INDIAN COUNCIL OF MEDICAL RESEARCH
NEW DELHI

No. ICMR/R&PCell/Section Officer/Deputation/2026

Dated: 06th Aug 2026

VACANCY CIRCULAR

Sub: Recruitment of Section Officer (Pay Level-7) on Deputation Basis (including short term contract) at ICMR Headquarters/Institutes/Centres - Reg.

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Indian Council of Medical Research (ICMR), an autonomous organization under Department of Health Research, Ministry of Health & Family Welfare, Government of India invites applications from eligible employees of Central/State Govt./Autonomous Body/ PSU to fill up the vacant positions of **Section Officer on Deputation basis (including short term contract)** at ICMR Headquarters/Institutes/Centres, initially for a period of one year, and thereafter extendable on requirement basis.

2. The details of vacancy(ies) and eligibility criteria are as follows:-

Sl.No.	Name of the post & Pay Level	Post code	Name of ICMR Institute	No. of vacancy(ies)
1	**Section Officer Level-7 Rs. 44,900-1,42,400**	S-1	ICMR Headquarters, New Delhi	22
2		S-2	NIOHR, Ahmedabad	01
3		S-3	NITM, Belagavi	01
4		S-4	NIREH, Bhopal	01
5		S-5	NIHR, Bhubaneswar	02
6		S-6	NIRT, Chennai	01
7		S-7	NIMR, Dwarka	01
8		S-8	NICHR, New Delhi	01
9		S-9	NIHR, Dibrugarh	01
10		S-10	NIN, Hyderabad	05
11		S-11	NIHR, Patna	02
12		S-12	NIVCR, Puducherry	03
13		S-13	NIV, Pune	04
14		S-14	NIHR, Sri Vijayapuram	01
15		S-15	CRMCH, Chandrapur	01
Total				**47**

3. **Eligibility Conditions:**

a) Officers from Central/State Govt./Autonomous Body/PSU;

b) Holding analogous post and possessing any degree having working knowledge of Computer

OR

Assistant in Level-6 & 7, possessing any degree, having working knowledge of Computer and experience with 5 years' regular Service in the grade, in Central Govt./State Govt./ Autonomous Body/ PSU.

Note: The departmental officers shall not be eligible for deputation and similarly the deputationist shall not be eligible for promotion.

4. **Age limit:** Not exceeding 56 years of age as on the last date of receipt of application.

5. **General Information & Terms & conditions:-**

(i) Willing & eligible officers may submit their application in the prescribed form as at **Annexure-I.**

(ii) The post code of the Institute must be clearly indicated in the application form. Candidates wishing to apply for more than one Institute must clearly mention the appropriate post code(s) in the application form. The candidature of an applicant shall be considered only for the Institute(s) against the post code(s) indicated in the application form. No request for addition, deletion or change of the Institute(s) or post code(s), shall be entertained after the submission of the application.

(iii) The number of vacancy(ies) indicated is tentative and is liable to change depending upon requirement.

(iv) The period of deputation will be for a period of one (1) year, which is extendable as per the requirement.

(v) The other eligibility criteria will be regulated as per ICMR Recruitment Rules & DoPT instructions issued from time to time, as applicable.

(vi) The Cadre Controlling Authority shall forward the application complete in all respect with requisite documents namely

(a) Application Form;
(b) Certificates of educational qualifications, experience certificate(s);
(c) Cadre clearance;
(d) APARs of preceding five years (2020-21, 2021-22, 2022-23, 2023-24 & 2024-25) ;
(e) Vigilance Clearance;
(f) Integrity Certificate;
(g) No Objection Certificate (NOC);
(h) List of major/minor penalty imposed, if any, during the last ten years.

(vii) Application complete in all respects, along with above documents of the Officers, who fulfill the requisite qualifications / experience may be forwarded through proper channel to "**The Assistant Director General (Recruitment), Indian Council of Medical Research, V. Ramalingaswamy Bhawan, Ansari Nagar, New Delhi – 110 029"** within 30 days from the date of publication of vacancy circular in Employment News. The envelope containing the application should be clearly

superscribed as "**Application for the post of Section Officer (on Deputation) at ICMR Headquarters/Institutes/Centres".**

(viii) In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.

(ix) Applications received other than through proper channel or received after the last date, even if they are forwarded through proper channel, will not be considered.

(x) The shortlisted candidates shall be called for interview (offline/online) at ICMR Hqrs. Office, New Delhi for which the date & time, shall be intimated later. **No TA/DA shall be paid for appearing in interview.**

(xi) Any corrigendum/addendum or revision of the advertisement or any other information regarding this recruitment will be posted on the official website of ICMR, New Delhi, only.

