

For Website

INDIAN COUNCIL OF MEDICAL RESEARCH, NEW DELHI

Adv.No.ICMR/BMHRC/Rectt/Sec.Officer/2025/1-RPCell

RECRUITMENT NOTICE

LAST DATE FOR RECEIPT OF APPLICATIONS: 24.03.2025

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.

1. ICMR invites online applications, **from Indian Citizens**, up to **24th March, 2025 5:30 PM** to fill **up the post of Security Officer, Group 'A' (Non-Ministerial) in the Bhopal Memorial Hospital & Research Centre (BMHRC), Bhopal** in the pay Level-10 (Rs. 56100-177500), to be filled through Deputation (including Short-Term Contract) or re-employment of armed forces personnel at **ICMR-Bhopal Memorial Hospital and Research Centre (BMHRC), Bhopal** from Indian Citizens for appointment on regular basis under Direct Recruitment with all India transfer liability under the Council

2. Eligibility: Deputation (including Short-Term Contract) or re-employment of armed forces personnel.
Officers under Central Government or State Governments or Union Territories or Universities or Public sector Undertakings or Semi-Government or Statutory or Autonomous Organizations:

(A) (i) Holding analogous post on a regular basis in the parent cadre or department:

OR

(ii) With two years service rendered after appointment thereto on a regular basis in level-8 in the Pay Matrix (Rs. 47600-151100) or equivalent in the parent cadre or Department;

OR

(iii) Three years of service rendered after appointment thereto on a regular basis in level-7 in the Pay Matrix (Rs. 44900-142400) or equivalent in the parent cadre or Department; and

(B) Possessing the following educational qualification and experience:

(i) Bachelor's degree in any discipline from a recognized University.

(ii) Three years' experience in the field of security.

For Ex-Servicemen or re-employment: - The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.

Note 1: Period of deputation (including short term contract) 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 to exceed three years.

Note 2: The maximum age-limit for appointment by deputation (ISTC) shall not be exceeding fifty-six years as on the closing date of receipt of applications.

3. Duties and responsibilities of the Security Officer, BMHRC, Bhopal is attached as Annexure.

4. 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.

5. 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

6. 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.

7. **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:

1. Security officer will be in-charge of overall management of the Security Agency and their personnel whom the contract has been finalized by the Tender Committee of the hospital.
2. He will be responsible for Supervision and control of all Security of hospital and Mini Units through the Security Agency.
3. Regulate access control on all gates; prevent misuse of IARI grounds and facilities by outsiders, neighboring villages, preventing tress-passing, unauthorized parking, squatting in the Institute Campus.
4. Prevent loss that is on account of lapses in "access control measures" at various Gates of the Institute.
5. To check entry of all vehicles, private agencies/cable network operators/ vendors/ sales personnel/walkers etc. including nuisance elements such as mobs, stray animals and dogs, beggars etc. and shall maintain record of incoming and outgoing private vehicles which are not possessing BMHRC authority/Logo.
6. Day and Night patrolling on regular basis across the length and breadth of the entire area and shall report any unusual events in suspicious circumstances occurring in the area/ campus. The guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed both inside and in the open all over the premises.
7. To interact with Local Police Authorities or PCR Van to seek Police assistance and to ensure complete safety of the Institutes movable and immovable properties and residents of respective areas.
8. Conduct regular security drills and mock rehearsals as required by the Security Officer.
9. A detailed list of Security Supervisors/Security guards/Gunmen along with their photographs attested by the agency including permanent address/police-verification should be provided to the office for record before taking over the charge of security.
10. In addition, National Flags at top of the buildings at specific locations be to hoisted and removed per day as per flag code by the security guard.
11. To ensure safe custody of keys.
12. Carry out any other job assigned by the Director/Chief Administrative Officer or his nominee in the interest of Security of the Institute.
13. 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.)
