

**INDIAN COUNCIL OF MEDICAL RESEARCH**

**Ref. Adv.ICMRHQ/ADMN.I/2016/05**

**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 applications for filling up **one post of Information Interface Officer in Pay Band-3 (Rs.15600-39000) with Grade Pay of Rs. 5400/- on deputation basis for a period of three years** at its Hqrs. Office, New Delhi. Eligibility condition & experience for the post are as under:-

**Eligibility criteria & Experience:**

Holding analogous post in the Grade Pay of Rs.5400/- on regular basis and having working experience related to Public Relations/Publicity in Central Information Services( CIS)/Indian Information Services ( IIS) cadre/Doordarshan/AIR  
OR

Candidates in Pay Band-2 (Rs.9300-34800) with Grade Pay Rs. 4600/- with 05 years experience related to Public Relation/Publicity in Central Information Service ( CIS) Doordarshan/AIR /Indian Information Services (IIS) Cadre.

2. Willing and eligible officers may submit their application in the prescribed form (available at ICMR Website <http://www.icmr.nic.in>) along with detailed CV ( giving the details of past assignments and the work handled by the Officer) **through proper channel**, so as to reach to Assistant Director General ( Administration-I), Indian Council of Medical Research, V. Ramalingaswamy Bhawan, Ansari Nagar, Post Box-4911, New Delhi – 110029 on or before **18.07.2016.**
3. While forwarding the applications, the concerned Organization/Department/Office should also send the following documents:
  - a) Vigilance Clearance Certificate
  - b) Copy of APARs for the last 5 years i.e. 2011-2012,2012-2013,2013-2014,2014-2015 and 2015-2016
4. Maximum age limit is 56 years as on the last date of receipt of application. The application received after the last date of application /incomplete will not be considered.
5. The selected candidate will be appointed on deputation basis for a period of three years, which may be curtailed or extended further (upto five years) in the interest of ICMR 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 ( DoPT) issued from time to time in this regard.

  
( Agnes Xalxo)

Asstt. Director General ( Admn.)

Tel.No: 011-26589694



(b) Professional Qualifications, if any


10 Total experience, particularly relating to Health Sector/Research Organization


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

**Part-II**

Signature of the applicant with date

(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)