



No. ICMR-NIRBI/PrC/01/YP/2025-26

Date: 19.05.2025

## Advertisement for Engagement of Young Professionals - I & Young Professionals - II at ICMR-NIRBI, Kolkata

ICMR – National Institute for Research in Bacterial Infections, Kolkata a permanent premier institute under the aegis of Indian Council of Medical Research, Department of Health Research, Ministry of Health and Family Welfare, invites applications from the eligible candidates in the prescribed format for engagement of Young Professionals – I (YP-I) and Young Professionals-II (YP-II) purely on full-time contract basis initially for a period of one year from the date of engagement which may be extended or curtailed as per the functional requirement.

Sl. No.	Name of the post and number of posts	Educational Qualifications	Job Requirements	Age Limit	Remuneration per month
01.	Young Professional-I (Admin)  One post	Graduate in any discipline with 55% marks from a recognized University/ College with minimum one year of post qualification experience in Administration in research organization/ institutes	Noting, drafting of letters and correspondence with all stake holders. The responsibilities of the Young Professional-I (Admin) will be to support and co-ordinate the administrative work related to Intramural/ Extramural Research Projects of the institution and to provide advice on all administrative issues of the Institute.	Below 35 years	Rs. 30,000/- (fixed)
02.	Young Professional-II (Legal)  One post	Bachelor's Degree in Law (LLB) from a University/ Institution recognized by UGC, enrolled as an advocate with Bar Council of State in which he /she is practicing and two years' of experience in dealing with Civil Service/ Labour Arbitration cases and exposure to drafting of Agreement/MOUs/Deeds, speaking orders etc after enrolment.	Proficiency in drafting legal documents and orders. Knowledge of court practices and procedures. Familiarity with government rules and regulations, such as FR& SR, and CCS (CCA) Rules. Drafting legal notices, affidavits, agreements, and other official documents. Representing the organization during court hearings and arbitration. Liaison with advocates, government departments and stakeholders. Maintaining records of legal cases, correspondence, and judgments. Working knowledge of computers (MS Office etc).	Below 40 years	Rs. 42,000/- (fixed)

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पी-33, सी.आई.टी. रोड, स्कीम - XM, बेलियाघाटा, कोलकाता - 700 010, पश्चिम बंगाल, भारत

P-33, C.I.T. Road, Scheme - XM, Beliaghata, Kolkata - 700 010, West Bengal, India



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www.niced.org.in

03.	Young Professional-I (Admin)  <b>One post</b>	Graduate in any discipline with 55% marks from a recognized University/ College with minimum one year of post qualification experience in Administration in research organization/ institutes. Knowledge of IT applications virtual meeting platforms and computer skills (MS Word, Excel, Power Point, GeM and GFR ) will be an added advantage	Procurement related activities through GeM as per GFR guidelines in Govt. organization especially medical research institutes. Maintaining records of purchase orders, quotations and procurement files.	Below 35 years	Rs. 30,000/- (fixed)
04.	Young Professional-II (Finance & Accounts)  <b>One post</b>	M.Com (with 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 Accounts and Finance in research organization/ institutes. Knowledge of IT applications virtual meeting platforms and computer skills (MS Word, Excel, Power Point, Tally, Income Tax and other statutory) will be an added advantage.	Managing financial records, grant-in-aid, budget formulation, handling PFMS. Handling of tasks such as preparation of financial statements, reconciliation of accounts, assisting audits etc., All other works related to Finance and Accounts. The incumbent must have knowledge of Government Accounting rules, regulations and procedure including GFR, Govt. Pay and Pension Fixation rules, Government Procurement Rules, Budget and Accounts and should possess proficiency to undertake the following responsibilities apart from the day to day activities relating to Accounts and Finance Verification of fixation of pay on appointment/ promotion/ verification of pension/ revision of pension etc. To assist and supervise towards updating of Books of Accounts including preparation of periodical UC/SOE, Bank Reconciliation Statement, Annual Accounts of Institute and Intramural and Extramural Projects. Monitor regularly the progress of the Institute fund as well as the extramurally funded project fund (in all respects, including Physical and Financial Targets) and provide inputs on a regular basis.	Below 40 years	Rs. 42,000/- (fixed)



### **General Terms and conditions:**

1. The Director reserves the right to increase or decrease the number of posts or cancel the recruitment or re-advertise the posts, without assigning any reason thereof, and no further correspondence will be entertained in this regard.
2. **Procedure for Engagement:** Applications shall be shortlisted based on the prescribed qualifications, experience and age. Selection will be made on the basis of experience and performance in the interview. If necessary, written tests may also be conducted before the interview. Shortlisted candidates will be informed about the written test / interview via e-mail / website.
3. **Period of Engagement:** The initial term of engagement of YP will be for one year which is extendable for two more years (01 year at a time) subject to requirement of the services of the YP-I & YP-II in the organization and satisfactory performance of the candidate after evaluation of committee, constituted by Director. Thus, maximum duration of engagement of YP-I & YP-II in the ICMR is three years (1+1+1) in any case.
4. **Remuneration:** Consolidated emoluments of Young Professionals will be fixed as per advertised. No House Rent Allowance (HRA) will be paid to the Young Professionals.
5. The scheme for engagement of the Young Professional will be in accordance with the **ICMR Guidelines for Hiring Young Professionals (YP)** circulated vide O.M. No. 16/84/2024-Admn./e-171470, dated 26-11-2024 and terms and conditions thereon will be as per said OM.
6. Cut-off date for age limit will be as on the closing date.
7. Age relaxation will be as per rules from time to time.
8. The shortlisted candidates will be allowed to appear before interview Board and candidates may check our website for updates related to the advertisement.
9. No TA/DA will be paid to attend interview/ personal discussion and candidates have to arrange transport/accommodation themselves.
10. The Director-ICMR, NIRBI reserves rights to consider or reject any application/candidature at any point of time.
11. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
12. The persons engaged on Human Resource Positions shall not have any claim on a regular post in ICMR or in any of its Institutes/Centers or in any Department of Government of India and their project term with breaks or without breaks in any or multiple projects will not confer any right for further assignment or transfer to any other project or appointment/absorption/regularization of service in funding agency or in ICMR. Benefits of Provident Fund, Pension Scheme, Leave Travel Concession, Medical claim, Staff Quarters and other facilities applicable to the regular staff of ICMR etc. are not admissible to the project human resource positions.

