

for website

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Dated: 03rd March, 2025

INDIAN COUNCIL OF MEDICAL RESEARCH
V.RAMALINGASWAMI BHAWAN
ANSARI NAGAR, NEW DELHI-110029.

Advertisement for Engagement of Young Professionals 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 invites off-line **applications** in the prescribed proforma (Annexure-I) through **Walk-in- Interview** from willing candidates for the following positions of Young Professionals-I (Admin) in ICMR Hqrs. Office, New Delhi, as per details given below :

- i. Young Professionals-I(Admin) - 01 (Supervisor/Canteen/Cafeteria)
- ii. Young Professionals-I (Admin) - 03 (Chef/Cook)

2. The date of Walk In the Interview has been scheduled to be held on **07th March, 2025 at 10:00 am onwards**. The interested candidates have to report at 09:00 am to 09:30 am sharp at Reception at ICMR Hqs, Ansari Nagar, New Delhi - 110029. The candidates who will not report within the prescribed date and time will not be allowed to participate walk-in-interview.

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

4. **Age:** Not more than 35 years as on last date for receiving of applications. (Age relaxation as per rules)

5. **Essential Qualifications :**

(I) **Young Professionals-I(Admin) as (Supervisor/Canteen/Cafeteria).** Graduates in any discipline with minimum 55% marks, from a recognized University/College (with minimum one year of experience post qualification experience as Supervisor of Cafeteria/Canteen in a reputed Central/State/Govt/PSU or a reputed Hotel.

(II) **Young Professionals-I(Admin) as Chef/Cook.** Graduates in any discipline with minimum 55% marks, from a recognized University/College (with minimum one year of experience post qualification experience as Chef/Cook in a reputed Central/State/Govt/PSU Cafeteria/Canteen or in a Reputed Hotel.

Note: Higher Experience in the relevant field shall be preferred.

6. **Remuneration**

Consolidated emoluments of Young Professionals-I will be Rs.30,000/- p.m. No House Rent Allowance (HRA) will be paid to the Young Professionals.

7. **Period of Engagement.** The initial term of engagement of Young Professional will be initially for three months which may be extended/curtailed subject to work/service exigencies, if required by the ICMR in the relevant area and satisfactory performance of the candidates after evaluation by an officer of the level of Additional DG/Sr.DDG/Sr.F.A. The maximum duration of engagement of Young Professionals in the ICMR is three years in any case.

8. TA/DA will be admissible for undertaking domestic tour for official work as per ICMR Guidelines of Young Professionals (YP).

9. The working hours will be from 09:00 am to 05:30 pm. However, same can be extended as per requirement and 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 entitlement** - The young Professionals in ICMR are eligible for 08 days leave in a calendar year on pro-rate basis and 02 restricted holidays as per the rules of Govt. of India/ICMR. Intervening weekly, holidays or gazette holidays during a spell of leaves should not be counted against the admissible leaves. The un-availed leaves will not be carried forward to next calendar year. In addition to this, YPs may also be allowed compensatory leave in lieu of the duty assigned on holidays but not more than 02 leaves can accrue in a month. The Compensatory leaves can be accumulated only up to 05 days at a time and the YPs may be allowed to avail the same within three months.

11. **Scope of work for the position of Young Professional-I (Admin) is as under :**

Canteen Supervisor. A Canteen Supervisor oversees the daily operations of a canteen, ensuring efficient service and high-quality food standards. Responsibilities include managing staff, coordinating with suppliers, maintaining inventory, and ensuring food safety compliance. They also handle customer queries, monitor sales, and organize promotional activities to enhance customer satisfaction. responsible for preparing and cooking meals in a cafeteria, includes planning and preparing menus, ordering and stocking supplies, and supervising kitchen staff. Any other duties specified by ICMR authority.

Chef/Cook. The cook must also ensure that the kitchen and dining area are kept clean and organized, and that all food is prepared and served in a safe and hygienic manner. Ensure all food items are prepared in a timely manner and presented attractively. Maintain proper sanitary conditions to meet health codes, including the cleaning of utensils, equipment and facilities; assure the proper storage of food. Consult with Canteen Supervisor regarding canteen needs and conditions. Methods of preparing, cooking and serving food in large quantities. Should be able to manage Inventory and Nutritional requirements of food. Prepare and serve food in large quantities. Any other duties specified by ICMR authority.

