



भारतीय आयुर्विज्ञान अनुसंधान परिषद INDIAN COUNCIL OF MEDICAL RESEARCH

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No.16/107/2008-Admn.II

Dated: 4.10.2016

To

The Directors/Directors-in-Charge
of all permanent Institutes/Centres of ICMR.

CORRIGENDUM

Subject: Guidelines for recruitment of staff for Short-Term Research projects.

Sir/Madam,

In continuation of this Office order of even no. dated 24.8.2016, I am directed to state that the Recruitment Rules for Scientific Staff and Research Associates have been included in the existing guidelines and revised Guidelines for recruitment of staff for Short-Term Research projects *vide* Annexure (enclosed).

This issues with the approval of the Competent Authority.

Yours faithfully,

(Bharat Bhushian)
Administrative Officer
for Director-General

Copy to:

1. PS to DG, ICMR.
2. PS to Sr. DDG (A), ICMR.
3. PS to Sr. FA, ICMR.
4. All Divisional Heads.
5. ADG(A), ICMR
6. All Sr. A.O.s/Sr. ACOs/AOs/ACOs.
7. All Technical Divisions.
8. Accounts-V & VI.
9. DDO/Admn.IV.
10. BIC Section: for uploading on ICMR website.

INDIAN COUNCIL OF MEDICAL RESEARCH

Guidelines for recruitment of staff for short-term research projects

ICMR, in pursuit of its scientific research activities, carry out its own Intra-mural as well as Extra-mural short-term research projects. Projects are also sponsored by other Government Departments, Universities, and Industrial Houses, Private Sector, National and International Organizations. In some of the cases, project activities are also carried out at the premises of other organizations/ institutions across the country termed as 'Host Institutes'. In order to accomplish the project targets in time, suitable scientific, technical and administrative manpower is to be recruited in the projects. Thus guidelines are required to be framed to provide transparent procedures for recruitment of human resource for various positions in the projects. Amendments/ modifications to the existing instructions are also carried out for incorporating new elements which are based on operational experience and situational analysis.

2. On the basis of funding arrangements, Research projects are broadly divided into two categories as under:

- i) ICMR funded projects; and
- ii) Non-ICMR funded projects including projects sponsored by NGOs, Industrial Houses, Private Sector, National and International Organizations.

Nomenclature of posts, criteria of essential qualifications, rates of monthly remuneration and upper age-limit in respect of each project post has been specified in Annexure-I.

4. Recruitment Process: Vacancy positions should be notified through internal circulars and on ICMR website as well as on the websites of the concerned Institute/ centre, calling candidates for walk-in-interview and/or a written test, if the numbers of eligible candidates are more than 30. In case the project is meant for remote areas, an advertisement in local newspaper should also be made.

5. Engagement of Consultants: Engagement of consultants in short-term projects may be resorted to in a situation requiring time bound quality service which cannot be accomplished from the available resources. The qualification criterion of consultants has been mentioned at serial number 23 to 25 of the Annexure-1. The Institute/ Centre will publish an advertisement on the websites of ICMR and of the Institute inviting applications from the eligible candidates. All the applications received in response to the advertisement will be scrutinized/ shortlisted by a Screening Committee, and thereafter, a Selection Committee will hold Interview. The composition of Screening Committee and Selection Committee will be as under:

a) Screening Committee:

- 1) Project Investigator of the Project/ Head of Division or his/her nominee,
- 2) Sr. Administrative Officer/ Administrative Officer,
- 3) One External Expert,

b) Selection Committee:

- 1) Director of the Institute/Head of Division,
- 2) Project Investigator,

3) Sr. Administrative Officer/ Administrative Officer/ Accounts Officer,

4) One External Expert,

5) One representative from SC/ST/OBC/Minority category.

Note: Among 5 members, a woman representative may be included.

6. Reservations: The Principal Investigator will take care that adequate representation is given to the candidates belonging to SC/ST/OBCs categories based on the merit. Reservations in the ICMR funded projects shall continue to be implemented as specified in ICMR Office Order No. 19/9/2014-SCT (Cell).Hqr. dated 09/12/2014.

7. Duration of Engagement: Appointment in the project will be on contract basis for the duration of the project. A format of appointment letter is annexed (Annexure-II). However, contract may be extended on yearly basis or till the project is completed, whichever is earlier, subject to performance evaluation by Project Investigator.

8. Rates of emoluments:

(I) In respect of ICMR funded projects, rates of consolidated emoluments shall be fixed corresponding to the Pay Bands plus Grade Pay applicable to regular posts in ICMR with a provision of annual increment @10% of the pay. The amount of increment may be added to the emoluments only after completion of one year of service. No other allowance shall be admissible to the project employees.

