

INDIAN COUNCIL OF MEDICAL RESEARCH, New Delhi

Adv. No. ICMR/BMHRC/Rectt./Principal/2025/1- RPCell

RECRUITMENT NOTICE FOR FACULTY POSITION**LAST DATE FOR RECEIPT OF APPLICATIONS: 01.04.2025**

Indian Council of Medical Research (ICMR) is an Autonomous Organization under the Department of Health Research, Ministry of Health & Family Welfare, Govt. of India. ICMR is dealing with biomedical/ health research in various areas, in collaboration with national/ international agencies, through its Head Quarters at New Delhi and 27 Institutes/Centers and a large number of field stations, situated across the country.

2. ICMR invites online applications, from Indian Citizens, up to **1st April, 2025 till 5:30 PM** to fill up the post of **Principal (Nursing College)** General Central Service, Group 'A' Gazetted, Non-Ministerial in the Bhopal Memorial Hospital and Research Centre (BMHRC), Bhopal in Level 12 of Pay Matrix (Rs.78,800-2,09,200), to be filled through Composite method (Deputation /Promotion) from Indian Citizens for appointment on regular basis under Direct Recruitment with all India transfer liability.

| Name of the Post | Upper age limit | Essential Qualification & Experience | Desirable |
|------------------------------------|--|--|--------------------------------|
| Principal (Nursing College) | The maximum age-limit for appointment by deputation (including Short Term Contract) shall not be exceeding 56 years as on the closing date of receipt of application. | (i) Master of Science (Nursing) with ten years' experience out of which seven years should be teaching experience from a recognized Institute. (ii) Registered as a Nurse with Indian Nursing Council or State Nursing Council. | Doctor of Philosophy (Nursing) |

3. **Eligibility:** Officers under Central Government or State Government or Union Territory Administrative or Public Sector Undertakings or Universities or recognized Research institutions or Semi-Government or Autonomous bodies or Statutory Organization:

(A) (i) holding analogous post on a regular basis in the parent cadre or Department;

Or

(ii) with five-year service in the grade rendered after appointment thereto on a regular basis in level-11 in the pay matrix (Rs. 67700-208700) or equivalent in the parent cadre or Department.

Note 1: Vice-Principal (Nursing College) with five years of regular service in level-11 in the pay matrix (Rs. 67700-208700) and possessing the Essential Qualifications and experience prescribed for deputationist shall also be considered along with outsider and if selected for appointment to the post; it shall be treated as having been filled by promotion.

Note 2: The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 3: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed four years.

4. Duties and responsibilities: Attached as **Annexure**.

5. Fee:

Application Fee of Rs. 1500/- (Rupees One thousand five hundred only) is required. SC/ST/ Women/ PwBD/ EWS candidates are exempted from application fee. Application Fee is to be paid by candidates through link given in the online application form. Application fees once paid will not be refunded under any circumstances.

6. How to apply:

- i. Candidates should apply on-line on <https://recruit.icmr.org> .in with required application fee.
- ii. Following self-attested documents are required to be uploaded along with the application: -
 - a) Proof of Date of Birth
 - b) Educational qualifications
 - c) Experience

7. Other conditions:

- 1) Application should be submitted along with online application fees. Application's hard copy need not be sent to ICMR Hqrs.
- 2) In the event of any false information furnished or suppression of any material in the application coming to notice, at any time during the recruitment process or thereafter of a person, his/her candidature/ services would be liable to be terminated.
- 3) Incomplete Application without supportive documents is liable to be rejected.
- 4) At the time of personal discussion, the applicants working in Centre/State Government Department/Public Sector Undertakings & Govt. funded research agencies, must produce a 'No Objection Certificate' from the employer that "the applicant will be relieved within one month of his/her receipt of appointment order".
- 5) Any outside influence (political or otherwise) brought in by a candidate or his/her family members, shall disqualify him/her.
- 6) Any matter, for which no specific instruction has been given, shall be decided by ICMR and the decision shall be final and binding on the candidates.
- 7) Any further detail I communication shall only be displayed on ICMR website. Candidates are requested to regularly visit ICMR Website, for any updates.
- 8) Any dispute with regard to the recruitment against the advertisement will be under the jurisdiction of New Delhi Court.

8. Short listing Criteria:

- a. The short listing is based on criteria fixed by ICMR.
- b. In the first instance, all the candidates who fulfill minimum eligibility in respect of age, educational qualifications and experience (wherever required) shall be short-listed.
- c. If the number of such shortlisted candidates are high and it is not possible to call all of them for interview, then the ICMR shall further shortlist the candidates, on the basis of some suitable short-listing criteria, as may be fixed by the Appointing Authority i.e. DG, ICMR. Though this may vary from case to case, depending on merits, ICMR generally prefers to call candidates with higher experience in the relevant fields or candidates with higher educational qualification as the case may be.

Note: The purpose of short-listing candidates is to restrict, to a reasonable limit, the number of candidates to be called for interview, keeping in view the number of vacancies available at a time, the number of candidates satisfying the Essential Qualifications and other conditions prescribed. In order to rationalize the time of the interview Boards and also to reasonably restrict the number of candidates to be called for interview, a set of norms have been adopted with the approval of the Competent Authority, which are indicated below:

| | |
|----------------------------|--|
| For one vacancy | Up to 12 Candidates |
| For 2-3 vacancies | Up to 24 Candidates |
| For 4-6 vacancies | Up to 36 Candidates |
| For 7-9 vacancies | Up to 48 Candidates |
| For 10 vacancies and above | Up to 50 Candidates or above (5 times the number of vacancies) |

For any technical support call on working days between 9:30 AM to 5:30 PM (IST) on 011-26589167 or email at query.RPCell@icmr.gov.in . For any payment related queries please email at e-payment@icmr.gov.in .

Assistant Director General (Admn.)

ANNEXURE**Duties and Responsibilities of Principal, Nursing College, BMHRC, Bhopal.**

1. Development, planning, implementation & nursing program i.e. B.Sc., Nursing, M.Sc, Nursing.
2. Develop philosophy & objectives for educational program.
3. Identifies the present needs related to the educational program & investigate, evaluate & secure resources.
4. Select & organize learning experiences.
5. Direct planning activities & put programs in place with staff to ensure attainment of College of Nursing vision.
6. Determines the number of position & scope & responsibility of each teaching & non-teaching staff.
7. Analyses the job to be done in terms of needs of education program.
8. Prepares the job description, indicate line of authority, responsibility in the relationship & channel of communication by means of organization of chart & other method.
9. Delegates' authority commensurate with responsibility.
10. Provides an organizational framework for effective staff functioning such as meeting of the staff etc.
11. Recommends appointment & promotion based on qualification & experience of the individual staff, scope of job & total staff composition.
12. Subscribes & encourages developmental aspects with reference to welfare of staff & students.
13. Consistently makes administrative decision based on established policies
14. Facilitates participation in community, professional & institutional activities by providing time, opportunity for support for such participation.
15. Provides freedom for staff to develop active training course within the frame work of curriculum.
16. Promotes staff participation in research.
17. Procures & maintains physical facilities which are of standard.
18. Interprets nursing education to other related disciplines & to the public.
19. Provides for continuous follow-up & revision of education program.
20. Prepare periodic reports which review the progress & problems of the entire program & presents plans for its continuous development.
21. Prepare, secure, approve & administrates the budget.
22. Develop college budget based on documented program needs, estimated enrollment of personnel & other final needs & keeps the program within the budget time.
23. Organize periodical inspections being carried out by INC, State Nursing council, MP Medical Science University organizing Health Day, Nursing Day and participate with National Health programme.
24. Participate in University, professional & community service activities.
25. Conducting & participating in department meeting & attending various meetings in the University, INC & DNC.

26. Initiates & participates in research studies for the improvement of educational programmes.
27. Recognizes the needs for continuing education for self & staff and provides stimulation of opportunities for such development.
28. Development of student code of conduct & college hand books to ensure discipline.
29. Conduct regular conferences with parents & students about college issues.
30. To act as mentor to subordinates.
31. Any other work/task as assigned by seniors/Director/Competent Authorities from time to time.

Note: Duties and Responsibilities are subject to change with changing circumstances.

Assistant Director General (Admn.)
