



F. No. C-11015/120/2025-Admn/01/E-235397

Dated: 29.07.2026

**NOTIFICATION FOR WALK-IN INTERVIEW FOR THE TEMPORARY POST OF SENIOR
CONSULTANT (NON MEDICAL - TECHNICAL – INFORMATION TECHNOLOGY) – 01 POST**
(ADVERTISEMENT NO. 01/2026)

1. ICMR - NIRWoH, Mumbai intends to engage **01 Senior Consultant (Non Medical - Technical - Information Technology)**, at ICMR - NIRWoH, Mumbai. Walk-in interview will be conducted on 18.08.2026 at ICMR- National Institute for Research on Women's Health, J.M. Street, Parel, Mumbai-400012., for the mentioned temporary vacancy (**Interview Timing: From 11 AM to 1 PM**). Reporting Time: 10:00 AM. and other terms and conditions have also been enumerated in succeeding paragraph.
2. The post of **Senior Consultant (Non Medical - Technical - Information Technology)** are purely on contractual and full time basis initially for a period of one year from the date of engagement which may be extended or curtailed as per the functional requirement on a fixed consolidated salary. The terms and conditions applicable as per ICMR guidelines ICMR OM No. **16/84/2023-AdmnII/e-file-171470 dated 08.05.2026** and as amended from time to time.

3. Brief description of the post / qualification/ experience / work is as under:

Name of the Post	Senior Consultant (Non Medical - Technical - Information Technology)
No. of Post	01 (one)
Place of posting	ICMR - NIRWoH, MUMBAI
Period of Engagement	• Full-time on purely short term contract basis • Initially for a period of one year
Essential Qualification	• Professionals having proven competency and success in the field of Information Technology, with at least 10 years of post-qualification experience and should possess minimum M.Sc (Information Technology/Computer Science) / B.Tech (Information Technology/Computer Science)/ BE (Information Technology/Computer Science) / MCA or equivalent qualifications in only relevant subject. • Retired Government employees with requisite qualification in Information Technology and who were in regular Pay Level-10 or above having at least 10 years of experience in Information Technology/Computer Science. Note: 1. PhD will be considered as 4 years' experience (irrespective of the duration taken to complete the degree). 2. M.Tech will not be considered as any experience.
Desirable Qualification	• B.Tech (computer/IT) /BE (computer/IT) / MCA • 10 years' experience in (Information Technology/Computer Science)
Age Limit	Minimum age would be 40 years and not more than 70 years of age as on last date of application as on 18.08.2026

Remuneration	- Between 1,00,000-1,50,000 <u>(The emoluments shall be recommended by the selection committee and commensurate with the qualification and experience of the candidate).</u> - For retired Govt. Servant the remuneration shall be fixed in accordance with the Ministry of Finance, Dept. of Expenditures OM No. 3-25/2020-E.IIIA dated 09.12.2020. - A fixed monthly amount as per the Government norms arrived by deducting the basic pension from the pay drawn at the time of retirement. - Entitled for Transport Allowance for the purpose of commuting between the residence and the place of work and TA/DA on official tour, if any as per their entitlement at the time of retirement. - Not entitled for increment, any other honorarium or allowances such as Dearness Allowance, residential telephone, transport facility, residential accommodation, personal staff, CGHS & Medical reimbursement etc during the contract period. - All applicable taxes as per government rules & regulation shall be deducted at source.
Nature of Duties	1. Able to manage IT infrastructure of Institute and can ensure reliability, scalability, and efficiency. 2. Evaluate and support software systems being used by the Institute for research, administration, and other operations. 3. Implement cybersecurity measures and ensure data protection in line with ICMR regulations and CERT-in guidelines. 4. Should be able to develop and manage research data systems for the Institute to support secure storage, sharing, and analysis. 5. Able to draft IT policies and SOPs for institutional governance and operational consistency. 6. Provide user support and conduct training for staff on IT systems and best practices. 7. Maintain and enhance the institute's website and digital platforms, ensuring compliance with national standards. 8. Advise on IT procurement and coordinate with vendors for hardware and software solutions. 9. Should be able to prepare regular reports on IT operations and risks. 10. Developing a long-term IT roadmap aligned with the institute's research, administrative, and digital transformation goals. 11. Establishing IT governance frameworks, including periodic audits, compliance assessments, and risk-mitigation strategies. 12. Conducting periodic cybersecurity audits, vulnerability assessments, and penetration testing as per CERT-In guidelines. 13. Implementing network segmentation, firewall policies, and zero-trust architecture to enhance institutional security. 14. Developing an IT asset inventory system covering tagging, tracking, and lifecycle management of all hardware and software. 15. Reviewing and optimizing AMC/IT contracts to ensure cost-effectiveness and improved service quality. 16. Supporting the development or customization of in-house applications, dashboards, and research portals.
Leave Entitlement	Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Therefore, a Senior Consultant shall not draw any remuneration in case of his/her absence from work beyond authorized duration of leave. Unavailed leave during the period of engagement will not be carried forward in case of renewal. The leave record shall be maintained by the concerned Head of Institute. Maternity leave shall be as per maternity Benefit Act of GOI.
TA/DA	No TA/DA shall be admissible for joining the assignment or on its completion. However, Senior Consultants shall be allowed TA/DA for their travel inside the country, in connection with the official work, as per GOI/ICMR Rules.