(xii) Candidates are advised to visit ICMR website regularly for any update(s).

6. Nature of Duties:-

The Section Officer shall be responsible for supervising and managing the administrative functions of the Section and ensuring efficient, timely, and rule-based disposal of work. The nature of duties is as follows:

(i) Supervision, distribution and coordination of work among the staff of the Section and ensuring maintenance of discipline, efficiency and proper record management, including recording, indexing, digitization and weeding of files.

(ii) Processing and disposal of administrative matters relating to establishment, personnel, recruitment, service matters, vigilance, RTI, court cases and other office procedures in accordance with Government of India rules and ICMR guidelines.

(iii) Scrutiny of receipts (Dak), independent disposal of routine cases, issue of reminders, furnishing factual information, monitoring pendency and ensuring timely submission of returns and reports.

(iv) Examination and processing of financial, budgetary, procurement, accounts and audit matters, including scrutiny of budget estimates, expenditure control, inventory and asset management, purchase procedures, grant accounting and compliance with GFR and other applicable financial rules.

(v) Assisting in preparation of audit observations/reports and examination of matters relating to stores, imprest, advances, sanctions, physical verification and other financial records.

(vi) Handling administrative matters relating to research programmes/projects, including processing of project proposals, administrative approval, grant management, monitoring of project-related administrative issues and coordination with scientists and other stakeholders.

(vii) Drafting of notes, correspondence, office orders, reports and PowerPoint presentations for meetings; examination of complex cases; ensuring compliance with DoP&T/ICMR instructions and performing any other duties assigned by the Competent Authority from time to time.

7. **Instructions to the Candidates:-**

(i) Canvassing of any kind will be a disqualification.

(ii) The candidate should not have been convicted by any Court of Law.

(iii) In case any information given or declaration by the candidate is found to be false or if the candidate has wilfully suppressed any material information relevant to this appointment, the candidature of the candidate will be terminated forth and action deem fit will be taken by the Appointing Authority.

(iv) The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.

(v) The decision of the Competent Authority regarding the interview, verification of documents, and selection would be final and binding on all candidates. No representation/correspondence will be entertained in this regard.

(vi) All disputes will be subject to the jurisdiction of the Court of Law at New Delhi.

(Reema Sharma)
Assistant Director General (Admn.)

ANNEXURE-I

APPLICATION FORM

1. Name and address (in Block Letters) with telephone number and email id	
2. Post applied for	
2.1. Institutes Code(s) applying for	
3. Date of Birth (in Christian era)	
4. (i) Date of entry into service	
4. (ii) Date of retirement under Central/State Government Rules	
5. Educational Qualifications	
6. Whether Educational and other qualifications required for the post are satisfied.(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	**Qualifications/ experience possessed by the officer**
Essential	**Essential**
Qualification a) possessing any degree having from a recognized University or Institute & working knowledge of Computer	Qualification

Experience (i) Holding analogous post on a regular basis in the parent cadre or department; **OR** (ii) Experience with 5 years regular service in the Assistant grade at Pay level – 6 & 7 in Central Govt./State Govt./ Autonomous Body/ PSU.	**Experience**
7. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	

8. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post Held on regular basis	Period of service		Pay Level / Pay Band and Grade Pay/ Pay scale of the post held on regular basis			Nature of appointment whether regular/ ad-hoc/deputation	Nature of duties (in detail)
		From	To	Pay Band / Pay Level	G.P	Basic Pay		

9. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent			
10. In case the present employment is held on deputation/contract basis, please state			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/ organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization.

10.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.
10.2 Note: Information under Column 10(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre / organization.

11. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
12. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others	
13. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
14. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	

15.Total emoluments per month now drawn

Basis Pay in the PB	Grade Pay	Total Emoluments

16. In case the applicant belong to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief /other Allowances etc., (with break-up details)	Total Emoluments

17. Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide Information with regard to (i) additional Academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy circular/ Advertisement) **(Note: Enclose a. separate sheet, if the space is insufficient)**	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the application duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me, are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address_____

_____

Date_____

Countersigned

_____

(Employer/ Cadre Controlling Authority with Seal)

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt. ……..

ii) His/ Her integrity is certified.

iii) His/ Her attested photocopies of the APARs/ACRs for the last 5 years duly attested by an officer not below the rank of Under Secretary (Level-11) of the Govt. of India are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years **or**

A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned
(Employer/ Cadre Controlling Authority with Seal)

Place:
Dated:

Name & Designation:
Telephone No.:
Fax No.:
Office Seal: