

ICMR- National Institute of Cancer Prevention and Research
Indian Council of Medical Research (Department of Health Research)
I-7, Sector -39, NOIDA, Uttar Pradesh - 201301, India
(Website: <https://nicpr.icmr.org.in>)

No.NICPR/YPRcruitment(Admn./F&A)/2025

Dated:-18.09.2025

Advertisement for Engagement of Young Professionals in ICMR-NICPR, Noida.

ICMR- National Institute of Cancer Prevention and Research will conduct walk-in-interview for 04 positions of Young Professionals in NICPR, Noida, as per details given below:

SL No.	Name of Post	No. of posts	Date of Interview
1	Young Professional-II(Admin)	02	08-10-2025
2	Young Professional-II(F&A)	02	09-10-2025

1. "Walk-in interview" will be conducted at ICMR-NICPR, I-7, Sector-39, Noida, UP.
2. Interested candidates will need to register themselves on the provided Google Form to indicate their willingness to participate latest by 3rd Oct 2025.
3. Reporting Time for registration and document verification: 9:00 AM to 10:00 AM. The selected candidates will be posted at ICMR-NICPR, I-7, Sector-39, Noida.
4. Age: Not more than 40 Years for the post of **Young Professional-II** as on the date of Interview.
5. (i) **Young Professional-II(Admin):** -

Essential Qualifications: Post graduate degree in any discipline with minimum 55% marks from a recognized University/College. The candidate should have minimum one year of post qualification experience in relevant field/subject.

Desirable Skills: Knowledge of IT applications, virtual meeting platforms and computer skills (MS Word/Excel/PowerPoint/Tally etc.).

- (ii) **Young Professional-I(F&A):-**

Essential Qualifications: M.Com/MBA or equivalent with minimum 55% marks from a recognized University/College or CA(Inter)/ICWA(Inter)/CS(Inter). The candidate should have minimum one year of post qualification experience in relevant field/subject.

Desirable skills: Knowledge of IT applications, virtual meeting platforms and computer skills (MS Word/Excel/PowerPoint/Tally etc.).

6. **Remuneration:** Consolidated emoluments of Young Professionals-II will be Rs.42000/- 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 Professionals will be for one year which is extendable, subject to requirement of services of Young Professionals in the organization and satisfactory performance of the candidates.

8. All terms & conditions shall be applicable as per ICMR Guidelines of Young Professionals (YP) [NO. 16/84/2024-Admn./e-171470 dated 26-11-2024].

9. The working hours will be same as regular employees of NICPR. 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- As per ICMR Guidelines mentioned in Point No. 8 above.

11. Scope of work for the position of Young Professionals:

(i) Young Professionals-II (Admn.):

To deal with Personnel/HR related matters like recruitment, promotion, Project management, Leave management, Establishment matters, Preparation of Post Based Reservation Roster, Pay fixation, pension disbursement, retirement benefits, etc. To deal with stores and purchase activities like Preparation of stock book, Tendering, GeM portal, Contract Management, Condemnation/disposal of scrap and other assignment given by seniors from time to time.

(ii) Young Professional-II (F&A):

Scrutiny of bills, Bank Reconciliation, Data Management, Accounting software, Gem Portal Income Tax, GST and other assignment given by seniors from time to time.

