



# भारतीय आयुर्विज्ञान अनुसंधान परिषद INDIAN COUNCIL OF MEDICAL RESEARCH

वी. रामलिंगस्वामी भवन, अन्सारी नगर, पोस्ट बॉक्स 4911, नई दिल्ली - 110 029  
V. RAMALINGASWAMI BHAWAN. ANSARI NAGAR. POST BOX 4911. NEW DELHI - 110 029

No.16/107/2008-Admn.II

Dated: 24.8.2016

To

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

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

Sir/Madam,

In supersession to this Office Order of even number dated 22.10.2014 on the subject mentioned above, the revised Guidelines for recruitment of staff for Short-Term Research projects are enclosed. The revised guidelines are effective from the date of issue of this order.

This issues with the approval of the Competent Authority.

Yours faithfully,

(Bharat Bhushan)  
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**.

  
Dr K. K. Sijel

**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 ~~30%~~ 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.


A handwritten signature in blue ink, consisting of several overlapping loops and lines, positioned centrally below the text.

## Annexure - I

Sl. No.	Nomenclature of post	Essential Qualification and Experience	Monthly Consolidated Emoluments <sup>i</sup> (As on 01/01/2016)	Upper age-limit for fresh recruits
<b>Technical Staff</b>				
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 Laboratory Technician, Sr. Laboratory	12 <sup>th</sup> pass in science subjects and two years diploma in Medical Laboratory Technician or PMW or radiology/ radiography or related subject) or one year DMLT plus one	Rs.18,000/- (corresponding to PB-1 Rs.5200 - 20200 + Grade Pay Rs.2800)	30 years



	Assistant, Para Medical Worker, Animal House Keeper, X-Ray Technician, Field Worker, Boiler Operator, Lighting Assistant)	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>		
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
<b>Nursing Staff</b>				
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 nurse or ANM with any State Nursing Council	Rs.31,500/- (corresponding to PB-2 Rs.9300 - 34800 + Grade Pay Rs.4600)	30 years





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
<b>General Support Staff</b>				
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
<b>IT Support Staff</b>				
11	Data Entry Operator – Grade A	Intermediate or 12 <sup>th</sup> 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 <sup>th</sup> 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.  A speed test of not less than 15000 key depressions per hour through speed test on computer	Rs.31,000/- (corresponding to PB-2 Rs.9300 - 34800 + Grade Pay Rs.4200)	30 years



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
<b>Administrative Staff</b>				
16	Junior Project Assistant (LDC)	i) 12 <sup>th</sup> 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)	i) 12 <sup>th</sup> Pass or equivalent from a recognized board with 5 years experience of administrative work, or ii) Graduate in any discipline with 2 years	Rs.17,000/- (corresponding to PB-1 Rs.5200 - 20200 + Grade Pay Rs.2400 )	28 years



		<p>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>		
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
<b>Research Personnel</b>				
19	Junior Medical Officer	MBBS degree from a recognized university	Rs.60,000/- in the 1 <sup>st</sup> and 2 <sup>nd</sup> and Rs.75,000/- in the 3 <sup>rd</sup> 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	M.Sc. (Life Sciences) Or Master in Social Work (MSW)	1 <sup>st</sup> and 2 <sup>nd</sup> Rs.16,000/- plus HRA as admissible Subsequent year Rs.18,000/- plus HRA as admissible	30/35 years
22	Senior Project Research Fellow	M.Sc. (Life Sciences)/ MA (Social Sciences)/ Master in Social Work (MSW) degree holders with two years research experience Or MBBS/BDS/MVSc/M. Pharma/M.E./M.Tech degree holders	With medical and dental qualifications – first year and thereafter Rs.20,000/- plus HRA as admissible With non-medical qualifications 1 <sup>st</sup> and 2 <sup>nd</sup> Rs.18,000/- Subsequent year Rs.20,000/-	35 years



			plus HRA as admissible	
<b>Consultants</b>				
23	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
24	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
25	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

<sup>1</sup>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.



(Name of the Institute/ Centre)

No. \_\_\_\_\_

Dated the \_\_\_\_\_

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: Offer of engagement of Dr/Shri/Smt./Km \_\_\_\_\_ as  
\_\_\_\_\_ in the project entitled “ \_\_\_\_\_ ”  
– regarding**

Sir/Madam

Consequent upon your selection as \_\_\_\_\_ in the project entitled  
“ \_\_\_\_\_ ” in the \_\_\_\_\_ (Name of the  
Institute) \_\_\_\_\_, I am directed to convey the approval of the Competent Authority for  
offering you an engagement as \_\_\_\_\_ against lump sum amount of  
Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ in words \_\_\_\_\_ only) per month.  
The engagement will be on contractual basis for a period of \_\_\_\_\_ (year/months as  
the case may be) \_\_\_\_\_ with effect from the date of assumption of duty.

The engagement will be subject to the following terms and conditions:

- 1) You are requested to furnish an undertaking to the effect that no criminal proceedings are either pending or contemplated against you in any Court of Law.
- 2) The engagement is purely on contract basis and the Director of the Institute reserves the right to dispense with your services at any time without assigning any reasons.
- 3) The present assignment is for a period of one year from the date of assumption of duty unless subsequently extended on the basis of your performance evaluation.
- 4) The engagement will get automatically cease to be on present/extended assignment or completion of the aforesaid project activities, whichever is earlier.
- 5) The engagement can be terminated at any time by giving one month notice on either side. Your contract can be terminated forthwith or before expiry of the notice period by making payment of a sum equivalent to one month



contractual amount. However, you will not be permitted to surrender one month contractual amount in lieu of the period of notice of unexpired portion thereof and you will be required to serve the full period of notice.

- 6) You will be normally posted at the study site; however, you may be temporarily posted to other study sites in the interest of project work.
- 7) You shall not be entitled to any other allowances such as Dearness Allowance, House Rent Allowance, Transport Allowance, LTC, Bonus, etc. You will also not be provided any CGHS or medical facility under CS (MA) Rules.
- 8) No travelling and/ or daily allowance will be admissible either for joining the assignment or on expiry of the contract. However, while travelling in connection with the assigned work during the period of engagement, you will be entitled to draw TA/DA as per your entitlement.
- 9) 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) 8 days Casual leave and 2 days Restricted holiday as per GOI rules
  - d) On termination of the contract, you will not be entitled to carry forward of leave or to the benefit of encashment of earned leave.
- 10) You will not be entitled for any terminal benefit after completion of contract period or otherwise.
- 11) You will not divulge any information gathered or outcome of research work during the period of your assignment to anyone who is not authorized to have the same.
- 12) The contract service will not confer any right for further assignment.

In case you are willing to accept the aforesaid conditions of offer of engagement, you are directed to report for duty to \_\_\_\_\_ on or before \_\_\_\_\_, failing which the offer shall stand automatically cancelled. A copy of this letter duly signed by you in token of acceptance of aforesaid terms and conditions should also be furnished to this office along with joining report.

Yours faithfully,

( \_\_\_\_\_ )  
Administrative Officer  
For Director

Encls: as above

Copy for information and necessary action to:

- 1) \_\_\_\_\_ (Head of Division of the project)
- 2) \_\_\_\_\_ (Reporting Authority)
- 3) Accounts Section
- 4) Bill Section
- 5) Personal File