13. The Director, ICMR-NIRBI reserves the right to terminate the young professional position even during the agreed contract period or extended contract period without assigning any reason.
14. Qualification and experience should be in relevant discipline/ field and from a reputed institution/ organization recognized by relevant authority. Experience shall count from the date of completion of minimum educational qualification.
15. Submission of incorrect or false information during the process of interview/personal discussion shall disqualify the candidature at any stage.
16. The selected candidate will be engaged purely on contractual and temporary basis and will not be regarded, for any purpose, as being either an “employee” or “official” of ICMR. Further he/she shall have no claim of further extension beyond contractual engagement or regularization of service in ICMR or its any Institute/Center or Govt. of India.
17. The contract of Young Professional is of a temporary nature and can be terminated anytime, without any prior notice and without providing any reason for it. However, in normal course, termination of contract may be done by giving not less than one month’s notice on either side at any time, without assigning any reason.
18. Selected candidate must join for duties immediately/within one week from the date of offer of engagement.
19. Incomplete applications, without photograph or without copies of relevant certificates will not be entertained. Further, without e-mail applications, original applications received during interview will not be considered.
20. **Leave entitlement:** The young Professionals in ICMR-NIRBI 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. Female YPs will be entitled to maternity leave as per provision in the Maternity Benefit (Amendment) Act 2017. However, there will be no paternity leave for male YPs. Leave shall be as per the ICMR’s policy for young professional human resource positions.
21. **Allowance:** The YP shall not be entitled to any other perquisites like honorarium or allowances such as Dearness Allowance, Residential Telephone, Transport Facility. Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement, etc.
22. **Attendance and working hour/day:** The working hours for the YPs will be same as regular employees of ICMR. 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.
23. **TA/ DA for the YPs:** No TA/DA shall be admissible for joining the assignment or on its completion. TA/ DA will be admissible to YPs for undertaking domestic tour for official work as under:

24. **Tax Deduction:** All Applicable taxes, as per government rules and regulations, will be deducted at source.
25. The Director, ICMR-NIRBI reserves the right to cancel/modify the process at any time, at its discretion.
26. Canvassing and bringing outside influence in any form for shortlisting or employment will be treated as disqualification and the candidate will be debarred from selection process.
27. Mere fulfilling the essential qualification/experience does not guarantee for shortlisting and selection.
28. The Director, ICMR-NIRBI reserves the right to prepare/frame a panel of waitlist candidates which shall be valid for one year.
29. Candidates already in regular service under any Central/State Govt/Autonomous/Dept/PSU are not eligible to apply for this position.
30. Engagement is purely on contractual and temporary basis and will not be regarded, for any purpose, as being either an “employee” or “official”. Further, shall have no claim of further extension beyond contractual engagement or regularization of service in any case. The engagement can be terminated by anytime without any prior notice and reason. However, in normal course, termination of contract may be done by giving not less than one month’s notice on either side at any time without assigning any reason.
31. Applications Procedure: Interested candidates meeting the age criteria and possessing the required qualifications and experience, may submit the application along with duly self-attested photocopies of related educational documents, experience certificates on the email id:nirbirecruitment@gmail.com) on or before 02-06-2025 up to 17.00 hours. Late/Delayed / incomplete /unsigned applications will not be considered and will be rejected straight way without any correspondence. Candidates are therefore advised to submit their applications well in time without waiting for time without waiting for the last date for submission of applications. ICMR-NIRBI, will not be responsible if the candidate fails to submit their applications within the time for any reason.
32. Corrigendum/addendum/further information; if any; in respect of this advertisement, will be published on our website only. Hence, the candidates are advised to see the website (<https://niced.org.in> ) of ICMR-NIRBI, Kolkata regularly for further updates related to this advertisement. No separate notification shall be issued in the press.

**Sd/-**  
**Director**  
**ICMR-NIRBI, Kolkata**



# APPLICATION FORM FOR THE POST OF YOUNG PROFESSIONAL

## ICMR-NATIONAL INSTITUTE FOR RESEARCH IN BACTERIAL INFECTIONS

P-33, CIT ROAD, SCHEME XM, BELEGHATA, KOLKATA 700010

Application for the post:.....

Project:.....

1. Applicant's Name (Full in block letters): .....

2. Date of Birth: .....

3. Father's Name: .....

4. Gender: .....

5. Cast/Category (SC/ST.OBC/EWS/PH/General): .....

6. Complete Address for communication: .....

7. Mobile/phone No. for contact: .....

8. Email ID (Mandatory): .....

9. Educational Qualification:

Sl. No.	Degree/Diploma	Board/University	Year of passing	% of marks/Division

10. Work Experience

Sl. No.	Nature of Employment	Duration	Subject area/Topic

11. Publications:

12. Award Received:

Date:

Applicant's Signature