12. Terms and Conditions:

1. Interview will be held on the same day after registration and verification of documents. No candidate will be allowed to enter after scheduled date and time.
2. If there are more than 30 candidates against the post, written examination will be conducted and shortlisted candidates will be considered for interview/personal discussion on the same day in the ratio of 1:15. The written examination will be conducted only for shortlisting of candidates and the selection would be based on the performance in the interview/personal discussion only.
3. Interested and eligible candidates possessing the essential qualification and experience can appear for walk-in-interview/personal discussions (as applicable) on the dates mentioned against the post along with the duly filled in, prescribed application form (Annexure-I attached).
4. Incomplete applications, application not submitted in prescribed format and application without supportive documents asked for, shall be summarily rejected. Qualification and experience should be in relevant discipline/field and from a reputed institution/organization recognized by relevant authority.
5. Separate application should be submitted for each post, if applying for more than one post.
6. Experience shall be counted from the date of completion of minimum essential educational qualification.
7. Submission of incorrect or false information during the process of walk-in-interview/personal discussion shall disqualify the candidature at any stage.
8. The Director reserves the right to increase/decrease the number of vacancies as per requirement.
9. The Director, NICPR reserves right to fill up or not to fill up the post advertised on website.
10. No benefit of provident fund, Leave Travel Concession, Medical Claim etc. will be considered, since the posts are purely on temporary basis.

11. Age concession will be admissible for experienced and skilled persons rendered service in Govt. recognized organization/institutes as per ICMR guidelines.
12. Age limit and experience will be considered as on the date of walk-in-interview/personal discussion.
13. No TA/DA will be paid for attending the walk-in-interview/personal discussion/written test.
14. Mere fulfilling the essential qualification/ experience does not guarantee selection.
15. Candidates already in regular service under any Central/State Govt/Autonomous Dept./PSU are not eligible to apply.
16. Selected candidates will be granted Leave as per ICMR guidelines.
17. Posts are contractual for the duration offered.
18. The above posts are filled-up purely on contractual basis & the candidate will have no right to claim for any type of Permanent Employment under ICMR-NICPR or continuation of his/her services in any other project.
19. Canvassing and bringing inside or outside influence in any form for short listing and employment will be treated as a disqualification and the candidate will be debarred from selection process.
20. Those appearing for Walk-in-Interview/personal discussion, he/she must bring all original certificates (1) Educational qualification (2) Proof of Date of birth (3) Experience certificates/testimonials (4) One-self attested recent passport size photograph (5) ID Proof (Ex. Aadhar/PAN/Voter ID/Driving License etc.) (6) One set of self-attested photocopies of all documents. (7) Candidates should produce all certifications/testimonials in original for verification at the time of walk-in interview (8) Valid caste Certificate in the format applicable for applying jobs in the Central Govt., wherever applicable.
21. Candidates reporting after the scheduled date/time will not be allowed to appear in interview / or personal discussion.
22. Any Addendum/Corrigendum in respect of above vacancy, notice shall be issued on websites <https://www.icmr.gov.in> and [https:// nicpr.org](https://nicpr.org) only and no separate notification shall be issued in the press. Applicants are requested to regularly visit the websites (<https://www.icmr.gov.in/> and <https://nicpr.org>) to keep themselves updated.
22. The advertisement and the prescribed application form is available on website <https://nicpr.org/career/#1709040624038-097d1d34-be72> and <https://www.icmr.gov.in/>.



(HEMANT KUMAR)
ADMINISTRATIVE OFFICER, NICPR

Annexure-I

APPLICATION FOR THE POST OF YOUNG PROFESSIONAL
ICMR-NATIONAL INSTITUTE OF CANCER PREVENTION AND
RESEARCH, NOIDA-201301

Please affix a
recent passport
size photograph

1. Application for the post.....
2. Applicant's Name (Full Name in Block Letters)
3. Date of Birth.....
4. Father's Name.....
5. Gender.....
6. Caste/Category (SC/ST/OBC/EWS/PH/General)
7. Complete Address for Communication.....
.....
.....
8. Mobile/phone no for Contact
9. Email ID (mandatory).....
10. Educational Qualifications:

S.no	Degree/Diploma	Board/University	Year of passing	% of marks/Division
1.	10 th Class			
2.	12 th Class			
3.	Graduation			
4.	Post-graduation			

11. Work Experience after essential qualification.

S. No.	Organization Name	Designation	Duration in months	Subject Area/Topic

12. Computer/ Software Skills:

13. Awards & Achievements:

Place:

Date:

Applicant's Signature