Procedure for Engagement	• Need to submit a statement of good health from a recognized physician, prior to commencement of work, in ICMR-NIRWOH. • ICMR - NIRWOH has right to cancel and not to proceed in the matter of engagement of Senior Consultant at any stage without assigning any reason. • Can be terminated by giving not less than one month's notice on either side at any time without assigning any reason. • After selection, Senior Consultant will be given offer of engagement on receipt of his/her acceptance within prescribed time, an agreement will be signed between Senior Consultant and the Institute on 'Non Judicial Stamp Paper' of Rs.100/- with effect from the date of assumption of assignment.
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4. PROCEDURE FOR RECRUITMENT.

- i. Walk-in-interview/personal discussion will be scheduled on 18.08.2026 interview at ICMR - NIRWOH, J. M. Street, Parel, Mumbai – 400012 (Interview Timing: From 11 AM to 1 PM). Reporting Time: 10:00 AM.
- ii. Candidates appearing for walk-in-interview/personal discussion should bring with them all original certificates (1) Application form duly completed (2) Education qualification (3) Proof of Date of birth (4) Experience certificates/testimonials (5) One-self attested recent passport size photograph (6) ID proof (Ex. Aadhar/PAN/Voter ID/Driving License etc.) (7) One set of self-attested photocopies of all documents. (8) SC/ST/OBC/EWS Certificates, if applicable (9) Copy of Pension Pay Order or Last Pay Drawn Certificate (10) Candidates should also produce all certifications/testimonials in original for verification.
- iii. Candidates who fail to bring the original certificates will not be allowed to attend walk-in-interview/personal discussion.
- iv. Incomplete application, application not submitted in prescribed format and application without supportive documents asked for shall be summarily rejected.
- v. Selection will be based on performance in the interview.

5. Terms and Conditions:

1. The initial engagement of Senior Consultant shall be one year from the date of appointment. After expiry of initial engagement, services can be extended further as per requirement based on satisfactory performance and mutual consent of ICMR - NIRWOH and Senior Consultant.
2. The appointment of Senior Consultant would be on full time basis and he/she would not be permitted to take up any other assignment either part time or full time during the engagement with the Institute.
3. Selected candidates have to sign an agreement of contractual appointment with ICMR - NIRWOH.
4. The appointment of Senior Consultant is of a temporary nature and can be terminated by giving not less than one month's notice on either side at any time without assigning any reason.
5. An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed to retired government employees as per Ministry of Finance, Dept. of Expenditure OM FNo. 3-25/2020-E.IIIA dated 09.12.2020.
6. The Senior Consultant shall be completely accountable for any advice/service rendered by them during their engagement in this Institute in view of the norms of ethical business and professionalism.
7. The Senior Consultant must act in the interest of the Official Secrets Act 1923 and as amended from time to time and will not disclose to any unauthorized person (s) any information/data that may come to their notice during the period of their engagement.
8. Working hours shall normally be from 09:00 am to 05:30 pm during working days. However, in exigencies of work, they may be required to work on Saturday/Sunday.
9. Experience in the relevant grade pay should be on regular basis. Pay scale granted under MACP/ACP/Adhoc basis will not be considered as qualifying experience.
10. No TA/DA shall be admissible for appearing in walk-in-Interview or joining the assignment

- or on its completion/termination.
11. Incomplete application or not submitted in prescribed format or without photo and signature shall be summarily rejected.
 12. Submission of incorrect or false information shall disqualify the candidature at any stage.
 13. Since the posts are purely being on temporary/contractual basis, no benefit of Provident Fund, Leave Travel Concession, Medical, etc. will be available to the appointee.
 14. Age limit and experience will be considered as on the Date of Walk-In-Interview.
 15. The Director, ICMR - NIRWoH has the right to accept/reject any application without assigning any reason thereof and no correspondence/recommendation will be entertained in this matter.
 16. The Institute reserve the right to frame a panel for waitlisted candidate which will be valid for a period of one year.
 17. The Institute reserve the right to adopt criteria for short listing the application in case of receipt of large number of application.
 18. 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.
 19. The Director reserves the right to increase/decrease the number of posts as per requirement.
 20. Qualification and experience should be in relevant discipline/field and from a reputed institution/organization recognized by relevant authority.
 21. Mere fulfilling the essential qualification/ experience does not guarantee to appear before interview board for selection.
 22. The post is filled-up on purely temporary basis and contractual basis & the candidate will have no right to claim for any type of Permanent Employment under ICMR - NIRWoH or continuation of his/her services in any other project.
 23. Any Addendum/ Corrigendum in respect of above vacancies, notice shall be issued on website <https://nirrch.res.in> and <https://www.icmr.gov.in/employment-opportunities> only no separate notification shall be issued in the press.
 24. Application are requested to regularly visit the website to keep themselves updated.

Director
ICMR - NIRWoH