



## Indian Council of Medical Research

Department of Health Research  
(Ministry of Health & Family Welfare)  
V. Ramalingaswami Bhavan, Post Box No.4911,  
Ansari Nagar, New Delhi-110029.

**Annexure-I**

Advt. No.: ICMR/IJMR/Cont.SPC(E)/2023-24

Dated: 29<sup>th</sup> August, 2023

### **VACANCY NOTIFICATION FOR CONTRACTUAL POST**

Online applications are invited through link. <https://projectjobs.icmr.org.in> for the following full-time post purely on temporary & contract basis, initially for a period of one year for Indian Journal of Medical Research at ICMR Hqrs., New Delhi.

Details of positions and required qualifications and other details are given below :

Sr. No	Name of the Position	No. of Positions	Work area/duties	Qualification/Experience (Essential/Desirable criteria)	Max. age limit
01	Scientific Process Consultant (Editorial)	Three (03)	Processing of submitted manuscripts assigned through the online manuscript platform of IJMR including, (i) work closely with the IJMR core team at ICMR Hq. to check for issues such as plagiarism/duplication/authorship issues/conflicts of interest/study period, etc. & (ii) per-review of manuscripts	<u>Essential</u> :  M.Sc. + Ph.D. in Life Sciences / Biological Sciences with four years' Post-Ph.D. research experience in the relevant field.  <u>Desirable</u> :  (i) Working experience in scholarly publications processes. (ii) Post Doc experience in biomedical subjects particularly in Health Research related areas. (iii) Knowledge of Research methodology.	50 years on the last date of receiving applications.
02	Scientific Process Consultant (Production)	One (01)	Production end processing of edited manuscripts including (i) working closely with the Production manager at the publisher end and the Consultant proofreader at the journal end to facilitate fast and seamless publication of manuscripts online on the journal website. (ii) Communicating with authors to facilitate editorial end corrections, approvals, etc.		

### **Period of Engagement**

1. The initial term of engagement of Consultant(s) will be for not more than one year. Subsequent extension beyond the said period can be considered on case to case basis, depending upon the job requirement, subject to fulfillment of performance evaluation made by his/her controlling Officer.
2. The engagement of Consultant would be on a full-time Contract basis and he/she would not be permitted to take up any other assignment, either part time or full time, during the period of Consultancy with ICMR.

### **General Conditions**

1. Consultants would be engaged for a fixed period of consolidated monthly fee for providing high quality services for attending to specific job within prescribed time frame.
2. The Contract of Consultant is of a temporary nature and can be terminated by giving not less than one month's notice on either side at any time without assigning any reason.
3. The selected candidate for the Position(s) shall **not** have any claim on a regular post in ICMR or in any of its Institutes/Centers or in any Department of Government of India and their project term with breaks or without breaks in any of the position will not confer any right for further assignment or transfer to any other position or appointment / absorption / regularization of service in funding agency or in ICMR.
4. Release of fee : The monthly fee will be released to the Consultant on explicit recommendation of the respective department of ICMR.

### **Remuneration Payable to Consultant**

1. A consolidated fee of Rs. 80,000/- per month. No increment, HRA and Dearness Allowance shall be allowed during the term of the contract.
2. No Travelling Allowance/Daily Allowance/Joining time shall be admissible for joining the assignment or on its completion/termination. However, Consultant shall be allowed TA/DA for his/her travel inside the country in connection with the official work as per his/her entitlement at the time of retirement, as provided under SR 190(A).
3. Since the post is purely on temporary/contractual basis, the allowances/benefits/ perquisites as applicable to a government servant like Honorarium, Residential Accommodation, CGHS, Provident Fund, Leave Travel Concession, telephone reimbursement/residential telephone, Transport facility, personal staff, medical, etc. would **NOT** be available to the Consultant.
4. All applicable taxes as per government rules and regulations will be deducted at source.

### **Leave :**

Consultants shall be eligible for 10 days' leave at par to 8 CL and 02 RH in a year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence from work beyond 10 days in a Year to be calculated on pro-rata basis. Un-availed leave during the period of engagement will not be carried forward in case of renewal. The leave record shall be maintained by the respective department of ICMR.

### **Working Hours :**

As per ICMR norms with accordance to the instructions issued by DoPT on office timings and observance of punctuality etc., amended from time to time.

### **Working facilities to be provided:**

Only the basic facilities/infrastructure at the office would be provided to the Consultant. No transport or telephone/internet facility at the residence etc. would be provided.

### **Confidentiality of data and documents:**

The consultant shall not utilize or publish or disclose or part with, to a third party, any data or statistics or proceedings or information gathered during the course of the assignment/research of the office. The consultant shall be bound to hand over the entire set of records of assignments along with the supportive to the office before the expiry/termination of the contract and before the final payment is released by the office. The consultant shall sign an agreement of confidentiality with the Institute to this effect which shall contain a clause on Ethics and Integrity.

### **Conflict of Interest:**

The consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. The consultant shall be completely accountable for any advice/service rendered by him/her during the engagement in the Institute in view of the norms of ethical business and professionalism.

### **Termination of Agreement:**

#### **ICMR may terminate the contract if:**

- a) The Consultant is unable to address the assigned work.
- b) Quality of the assigned work is not to the satisfaction of the Department.
- c) The Consultant fails in the timely achievement of the milestones as finally decided by the Department.
- d) The Consultant is found lacking in honesty and integrity.
- e) The requirement of consultant for the work assigned ceased to exist.
- f) ICMR reserves the right to terminate the contract by giving one month's notice to the Consultant. The termination will be without prejudice to either party's rights accrued before the termination.

### **Procedure For Recruitment:**

1. The candidates applying for the post should first confirm their eligibility as per the advertisement. They should also ensure that they have a valid personal e-mail ID and mobile number. Note that the provided e-mail ID and mobile number should be kept active during the entire recruitment process.
2. Eligible candidates meeting all the above criteria and qualifications, experience, etc. can fill the online applications through link <https://projectjobs.icmr.org.in> up to 05:00 p.m. on **15<sup>th</sup> September, 2023** (last date of submission of application).
3. Submission of online applications after 05:00 PM on **15<sup>th</sup> September, 2023** (last date of submission of application) will be stopped. The link would be disabled automatically and no request in this matter would be entertained.
4. Incomplete / Unsigned applications will not be considered and rejected straight away without any correspondence.

5. Candidates should note that no editing in the application can be done after final saving of the application. Therefore, they are advised to fill all the details carefully. No request in this matter would be entertained.
6. Separate application should be submitted for each position. Allotment of position to the successful candidates will be decided by the Competent Authority as its discretion.
7. Date and time of interview will be intimated by email to the shortlisted candidates. The list of the same shall also be displayed on the websites <https://www.icmr.nic.in>.
8. Candidates reporting after the scheduled date and time will not be allowed to appear in personal discussion. No request in this matter would be entertained.
9. No physical copy of the application form is required to be submitted to this office. However, the shortlisted candidates have to bring all the requisite documents/testimonials in proof of his/her educational qualifications [all certificates and mark-sheets from 10<sup>th</sup> Std. onwards], working experience, age, **photo id** [Aadhar Card/Indian Passport/PAN Card/Driving License] etc., in original, for verification purpose at the time of personal discussion. Those who fail to bring any of the above will not be considered for personal discussion.
10. Selected candidate have to submit the duly signed application form along with self-attested copies of proof of their age, education qualifications, experiences, testimonials etc. and a recent passport size photograph, at the time of joining.
11. Corrigendum/addendum/further information, if any, and the results would be placed on the ICMR's website <https://www.icmr.nic.in>. The selected candidate would receive an email regarding the same. No other communications by phone etc would be made.

**Other Terms and Conditions:**

1. Submission of incorrect or false information shall disqualify the candidature at any stage.
2. If the candidate is not eligible, his/her candidature will be cancelled at any stage of the recruitment process. If he/she qualifies in the selection process and subsequently, it is found that he/she does not fulfill the eligibility criteria, his/her candidature will be cancelled. Even after appointment if found ineligible, services so obtained will be terminated without any notice or compensation.
3. Any canvassing by or on behalf of the candidate or bringing political or other outside influence in any form for short-listing, selection or employment will be treated as disqualification and such candidates will not be considered and be debarred from the selection process.
4. Age limit and experience will be considered as on the last date of submission of the application.
5. Candidates experience as mandatory requirement should clearly state the nature of work during the period of employment and the duration of his/her engagement.
6. Qualification and experience should be in a relevant discipline/field and from a reputed institution/organization recognized by the relevant authority.
7. Experience shall be counted from the date of completion of minimum essential educational qualification. Qualification & experience should be in relevant discipline / field and from an Institution of repute.
8. No TA/DA will be paid to attend interview / personal discussion and candidates have to arrange transport / accommodation themselves.
9. Mere fulfilling the essential qualification/experience does not guarantee selection.

10. Candidates already in regular service under any Central/State Govt./Autonomous Dept./PSU are not eligible to apply.
11. The DG, ICMR, has the right to accept/reject any application without assigning any reason thereof and no correspondence/ recommendation will be entertained in this matter.
12. The Institute reserves the right to adopt criteria for short-listing the applications in case of receipt of large number of applications.
13. Engagement of the Consultant will depend upon availability of funds, functional requirement and approval of the Competent Authority. Therefore, ICMR is not committed to fill up all the positions of Consultants and the process is liable to be withdrawn/cancelled/modified at any time.
14. The ICMR reserves the right to increase/decrease the number of posts as per requirement or even cancel the recruitment or re-advertise the posts, without assigning any reason thereof, no correspondence will be entertained in this regards.
15. Bad connection/ connection failure from any side will NOT be the responsibility of the ICMR.
16. The offer of engagement will be subject to verification of original certificates as per the advertisement.
17. Selected candidates have to sign an agreement of contractual appointment with ICMR Hqrs.
18. The post is contractual for the duration offered and can be terminated by giving not less than one months' notice on either side at any time without assigning any reason.
19. The appointment may be renewed after every specific period of time subject to satisfactory performance and project requirement.
20. The post is filled up on a purely temporary and contractual basis & the candidate will have no right to claim for any type of Permanent Employment under ICMR Hqrs. or continuation of his/her services in any other project.
21. Any Addendum/Corrigendum in respect of above vacancy notice shall be issued on website of ICMR <https://www.icmr.nic.in> only and no separate notification shall be issued in the press. Applicants are requested to regularly visit these websites to keep themselves updated.
22. In order to avoid any hassle and to note the changes (if any) candidates are advised to check the above cited website before appearing for the personal discussion.
23. Any dispute that may arise between Consultant and the Institute as to the terms and conditions shall be referred to the Director-General, ICMR, and his decision will be binding.
24. ICMR reserves the right to terminate the Consultant position(s) even during the agreed contract period or extended contract period without assigning any reason.
25. ICMR reserves the right to cancel/modify the process at any time, at its discretion.
26. The decision of the DG, ICMR will be final and binding.

Director General, ICMR




11. Work Experience (Certificates in proof of experience must be supported):

Name of Employer	Post	From date	To date	Reason for leaving

Total Experience gained after acquiring the minimum essential qualification (in years): \_\_\_\_\_

12. Details of NET/GATE/National level exams passed, if any.

Exam passed	Date of passing	Valid till

13. If selected what period would you require to join: \_\_\_\_\_

Note: Additional information, if any can be provided on a separate paper or on overleaf of this page.

Declaration: I hereby declare that the particulars furnished in this form by me are true to the best of my knowledge and belief. Furnishing of false information or suppression of facts will be disqualification and is likely to render the candidate unfit.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name of the candidate: \_\_\_\_\_