(II) The Principal Investigator should incorporate the incremental cost of emoluments while preparing the budget estimates of the projects,

(III) The project employees who are working in the long-term projects and drawing consolidated salary as well as in the running scales of pay, they will continue to be governed with the existing procedure of ICMR.

9. Age Concession: Age relaxation is admissible in respect of SC/ ST/ OBC candidates, Retrenched Government Employees, Departmental Candidates (including projects), and Ex-servicemen in accordance with the instructions issued by the Central Government from time to time. Age concession to the extent of service rendered in other research projects will also be admissible for experienced and skilled persons.

10. Leave Provisions:

a)	Annual/Accrued leave:	30 days per annum (Pro-rated @ 2.5 days per month of completed service)
b)	Maternity leave:	180 days in terms of ICMR OM No. 16/50/2015-Admn.II dated 11/02/2016.
c)	Casual Leave and Restricted Holiday	Casual Leave -- 8 days Restricted Holiday - 2 days

- i) No other kind of leave shall be admissible.
- ii) Leave shall not be carried forward beyond one year contract
- iii) On termination of the contract, the employee shall not be entitled to the benefit of encashment of unavailed leave.

11. Travel Entitlement: It will be at par with the entitlement of regular employees holding similar post in ICMR. In respect of retired Government servants working as Consultants, the entitlement will be same as available to them at the time of retirement.

Annexure - I

Sl. No.	Nomenclature of post	Essential Qualification and Experience	Monthly Consolidated* Emoluments' (As on 01/01/2016)	Upper age-limit for fresh recruits
Technical Staff				
1	Project Technician-I (includes Technician, Mechanic, Insect Collector)	High School* or equivalent with one year experience in related field from a Government institution or recognized institute or certificate of one year training in the relevant area or ITI or National Trade certificate of National Council for Vocational Training and successful completion of ATS in relevant trade from a Government recognized board. <i>*Intermediate with science subjects shall be treated as equivalent to 2 years experience</i>	Rs.16,000/- (corresponding to PB-1 Rs.5200 -20200 + Grade Pay Rs.1900)	25 years
2	Project Technician-II (includes Health Assistant, Laboratory Assistant, Field Assistant,)	High School* or equivalent with five years experience in related field from a Government institution or recognized institute or certificate of one year training in the relevant area or ITI or National Trade certificate of National Council for Vocational Training and successful completion of ATS in relevant trade from a Government recognized board. <i>*Intermediate with science subjects and B. Sc. shall be treated as equivalent to 2 and 3 years experience respectively.</i>	Rs.17,000/- (corresponding to PB-1 Rs.5200 -20200 + Grade Pay Rs.2400)	28 years
3	Project Technician III (includes	12 th pass in science subjects and two years diploma in Medical Laboratory	Rs.18,000/- (corresponding to PB-1	30 years

	Laboratory Technician, Sr. Laboratory Assistant, Para Medical Worker, Animal House Keeper, X-Ray Technician, Field Worker, Boiler Operator, Lighting Assistant)	Technician or PMW or radiology/ radiography or related subject) or one year DMLT plus one year required experience in a recognized organization or two years field/ laboratory experience* or animal house keeping in Government recognized organization. <i>*B.Sc. degree shall be treated as 3 years experience</i>	Rs.5200 -20200 + Grade Pay Rs.2800)	
4	Project Assistant (includes Research Assistant, Statistical Assistant, Technical Assistant, Field Investigator)	Graduate in science/ relevant subjects/ from a recognized university with three years work experience from a recognized institution or Master's degree in the relevant subject.	Rs.31,000/- (corresponding to PB-2 Rs.9300 -34800 + Grade Pay Rs.4200)	30 years
5	Project Technical Officer (includes Statistician, Psychologist, Sr. Investigator, Sr. Technical Assistant, Sr. Health Educator, Medical Social Worker, Social Worker, Dietician, Audiologist, Physiotherapist)	Graduate in science/ relevant subjects/ from a recognized university with five years work experience from a recognized institution or Master's degree in the relevant subject.	Rs. 32,000/- (corresponding to PB-2 Rs.9300 -34800 + Grade Pay Rs.4600)	30 years
Nursing Staff				
6	Auxiliary Nursing Maid	High School or equivalent with certificate course in auxiliary midwife from a recognized institute/ board	Rs.17,000/- (corresponding to PB-1 Rs.5200 -20200 + Grade Pay Rs.2400)	25 years
7	Junior Nurse/ Health Visitor/ Lady Health Visitor	High School or equivalent with science subjects plus certificate course in ANM with five years experience from a recognized institute/ board	Rs.18,000/- (corresponding to PB-1 Rs.5200 -20200 + Grade Pay Rs.2800)	28 years
8	Staff Nurse	Diploma in Nursing or Midwifery (GNM) or equivalent and registered	Rs.31,500/- (corresponding to PB-2	30 years

		nurse or ANM with any State Nursing Council	Rs.9300 -34800 + Grade Pay Rs.4600)	
9	Assistant Nursing Superintendent/ Head Nurse	Degree in Nursing from an Institute recognized by Nursing Council of India with 3 years experience as Staff Nurse	Rs.48,000/- (corresponding to PB-3 Rs.15600 - 39100 + Grade Pay Rs.5400)	30 years
General Support Staff				
10	Multi Tasking Staff Field Laboratory Attendant/ Animal Attendant/ Nursing Attendant/ Peon/ Farash/ Sweeper/ Safaikaramchari	High School or equivalent	Rs.15,800/- (corresponding to PB-1 Rs.5200 -20200 + Grade Pay Rs.1800	25 years
IT Support Staff				
11	Data Entry Operator – Grade A	Intermediate or 12 th pass from recognized board. A speed test of not less than 15000 key depressions per hour through speed test on computer	Rs.17,000/- (corresponding to PB-1 Rs.5200 -20200 + Grade Pay Rs.2400)	25 years
12	Data Entry Operator – Grade B	Intermediate or 12 th pass in science stream from recognized board with DOEACC 'A' level from a recognized institute and/ or 2 years' experience in EDP work in Government, Autonomous, PSU or any other recognized organization. A speed test of not less than 15000 key depressions per hour through speed test on computer	Rs.18,000/- (corresponding to PB-1 Rs.5200 -20200 + Grade Pay Rs.2800)	28 years
13	Data Entry Operator – Grade C	Bachelor's degree in Computer Application/ IT/ Computer Science from a recognized institution/ university.	Rs.31,000/- (corresponding to PB-2 Rs.9300 -34800 + Grade Pay Rs.4200)	30 years

		A speed test of not less than 15000 key depressions per hour through speed test on computer		
14	Computer Programmer Grade-A	Master's degree in Computer Application/ Information Technology/ Computer Science from a recognized institution/ university/ Institute Or B.E. / B. Tech in Computer Engineering/ Computer Science/ Computer Technology/Information Technology from a recognized institution/ university	Rs. 32,000/- (corresponding to PB-2 Rs.9300 -34800 + Grade Pay Rs.4600)	30 years
15	Computer Programmer Grade-B	Master's degree in Computer Application/ Information Technology/ Computer Science from a recognized institution/ university/ Institute Or B.E. / B. Tech in Computer Engineering/ Computer Science/ Computer Technology/ Information Technology from a recognized institution/ university with two years experience in relevant areas of programming or information system in Government, autonomous, PSU, etc., recognized organizations.	Rs. 32,500/- (corresponding to PB-2 Rs.9300 -34800 + Grade Pay Rs.4800)	30 years
Administrative Staff				
16	Junior Project Assistant (LDC)	i) 12 th Pass or equivalent from a recognized board, ii) A typing speed of 35 wpm in English or 30 wpm in Hindi or 10500 KDPH in English or 9000 KDPH in Hindi	Rs.16,000/- (corresponding to PB-1 Rs.5200 -20200 + Grade Pay Rs.1900)	25 years

17	Senior Project Assistant (UDC/ Stenographers)	<p>i) 12th Pass or equivalent from a recognized board with 5 years experience of administrative work, or</p> <p>ii) Graduate in any discipline with 2 years experience of administration work, and</p> <p>iii) A typing speed of 35 wpm in English or 30 wpm in Hindi or 10500 KDPH in English or 9000 KDPH in Hindi</p>	Rs.17,000/- (corresponding to PB-1 Rs.5200 -20200 + Grade Pay Rs.2400)	28 years
18	Project Officer/ Personal Assistant (SO/Assistant/PA)	Graduate in any discipline with 5 years experience of administration/ finance and accounts work	Rs.32,000/- (corresponding to PB-2 Rs.9300 -34800 + Grade Pay Rs.4600)	30 years
Research Personnel				
19	Junior Medical Officer	MBBS degree from a recognized university	Rs.60,000/- in the 1 st and 2 nd and Rs.75,000/- in the 3 rd year	30/35 years
20	Senior Medical Officer	MD in the required subject with 3 years R&D experience in Health Research subject.or teaching	Rs.100,000/-	35 years
21	Junior Project Research Fellow	Post Graduate Degree in Basic Science with NET qualification or Graduate Degree in Professional Course with NET qualification or Post Graduate Degree in Professional Course.	Rs.25,000/-	
22	Senior Project Research Fellow	Qualification prescribed for JRF with two years of research experience.	Rs.28,000/-	

23.	Research Associates -I	Research Associates may be fixed at a Consolidated amount at one of the 3 pay levels given below depending upon the qualification and experience. The Institute/Organization concurred may decide the level in which a particular associate should be placed based on the experience. The Essential Qualification for RA is as follows. Ph.D/MD/MS/MDS on equivalent degree or having 3 years of research, teaching and design and development experience after M.S./M.Pharma/ME/M.Tech with at least one research paper in Science Citation Indexed (SCT) journal.	Rs.36,000/-	
	Research Associates -II		Rs.38,000/-	
	Research Associates -III		Rs.40,000/-	
Scientific Staff				
24.	Scientist -- B (Medical)	Essential qualification: MBBS Degree with two years Research/Teaching experience MD in Microbiology/ Pathology/PSM from a recognized University.	Rs.61,000/- (corresponding to PB-3 Rs.15,600 - 39100 + Grade Pay Rs.5400)	35 yrs.
	(Non-Medical)	1st class Master's degree in Life Sciences from a recognized University with 2 years experience in related field. Or 2nd class Master's Degree with Ph.D in relevant subject from a recognized University. Or BDS/B.V.Sc degree with one year experience	Rs.48,000/- (corresponding to PB-3 Rs.15,600 - 39,100 + Grade Pay Rs.5400)	35 yrs.
25.	Scientist -- C (Medical)	Post Graduate Degree (MD/MS/DNB) after MBBS with one year experience OR Postgraduate diploma in medical subjects after MBBS with two years' experience OR MBBS degree with 4	Rs.64,000/- (corresponding to PB-3 Rs.15,600 - 39,100 + Grade Pay Rs.6600)	40 yrs.

		years' experience in medical subjects after MBBS Degree.		
	(Non-Medical)	Candidates should possess 1st Class Master Degree in relevant subjects from a recognized university with 4 years experience OR 2nd Class M.Sc.+PhD degree in relevant subjects from a recognized university with 4 years experience OR BDS/B.V.Sc & AH degree recognized by DCI/VCI with five years experience in relevant subject after BDS/B.V.Sc degree Or B. Tech in relevant engineering subject with six years experience in relevant subject after B. Tech degree.	Rs.51,000/- (corresponding to PB-3 Rs.15,600 - 39,100 + Grade Pay Rs.6600)	40 yrs.
26.	Scientist – D (Medical)	Post Graduate Degree (MD/MS/DNB) after MBBS with five year experience OR Postgraduate diploma in medical subjects after MBBS with six years' experience OR MBBS degree recognized by MCI with 8 years' experience in medical subjects after MBBS Degree.	Rs.67,000/- (corresponding to PB-3 Rs.15,600 - 39,100 + Grade Pay Rs.7600)	45 yrs.
	(Non-Medical)	Candidates should possess 1st Class Master Degree in relevant subjects from a recognized university with 8 years experience OR 2nd Class M.Sc.+PhD degree in relevant subjects from a recognized university with 8 years experience OR BDS/B.V.Sc & AH degree recognized by DCI/VCI with nine years experience in relevant subject after BDS/B.V.Sc degree Or B. Tech in relevant engineering subject with ten years experience in relevant subject after B. Tech degree.	Rs.54,000/- (corresponding to PB-3 Rs.15,600 - 39,100 + Grade Pay Rs.7600)	45 yrs.

Consultants				
27.	Consultant (Scientific Technical / - Medical/ Non- Medical)	Professionals with MD or PhD in relevant subject and published papers OR Retired Government employee with requisite educational qualification drawing pay in the Pay Band Rs.15600-39100 + Grade Pay of Rs.6600/- at the time of retirement and having adequate working experience in the required domain/ field.	Max. Rs.1,00,000/- depending upon experience and knowledge	70 years
28.	Consultant (Scientific Technical/ Non- Medical)	Professional having M.Sc./ B. Tech/ M. Tech./ MBA/ MBBS qualifications in relevant subject with R&D experience and published papers OR Retired Government employees drawing pay in the Pay Band Pay Band Rs.15600- 39100 + Grade Pay of Rs.5400/- at the time of retirement and having at least 20 years experience in the required domain/ field	Max. Rs.70,000/- depending upon experience and knowledge	70 years
29.	Consultant (Administration) and Consultant (Finance & Accounts)	Retired Government employees with Bachelor degree in any discipline drawing pay in the Pay Band Rs.9300-34800 + Grade Pay of Rs.5400/- and above at time of retirement and having at least 10 years' work experience in the administration, finance and accounts matters.	Max. Rs.60,000/- depending upon experience and knowledge	70 years

'Emoluments are subject to variation in respect of posts of non-ICMR research projects, which have their own funding provisions, but not more that Rs.1.50lakhs.