12. PROCEDURE FOR RECRUITMENT:

- i) Candidates meeting the age criteria and possessing the required qualifications and experience, may walk in interview in the prescribed application. All related educational documents, photograph/experience certificates, should be enclosed failing which application shall be rejected.
- ii) Applications received through email will not be considered.
- iii) The shortlisted candidates will be allowed to appear before Interview Board and candidates may check our website for updates related to the advertisement.
- iv) Shortlisting of candidates for interview shall be done on basis of educational qualification and experience. However, if necessary, written test and assignment may also be conducted before the interview. In case of tie at any stage all the candidates who have same marks would be considered to have qualified for further rounds.
- v) Selection of Candidate will be based on the performance in the interview.
- vi) Candidates have to submit the duly self-attested copies of proof of their age, educational qualifications, experiences, testimonials etc. at the time of joining, if selected.
- vii) Selected candidates have to bring all the documents as mentioned above in Original for verification.

13. Terms and Conditions:

- i) Incomplete applications or application not submitted in prescribed format or without photo and signature or received after last date shall be summarily rejected.
- ii) Submission of incorrect or false information shall disqualify the candidature at any stage of recruitment process.
- iii) The benefit of Provident Fund, Leave Travel Concession, Medical claim, CCA etc. will not be available to the project employee.
- iv) **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**
- v) **The DG, ICMR reserves right to fill up or not fill up any of the post advertised on website.**
- vi) The DG, ICMR reserves has the power to relax minimum age and education qualification in case of deserving candidates.
- vii) Candidates have to submit the duly self-attested copies of proof of their age, educational qualifications, experiences, testimonials etc. at the time of joining, if selected.
- viii) Canvassing and bringing outside influence in any form for short listing or employment will be treated as disqualification and the candidate will be debarred from selection process.
- ix) Mere fulfilling the essential qualification/experience does not guarantee for short listing and selection.

x) Since the posts are filled-up on purely temporary and contractual basis, the candidate will have no right to claim for any type of regular/permanent employment under ICMR or continuation of his/her services in any other project.

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

xii) 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.

xiii) Candidates already in regular service under any Central/State Govt./Autonomous/Dept/PSU are not eligible to apply.

xiv) Any Addendum/Corrigendum in respect of above vacancies, notice shall be issued on websites <https://main.icmr.nic.in> only and no separate notification shall be issued in the press. Applicants are requested to regularly visit the websites (<https://main.icmr.nic.in>) to keep themselves updated. For applying online please visit <https://main.icmr.nic.in>

Signed by

Jagdish Rajesh

Date: 04-03-2025 15:18:59.

Assistant Director General (Admin)

INDIAN COUNCIL OF MEDICAL RESEARCHV. Ramalingaswamy Bhawan, Ansari Nagar, New Delhi

Affix Passport Size colored Photograph
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Application Form

1. POSITION APPLIED FOR : _____
2. Name of the Candidate : _____
(As per Matriculation Certificate)
3. Father's Name : _____
4. Date of Birth : _____
5. Age as on the last date of receipt : _____
of application
6. Gender (Male /Female/Transgender) : _____
7. Postal Address for correspondence : _____
8. Permanent Address : _____
9. Mobile No. : _____
10. Email ID : _____
11. Educational/ Professional qualifications (In case of insufficient space, please attach separate sheet duly signed by the applicant):

Sl. No.	Exam/ Degree Passed	School/ College/ University	Subject Taken	Year of passing	Class/ Division & % age

12. Experience (In case of insufficient space, please attach separate sheet duly signed by the applicant):

Name of the Employer/ Organization	Post held start from the post last held	Period From	Period To	Nature of duties (In brief)

13. Any other Information : _____

(Signature of the Candidate)

DECLARATION

- i. I hereby declare that I fulfill all the conditions of eligibility regarding age limits, educational qualifications and experience etc, prescribed to the post on contractual appointment.
- ii. I further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief I Understand that in the event of any information being found suppressed/ false or incorrect or ineligibility being detected before or after the interview, my candidature is able to be cancelled.

Place:

Date:

(Signature of the Candidate)

(unsigned application will be rejected)

Note:

Incomplete application/the application without photograph and supporting documents pertaining to Educational/ Professional Qualification(s)/ Experience Certificate shall liable to be rejected.