experience, service and category (if applicable), etc., one self attested copy of each of the certificate/document and five copies of dully filled application in the prescribed format. After 11:00 AM no candidate will be entertained for walk-in-personal discussion/interview for the posts of Consultants (Administration). The details for the posts of Consultant (Administration) are given below:-

S.No.		Deltals	Requirements / Information
1.	A	Name of Posts	Consultant Administration
	B	No. of Vacancies	Two
	C	Essential Qualification	Retired Government employee with Bachelor's Degree in any discipline drawing pay in the pay Band Rs.9300-34800+GP of Rs.4800 and above at the time of retirement with at least 10 years experience in administration/ handling court matters RTI's process of extramural and intramural grants files etc.
	D	Age	Upto 70 years
	E	Nature of Duties	<ul style="list-style-type: none"> <li>• Responsible for all administrative work</li> <li>• Maintaining log files</li> <li>• Processing matters for sanction of the projects as recommended by expert groups</li> <li>• Responsible for all the logistic support in convening meeting of experts; interaction with experts etc</li> <li>• Systematic Accounting of Funds for research projects</li> <li>• Ensure timeliness in completing the tasks assigned</li> <li>• Preparing budget estimates</li> <li>• Preparation of Annual Reports</li> <li>• Any other work that may be assigned from time to time by the Management</li> <li>• Handling the court cases / matters / preparing the draft speaking order / draft affidavit / comment etc.</li> </ul>
	F	Consolidated Emoluments	Rs.50,000/- depending upon experience and knowledge
	G	Tenure	Annual extension on yearly basis evaluation and total period upto 5 years.
	H	Place of Work	ICMR Hqrs., New Delhi
	I	Date & Time of interview	19-5-2018 at 10:00 AM

### **Other Terms and Conditions**

1. The posts are to be filled up on purely contractual basis.
2. Incomplete/late application will be rejected.
3. Without signed applications will be rejected.
4. Application will only be accepted in the prescribed format.
5. After 11:00 AM no candidate will be entertained for walk-in-personal discussion/interview for the above mentioned post.
6. Any canvassing on behalf of the candidate or attempting to bring external influence with regard to selection/recruitment shall be considered as DISQUALIFICATION.
7. Selection shall be by competitive test and/or interview.
8. No benefit of Provident Fund, HRA, CCA, Leave Travel Concession, Medical Claim etc. will be considered, since the posts are on purely temporary/contractual//ad-hoc basis.
9. No TA/DA etc. will be given to attend the walk-in-personal discussion/interview.
10. The appointment is terminable with one month notice from either side without assigning any reason.