

No. 19/51/2023-Estt.(Con.Advt.)
INDIAN COUNCIL OF MEDICAL RESEARCH
V.RAMALINGASWAMI BHAWAN
ANSARI NAGAR, NEW DELHI-110029

Dated:Feb., 2026

Advertisement for Engagement of 03 Consultants (Audit/Finance & Accounts) in ICMR Hqrs., New Delhi.

Indian Council of Medical Research, an autonomous organization under Department of Health Research, M/o H&FW, Govt. of India is inviting applications to engage the Retired Government Servant as Consultant (Finance & Accounts and Audit.).

The willing & eligible candidates retired from Central/State/Autonomous/PSU Organization may submit their application at ICMR Hqrs. Office, New Delhi along with prescribed application form attached as Annexure -1.

2. The selected candidates shall be posted at ICMR, New Delhi.

3. **Age:** Not more than 65 years as on last date of application.

4. **Eligibility Criteria.** 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 Finance & Accounts and Audit in Central/State/Autonomous/PSU

Or

Professionals having at least 10 years of experience in Finance & Accounts and Audit in Central Govt. Dept /PSU / Autonomous Bodies., and should possess Post Graduate degree in relevant subject viz. Management/ Finance & Accounts/CA/ICWAI/Commerce, etc.

Desirable: Should have knowledge of computer applications.

5. Remuneration & Entitlements.

- a. The remuneration will be payable to the candidates who are not drawing pension from Govt. of India according to their length of service/experience/qualification/score as decided by the Committee between Rs. 1,00,000/- to Rs. 1,80,000/- per month only without including Travelling Allowance, Dearness Allowance, Telephone charges or any other Allowances.
- b. The 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) for the candidates who are drawing pension from Govt. of India.

6. **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, and shall not be more than Five Years or till attaining the age of 65 years, whichever is earlier,

7. 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.

8. No TA/DA shall 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.

9. The working hours for the consultants will be same as regular employees of ICMR. No extra benefit will 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.

10. **Leave:** 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. Unveiled leave during the period of engagement will not be carried forward in case of renewal. The leave record shall be maintained by the concerned Head of Division/Institute / Centre. Maternity leave shall be as per Maternity Benefit Act of Gol..

11. Scope of work for above positions is as under:-

Sl No.	Name of Position	No. of Position	Details of Scope of work/assignment
1.	Consultant (Internal Audit)	02	To assist in Internal Audit of the Institutes/Centers located in All India, processing of Internal Audit Report of the Institutes/Centers, disposal of day to day work related to Internal Audit Wing, disposal of proposals/files received by Internal Audit Wing in various matters of Finance & Accounts/ Pay Fixation, etc. Any other work assigned by Competent Authority Time-to-Time.
2.	Consultant (Finance & Accounts)	01	To assist in day to day disposal of work related to Finance & Accounts including Recording of Transactions in book of Accounts and for Annual Accounts, and to assist in preparing of Annual Accounts. Any other work assigned by Competent Authority Time-to-Time.

PROCEDURE FOR RECRUITMENT:

12. Selection of Candidate will be based on the performance in the interview.

13. Candidates have to bring all the documents as mentioned above in Original for verification on the date of walk-in-interview.

14. Candidates have to submit the duly self-attested copies of proof of their age, educational qualifications, experiences, testimonials copy of PPO along with their application.

15. Incomplete applications or application not submitted in prescribed format or without photo and signature or received after last date shall be summarily rejected.

16. Submission of incorrect or false information shall disqualify the candidature at any stage of recruitment process.

17. Qualification and experience should be in relevant discipline/field and from a reputed Institution/Organization recognized by competent authority

18. 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.

19. The DG, ICMR reserves right to fill up or not fill up any of the post advertised on website.

20. The DG, ICMR reserves the right to prepare/frame a panel of waitlist candidates which shall be valid for one year.

21. 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.

22 Any Addendum/Corrigendum in respect of above vacancies, notice shall be issued on websites <https://icmr.gov.in> only and Applicants are requested to regularly visit the websites (<https://icmr.gov.in>) to keep themselves updated.

23. How to apply

Interested candidates may send their application in prescribed format attached at Annexure-I along with their self attested photocopies of Qualifications & Experience Certificate and copy of the PPO on and before by **27th Febuary, 2026** to **Assistant Director General (Finance), Indian Council of Medical Research, V. Ramalingaswami Bhawan, Ansari Nagar East - 110029**. Late/delayed/incomplete applications shall not be entertained and rejected straight away, without any reasons, communication and correspondence. Candidates are therefore advised to submit their application well in time.

24. Canvassing in any form will be disqualification.

25. The decision of the Competent Authority will be final and binding.

Digitally signed by
Jaibir Singh
Date: 04-02-2026
12:27:47

Assistant Director General (Admin)

ANNEXURE-I

INDIAN COUNCIL OF MEDICAL RESEARCH ANSARI NAGAR, NEW DELHI - 110029

Application for Engagement of Consultant (Audit/Finance & Accounts) purely on contract basis

APPLICATION FORMAT

Post applied for: _____

Advertisement No.: _____

Affix a
recent
Passport size
Photograph

1. Name (In Block Letters): _____

2. Father's / Spouse's Name: _____

3. Date of Birth: _____

4. Present Age : ____ Years ____ Months ____ Days

5. Sex: _____

6. Category: GEN / SC / ST / OBC / PH

(Enclose proof of caste certificate issued by the competent authority)

7. Address for correspondence: _____

8. Permanent Address: _____

9. Mobile Number: _____

10. E-mail: _____

11. Educational Qualifications

[Particulars of all academic examinations passed and degree obtained (commencing with the Matriculation or equivalent examinations) Attach self-attested copies of all certificates]

S. No.	Examination Passed	Board / University	Year of Passing	Subject Studied	% of Marks

12. Experience (in chronological order starting from the present employer)

S. No.	Name of the Employer	Post	Nature of Duties	Date of Joining	Date of Leaving

13. Any Other Information: _____

DECLARATION

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any of the information provided by me are found false or incorrect at any stage, my candidature/appointment shall be liable for cancellation/termination without notice or any compensation in lieu thereof.

Place: _____

Signature of the Candidate

Date: _____

Enclosures: Self-attested copies of all certificates/testimonials/ PPO