



**WALK-IN- INTERVIEW**  
**(NOTIFICATION)**

EMDR/NHRP/2023/5/AM/Finance

Dated: 03.06.2024

ICMR intends to engage following Non-Institutional project human resource positions, purely on temporary contract basis under the ICMR-NHRP “Anant Muskaan: A multi-site Implementation Research on Primary School-based tooth brushing and oral health education in India” being undertaken at Division of Delivery, Indian Council of Medical Research, New Delhi.

**Required Qualifications and other details are given below:**

Name of the Position	Consultant (Finance)
Date of Walk in Interview	18 <sup>th</sup> June 2024
Number of Vacancy	One
Essential Qualifications and Experience	Graduate from a recognized university with diploma certificate one year in Computer Application <b>OR</b> Retired government employees with Bachelor degree in any discipline and in the grade pay of 4600/- or above with 10 years of relevant experience.
Experience	Minimum 10 years of experience in Finance and Accounts
Consolidated Emoluments	Rs.60,000/- per month
Age Limit	65 Years
Tenure	1 year or till completion of the project, whichever is earlier
Nature of Duties	Candidate is required to coordinate with Institute / other Centers selected under this call for proposal and monitoring the work under of multisite 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.
Place of work	ICMR Headquarters, New Delhi

**Note:**

- All the educational qualifications/certificates shall be from the recognized Board / University.
- All the experience gained shall be preferably from the Government Organizations and shall be counted after the date of completion of Minimum Essential Qualification. Experience from reputed National/International Organizations shall also be considered.
- Experience shall be from the relevant field/area.
- All community certificates shall be issued by the authorized officers of the Govt.
- The required field / Specialization may be mentioned in bracket against the position that is to be filled.
- The shortlisted candidates for written test/interview will be intimated through mail or will be uploaded on the ICMR website.



## **How to Apply:**

Candidates are requested to fill the application form and bring all the original certificates of educational qualification (Certificate/Statement of marks), experience certificates, etc., along with two set of Xerox of the same duly self-attested and a recent passport size photograph for attending the Walk-in- interview. Deserving candidates may bring their applications in the prescribed form, duly filled and self-attested in all respects along with all required supporting documents and certificates. Following self-attested documents are required to be enclosed with the application:-

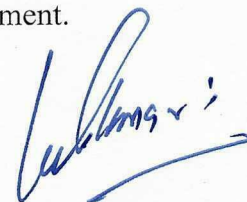
- a) Proof of Date of Birth
- b) Educational Qualifications
- c) Experience
- d) CV

## **General Terms and conditions: -**

1. Candidates are required to be present at the venue in time and Walk-in Written Test/Interview will commence after verification of all the original certificates.
2. The offer of engagement will be subject to verification of original certificates as per the advertisement.
3. Number of positions may vary.
4. These positions are meant for temporary projects and co-terminus with the project.
5. Engagement of the above advertised Project Human Resource Positions will depend upon availability of funds, functional requirements and approval of the Competent Authority. Therefore, we are not committed to fill up all the advertised Project Human Resource Positions and the process is liable to be withdrawn / cancelled / modified at any time.
6. The rates of emoluments/stipend shown in this advertisement are project specific and may vary according to sanction of the funding agency of the Project.
7. Cut-off date for age limit will be as on the date of last date for submission of applications.
8. Reserved category candidates must produce their latest Caste Validity Certificate. OBC candidates must possess a latest valid non-creamy layer certificate. PWD candidates shall produce latest disability certificate issued by a Medical board of Government hospital with not less than 40% disability.
9. 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.
10. Mere fulfilling the essential qualification does not guarantee the selection.
11. Persons already in regular time scale service under any Government Department / Organizations are not eligible to apply.
12. No TA/DA will be paid to attend interview / personal discussion and candidates have to arrange transport/accommodation themselves.
13. ICMR reserves rights to consider or reject any application/candidature.
14. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
15. The persons engaged on Project Human Resource Positions cannot be permitted to register for Ph.D., due to time constraints.
16. The persons engaged on Project Human Resource Positions will normally be posted at the study site; however, they can be posted to any other sites in the interest of research work. They are liable to serve in any part of the country.
17. The persons engaged on Project 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.

18. Successful candidates will normally be engaged on Project Human Resource Position initially for a period of one year or less, depending upon the tenure of the Project and functional requirements. Continuation / Extension to engagement of Project Human Resource Positions will be depending upon evaluation of performance, tenure of the project, availability of funds, functional requirements and approval of Competent Authority. The maximum term of any Project Human Resource Position in any or multiple projects, with breaks or without breaks shall be five years only. The concerned Project Investigator, Division Head and Head of the host Institute shall personally be responsible and accountable for the continuation / extension given if any without prior concurrence of the Director General, ICMR to any project human resource position beyond five years either with or without breaks in any or multiple projects.
19. ICMR reserves the right to terminate the project human resource position even during the agreed contract period or extended contract period without assigning any reason.
20. Leave shall be as per the ICMR's policy for project human resource positions.
21. ICMR reserves the right to cancel/modify the process at any time, at its discretion.
22. The decision of the Competent Authority will be final and binding.
23. Canvassing in any form will be a disqualification.
24. 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 our website: <https://www.icmr.nic.in>, regularly for further updates related to this advertisement.



Senior Accounts Officer

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Indian Council of Medical Research

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

1. Name of the Project Human Resource Position, applied for : \_\_\_\_\_

2. Advertisement No.: \_\_\_\_\_

3. Name in full (IN BLOCK LETTERS) : \_\_\_\_\_  
[SURNAME] [NAME][FATHER/HUSBAND]



4. Mother's Name : \_\_\_\_\_

Father's Name \_\_\_\_\_

Husband's Name \_\_\_\_\_

5. Address for Correspondence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact No. \_\_\_\_\_

Email id: \_\_\_\_\_

6. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Date of Birth : \_\_\_\_\_ Age : \_\_\_\_\_  
[dd/mm/yyyy]  
(Certificate must be supported)

8. Whether SC/ST/OBC/General Caste: \_\_\_\_\_ :
9. Marital Status: Married / Unmarried / divorcee / widower / widow
10. Educational Qualifications: (Certificates in proof of qualifications must be supported).

SN	EXAM. PASSED	GRADE	YEAR OF PASSING	BOARD / UNIVERSITY	SPECIALIZATION

11. Work Experience (Certificates in proof of experience must be supported):

Name of Employer	Post	From date	To date	Reason for leaving

Total Experience gained after acquiring the minimum essential qualification (in years): \_\_

12. Details of NET/GATE/National level exams passed, if any.

Exam passed	Date of passing	Valid till

13. If selected what period would you require to join: \_\_\_\_\_

Note: Additional information, if any can be provided on a separate paper or on overleaf of this page.

Declaration: I hereby declare that the particulars furnished in this form by me are true to the best of my knowledge and belief. Furnishing of false information or suppression of facts will be disqualification and is likely to render the candidate unfit.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name of the candidate: \_\_\_\_\_