

INDIAN COUNCIL OF MEDICAL RESEARCH
V.RAMALINGASWAMI BHAWAN, ANSARI NAGAR,
NEW DELHI-110029.

File No.19/69/2023-Estt

Dated: 10th Jan 2025

Walk-In-Interview

Indian Council of Medical Research, an autonomous organization under Department of Health Research, M/o H&FW, Govt. of India has organized walk-in-interview to engage the Retired Government Servants as Consultants.

The willing & eligible candidates retired from Central/State/Autonomous/PSU may attend the walk-in-interview on 31-01-2025 (Friday) 11:00 AM onwards, at ICMR Hqrs. Office, New Delhi alongwith the prescribed application form attached as Annexure-I, as per details given below :

<u>S.No.</u>	<u>Name of Position</u>	<u>No. of positions</u>
1.	Consultant (Admin)	04
2.	Consultant (Legal)	02

2. The selected candidates shall be posted at ICMR HQs, New Delhi.
3. **Age should not be more than 68 years on the date of Walk-in-Interview:**
4. **Eligibility Criteria**

i) Consultant (Administration)

Retired Government employees with Bachelor degree in any discipline and in the Pay level-7 (pre-revised Grade Pay of Rs.4600/-) and above with 10 years experience in the field of Administration / Establishment in a Central/State /Autonomous and PSU.

ii) Consultant (Legal)

Retired Govt. employees with Bachelor degree in any discipline from a University/Institution recognized by UGC and in the Pay level-7 (pre-revised Grade Pay of Rs.4600/-) and above with 10 years working experience in the field of law/ Public Administration in CAT related matters.

5. Desirable Qualification

Consultant (Admin)

Should have knowledge of computer applications and should be able to work independently.

Consultant (Legal)

Enrolled as an advocate with Bar Council of State in which he/she is practicing and 2 years experience in dealing with Civil/Service/Labor Arbitration cases and exposure to drafting of Agreement/MoUs/Deeds etc. after enrolment. While considering the application the ranking of Institutions provided under established framework shall be the deciding factor.

6. Remuneration & Entitlements.

In case of retired Government employee remuneration will be payable as per O.M. No.3-25/2020-E.IIIA dated, 9th Dec.,2020 issued by DoE, M/o Finance. (Last pay drawn minus pension plus Travelling Allowance if applicable)

7. **Period of Consultancy.** The initial term of engagement of Consultants shall be for not more than one year and subsequent extension, if any, can be considered, on case to case basis, depending upon the job requirements and the frame for its completion, subject to fulfillment of performance evaluation made by the Competent Authority, but should not be more than Five Years. **In all cases, the duration of engagement of any Consultant, in ICMR Hqrs should not be more than 05 years or till attaining the age of 70 years, whichever is earlier.**
8. The Consultants shall not be entitled to any other perquisites like honorarium or allowances such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement etc.
9. No TA/DA shall be admissible for joining the assignment or on its completion. However, Retired Government Officials engaged as Consultants shall be allowed TA/DA for their travel inside the country, in connection with the official work, as per his/her entitlement at the time of retirement.
10. The working hours for the consultants will be same as regular employees of ICMR. No extra benefit shall be allowed for working beyond office hours. Unauthorized absence for a continuous period of 08 days without valid reasons shall lead to automatic termination of the engagement.
11. Paid Leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Therefore, a Consultant shall not draw any remuneration in case of his/her absence from work beyond authorized duration of leave.
12. Scope of work for above positions is as under:

S no.	Name of position	No. of position	Details of Scope of work/assignment
(i)	Consultant (Admin)	04	<ol style="list-style-type: none"> 1. To assist for Personnel/HR related matters like recruitment, promotion, Establishment matters, Court matters and Merger of units/Institutes. Pay fixation, pension disbursement, retirement benefits etc. 2. To assist for Recruitment of different Scientific, Administrative and Technical positions of ICMR etc. 3. To assist for Establishment/Administrative matters like Preparation of Post Based Reservation Roster, Having experience in the matter of Seniority/promotion/reservation/DPC/MACP /Disciplinary/Assessment Schemes etc., 4. Any other duty assigned by the competent authority from time to time.
(ii)	Consultant (Legal)	02	<ol style="list-style-type: none"> 1. To provide legal advice on all administrative issues, courts matters, disciplinary cases etc., of ICMR Hqres and all its Institutes matters referred to Hqrs and prepare legal briefs in consultation with legal counsel of Hqrs and ICMR Institutes/Centres. 2. Attend court hearings and arbitrations at Delhi and or/if required at other cities of the country. 3. To provide legal advice in various establishment matters drafting/ settling of counter reply, speaking order, MOU, Agreement, Tender document etc., and also knowledge of service matters, pertaining to GOI. 4. Regular monitoring and follow up of specific legal issues entrusted to

Procedure and Terms of Appointment:

13. Selection of Candidate will be based on the performance in the walk-in-interview.
14. Candidates have to bring all the documents as mentioned above in Original for verification on the date of walk-in-interview.
15. Candidates have to submit the duly self-attested copies of proof of their age, educational qualifications, experiences, testimonials etc. at the time of joining, if selected.
16. Incomplete applications or application not submitted in prescribed format or without photo and signature or received after last date shall be summarily rejected.
17. Submission of incorrect or false information shall disqualify the candidature at any stage of recruitment process.
18. Separate application should be submitted on the date of Walk-in- Interview for each post, if applying for more than one post.
20. Qualification and experience should be in relevant discipline/field and from a reputed institution/organization recognized by competent authority.
21. The DG, ICMR reserves the right to accept/ reject any application without assigning any reason thereof and no correspondence/recommendation will be entertained in this matter
22. The DG, ICMR reserves right to fill up or not fill up any of the post advertised on website.
23. The DG, ICMR reserves the right to prepare/frame a panel of waitlist candidates which shall be valid for one year.
24. No TA/DA will be paid to attend the interview or joining the post and candidates should make his/her own arrangement for stay for the duration of interview as well after joining the post, in case of selection.
25. Any Addendum/Corrigendum in respect of above vacancies, notice shall be issued on websites <https://main.icmr.nic.in> only and no separate notification shall be issued in the press. Applicants are requested to regularly visit the websites (<https://main.icmr.nic.in>) to keep themselves updated.

Signed by Jagdish Rajesh

Date: 10-01-2025 17:35:42

Assistant Director General (Admin)

**APPLICATION FORM FOR THE POST OF CONSULTANT ON CONTRACT BASIS
THROUGH
WALK-IN-INTERVIEW**

Paste here
firmly
recently
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photograph

1. Post applied for : _____
2. Name of the Candidate
(As per matriculation certificate) : _____
3. Father's Name : _____
4. Date of Birth
(As per matriculation certificate) : _____
5. Age as on the last date of receipt
of application : _____
6. Gender (Male/Female) : _____
7. Postal Address for correspondence : _____
: _____
: _____
: _____
Pincode _____
8. Permanent Address : _____
: _____
: _____
: _____
Pincode _____
9. Mobile No. : _____
10. Email-ID : _____

11. Educational/Professional qualifications (In case of insufficient space, please attach separate sheet duly signed by the applicant):

Sl.No.	Exam/Degree Passed	School/college/ University	Subject Taken	Year of passing	Class/Division & %age

12. Experience (In case of insufficient space, please attach separate sheet duly signed by the applicant)

Name of the Employer/Organisation	Post Held Start from the post last held	Period from	Period to	Nature of duties (in brief)

13. Last pay drawn

:

14. Any other information

:

(Signature of the candidate)

DECLARATAION

- i. I hereby declare that I fulfil all the conditions of eligibility regarding age limits, educational qualifications and experience etc, prescribed to the post on contractual appointment.
- ii. I further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the interview, my candidature is able to be cancelled

Place:

Date:

(Signature of the candidate)
(unsigned application will be rejected)

Note:-

The application without supporting documents pertaining to Educational/Professional Qualification (s)/ Experience Certificate shall liable to be rejected.