

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.(37400-6700)+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 **30.12.2014** . 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. 2008-2009, 2009-2010, 2010-2011, 2011-2012, 2013-2014.

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 two 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.


(Joginder Pal)

Assistant Director General(Admn.)

Form of Application

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

1.	Name of the applicant (in block letters):				Recent passport size photo should be pasted here		
2.	Post applied for – Sr. Financial Advisor (ICMR)						
3.	(a). Date of Birth				___years___ months ___days		
	(b) Age as on last date for receipt of application						
	(c) Date of Retirement						
4.	(a) Date of Joining Service						
	b) Name of the Service						
5.	Details of posting in last 10 years, starting with present post held:						
	Sl.	Designation	Dept./Office/Org	Whether post held on regular/adhoc/officiating/deputation basis	Scale of pay/Pay Band+Grade pay	Period From	To
6.	Current post held on regular basis						
	(A) Name of the post						
	(B) Whether Group 'A/B' Gazetted						
	(C) Scale of Pay/ Pay Band + Grade pay						
	(D) Date of appointment on regular basis in Group 'A' (Gazetted / Group 'B' (Gazetted) post						
7.	Present Basic Pay						
8.	(a) Educational Qualifications						
	b) Professional Qualifications, if any						
9.	Experience, particularly relating to Health Sector/Finance/Accounts.						
10.	Date of return from last ex-cadre post, if any						
	Date of completion of cooling -off period, if applicable						
11.	Whether belongs to SC/ST/OBC/PH						
12.	Whether all eligibility conditions are fulfilled						
13.	a) Postal address for communication with PIN code and / Fax Number (in block letters)						
	Telephone No						
	Mobile No.						
	E-mail ID						

	b) Postal address of parent department with PIN Code and Telephone / Fax Number/ E-mail ID. (in block letters)	
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Certified that the information furnished above by me is correct.

Signature of the Applicant with date

Part -II:

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

OFFICE OF _____

Certified that the particulars given above by the applicant are correct as per 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. 2008-2009,2009-2010,2010-2011,2011-2012,2013-2014 are enclosed along with NRC for the period(s) _____ [if ACR/APAR for a period more than 3 months is not recorded then ACRs/APARs prior to 2008-09 for the matching period need 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 Sr. FA in ICMR.

*(Name, Signature & Telephone No.
of Officer with Official Stamp)*

Place: _____

Date: _____