#### ICMR Ref. No. 6-2(3)/2017-Admn.I

## 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 <u>Assistant Director General (Administration)</u> in Level 12 (Rs. 78800-2092000) of pay matrix on <u>Deputation, Including Short Terms Contract (ISTC) basis</u>, 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 <u>Website.(http://www.icmr.nic.in)</u> along with detailed CV (giving the details of past assignments and the work handled by the officer) <u>through proper channel</u>, 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 <u>08.07.2017</u>.

- 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 / <u>ISTC</u> 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

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# INDIAN COUNCL OF MEDICAL R3ESEARCH V. Ramalingaswami Bhawan, Ansari Nagar, New Delhi-110029

### FORM OF APPLICATION FOR THE POST OF ASSISTANT DIRECTOR GENERAL (ADMN.)

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Full name of the applicant ( in block letters):					Educational Qualifications		
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(b) Age as on last date	for receipt of appi	ilcation: []	DD	MM	- 1	],,,,,	
C) Date of Retirement	DD	MM	YYY	Υ			
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Date of joining in Service	DD	MM	YYY	v			
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Details of posting in last 10 years, starting with present post held: ( use separate p							
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Current post held on reg a) Name of the post b) Whether Group A/B	cular basis Gazetted: Gro	Whether post held on regular/adhoc/ officiating/ deputation basis	Scale of Pay/Pay Band + Grade Pay + Pay Level	Pe From	riod To		

	Present Basic Pay + Grade Pay	Basic Pay	Grade Pay	erro <mark>kanati), n. Mieno a</mark>
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	(b) Professional Qualifications, if any	У		SMBR DENOG
	Experience, particularly relating to Health Sector/Finance/Accounts			1 1 96/99
	Date of return from last ex-cadre pos if any date of completin of cooling of period, if applicable		MM	YYYY
	Whether all eligibility conditions are f	ulfilled :	Yes	NO
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The second secon	e page, if required)  Period Duranion Fram To			pintast 10 years, start Frame of Organisation, Department/Office
1	Telephone No.	Mobile	Mari arhistonaki	
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	(b) Postal address of Parent Departm (in block letters)	nent with PIN Cod	e and Telephone/Fax N	lumber/E-mail ID
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(To be filled by the Cadre Controlling Authority of the applicant)

Certified that the particulars given above by the applicant are correct as per the records available in the Department/Office of						
It is also certified that Shri/Ms is clear from						
Vigilance Angle and no disciplinary proceedings are pending or contemplated against him/her						
It is also certified that integrity of Shri/Ms isisisisis						
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 o be forwarded along with No Report Certificate (NRC)						
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: (Name, Signature & Telephone No. of officer with official Stamp)						