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ICMR Ref. No. 6-2(8)/2012-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, and Government of India invites applications for filling up of the post of **Sr. Financial Advisor** (one post) in the **Pay Band-4 Rs.(37400-67000) + Grade Pay Rs.10,000/-** on deputation basis. Eligibility conditions & desirable experience for the post is as under:-

Eligibility Condition: Officers under all organized Accounts Service Departments, Group 'A' Service, Central Secretariat Service (CSS) under the Central Government holding analogous post on a regular basis in the parent cadre/department **OR** with 3 years regular service in the grade rendered after appointment thereto on a regular basis in Pay Band PB- 4 Rs. 37400-67000+ Grade Pay Rs. 8700/- or equivalent in the parent cadre/department.

Desirable:- Experience in Health Sector and/ or in Research Organizations and/or Finance/Accounts.

2. Willing & eligible officers may submit their application (Form enclosed) along with detailed CV (giving the past assignments and the work handled by the officer) **through proper channel** (i.e. through cadre controlling authority) 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 **17.8.2015**. Advance copy may be sent but only those applications will be considered for whom approval of Cadre Controlling Authority is received.

3. While forwarding the applications, the Cadre Controlling Authority should also send the following documents:-

(a) Vigilance Clearance Certificate

(b) Copy of APARs of the last 5 years i.e. 2010-2011, 2011-2012, 2012-2013, 2013-2014 and 2014-2015.

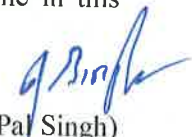
4. Applicant will not be permitted to withdraw his/her name after selection.

5. The Competent Authority reserves the right to relax the conditions in the interest of administrative exigencies for any class or category of persons who applies for the aforesaid post.

6. **The application received after the last date or applications incomplete or those not received through proper channel will not be considered.**

7. Candidate applying for the above mentioned post must be below 56 years of age as on the last date of receipt of applications.

8. The selected candidates will be appointed on deputation 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.

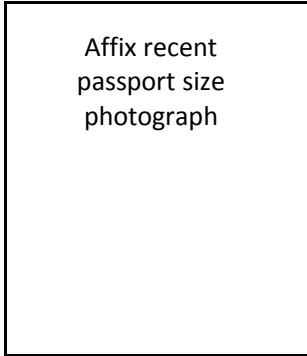

(Bir Pal Singh)
Sr. Administrative Officer (Admn.)
Tel No. 011-26589365

INDIAN COUNCIL OF MEDICAL RESEARCH
V. Ramalingaswami Bhawan, Ansari Nagar, New Delhi-110029

FORM OF APPLICATION FOR THE POST OF SENIOR FINANCIAL ADVISOR

Part-I

To be filled by the Applicant (No column should be left blank)



1 Full name of the applicant (in block letters):

2 Father's name/Spouse name

3 Gender : Mal Fem

4 (a) Date of Birth DD MM YYYY

(b) Age as on last date for receipt of application: DD MM YYYY

(c) Date of Retirement DD MM YYYY

5 (a) Name of the Service Batch Year

(b) Date of joining in Service DD MM YYYY

6 **Details of posting in last 10 years, starting with present post held:**

Sl	Designation	Name of Organisation/ Department/Office	Whether post held on regular/adhoc/ officiating/ deputation basis	Scale of Pay/Pay Band + Grade Pay	Period		Duration
					From	To	

7 Current post held on regular basis

(a) Name of the post

(b) Whether Group A/B Gazetted: Group-A Group-B

(c) Scale of Pay/Pay/Band + Grade Pay

(d) Date of appointment on regular basis in Group'A' (Gazetted)/Group'B' (Gazetted post

DD MM YYYY

8 Present Basic Pay + Grade Pay Basic Pay Grade Pay

9 (a) Educational Qualifications

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(b) Professional Qualifications, if any

10 Experience, particularly relating to

Health Sector/Finance/Accounts

- 11 Date of return from last ex-cadre post,
if any date of completion of cooling off
period, if applicable

 DD MM YYYY DD MM YYYY

- 12 Whether all eligibility conditions are fulfilled :

 Yes NO

- 13 (a) Postal address for communication with Pin Code (in block letters)

Telephone No.

Mobile No.

Fax Number:

E-mail ID

- (b) Postal address of Parent Department with PIN Code and Telephone/Fax Number/E-mail ID
(in block letters)

Certified that the information furnished above by me is correct

Signature of the applicant with date

Part-II

(To be filled by the Cadre Controlling Authority of the applicant)

Office of _____

- 1 Certified that the particulars given above by the applicant are correct as per the records available in the Department/Office of _____
- 2 It is also certified that Shri/Ms _____ is clear from Vigilance Angle and no disciplinary proceedings are pending or contemplated against him/her
- 3 It is also certified that integrity of Shri/Ms _____ is _____
- 4 The attested copies of the Annual Confidential Reports (ACRs)/Annual Performance Appraisal Reports (APARs) for the last 5 years, i.e. 2010-2011, 2011-2012, 2012-2013, 2013-2014 and 2014-2015 are enclosed along with NRC for the period _____ (if ACE/APAR for period of more than 3 months is not available/recorded then ACRs/APARs prior to 2010-2011 for the matching period needed to be forwarded along with No Report Certificate (NRC)).
- 5 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:

Date:

(Name, Signature & Telephone No.
of officer with official Stamp)