



icmr | **NIOH**
INDIAN COUNCIL OF
MEDICAL RESEARCH | NATIONAL INSTITUTE OF
OCCUPATIONAL HEALTH

आई सी एम आर – राष्ट्रीय व्यावसायिक स्वास्थ्य संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

ICMR - National Institute of Occupational Health
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

संख्या 1/परिपत्र/2025-26/2096

Date: 30/01/2026

परिपत्र/CIRCULAR

Sub: Compliance with ICMR instructions regarding issue of NOC/Permission for Scientists to apply for posts within/outside the Council – reg.

In reference to ICMR Letter No. ICMR/Misc./01/2026/Pers. dated 22.01.2026, and earlier Office letters dated 08.01.2021, 06.04.2021 and 17.12.2021, all Scientists of this Institute/Centre are hereby informed that the procedure for grant of NOC/Permission for applying to posts within or outside ICMR shall be followed strictly, as reiterated by ICMR Headquarters.

The following instructions are reiterated for strict compliance:

1. Prior approval of the Competent Authority is mandatory before applying for any post within or outside the Council. Applying without prior approval shall be treated as disobedience of instructions and misconduct.
2. Requests for NOC/Permission must be submitted well in advance to the Director of the Institute so that preferably the said application is submitted to ICMR at least 15 days before the closing date of the advertisement.
3. All requests shall be forwarded to ICMR Headquarters through proper channel with Specific recommendations of the Director as per letter dated 17.12.2021 along with prescribed NOC application form duly completed (attached) and declaration of latest IPR Returns.

All Scientists are directed to note of the above for strict compliance of the same.


(राहुल वाधवानी)/(Rahul Wadhvani)
वरिष्ठ प्रशासनिक अधिकारी /Sr. Administrative Officer

प्रति/To:
All Scientists

Copy to:

1. OIC, ROHC(S), Bangalore – for circulation at the centre pls.
2. Dr. L K Sharma, Sci-F – with a request to upload the said circular on the website and Digital Display.

INDIAN COUNCIL OF MEDICAL RESEARCH

भारतीय आयुर्विज्ञान अनुसंधान परिषद

Application for Grant of Permission/NOC to apply for outside Employment

बाह्य रोजगार के लिए अनुमति/अनापत्ति प्रमाण पत्र (एनओसी) देने के लिए आवेदन

- 1) Name of Employee (in BLOCK Letters):
कर्मचारी का नाम (स्पष्ट अक्षरों में)
- 2) Name of the Institute/Centre/ Division/Unit:
संस्थान/डिवीजन/इकाई का नाम:
- 3) Current Designation & Pay Level of Employee:
कर्मचारी का वर्तमान पदनाम और वेतन स्तर
- 4) Date & Designation (while initial Joining in the Council):
परिषद में शामिल होने की तिथि और पदनाम:
- 5) Qualification of the Employee:
कर्मचारी की योग्यता
- 6) Whether the Essential Qualification and age criteria is fulfilled by the Employee?
क्या कर्मचारी आवश्यक योग्यता और आयु मानदंडों को पूरा करते हैं?
(Provide the details of Age Relaxation, if any)
- 7) No of occasion of Application for the current Calendar Year : 1 2 3 4
वर्तमान कैलेंडर वर्ष में आवेदन की अवसर संख्या
- 8) Last Date for submission of Application as per advertisement:
संबंधित अधिसूचना के अनुसार आवेदन करने की अंतिम तिथि: (DD/MM/YYYY)
(Please attach a copy of the Notification/Advertisement.)
- 9) Recommendations:
संस्तुति:

Place/स्थान:

Dated/ दिनांक:

Signature/हस्ताक्षर
(Director/Director-in-Charge/Head of Division)
(निदेशक/निदेशक प्रभारी/प्रभाग प्रमुख)



भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

ICMR/Misc./01/2026/Pers. (264123)

Dated 22nd January, 2026

To
All Directors / Directors-in-Charge
ICMR Institutes / Centers

Subject: Issue of NOC/Permission for Scientists to apply for outside/inside posts – reg.

Sir/Madam,

I am directed to refer to this Office letters No. P-11(30)/2016-Pers. dated 08.01.2021 and 06.04.2021 on the procedure for grant of NOC/permission to Scientists for applying to posts within or outside the Council. It has been observed that the prescribed instructions are not being followed in certain cases.

In this regard, it is reiterated that:

- Scientists shall obtain prior approval of the Competent Authority before applying for any post. Applying without prior approval will be treated as disobedience of instructions and misconduct.
- Requests for NOC/permission must be submitted to ICMR Headquarters well before the closing date of the advertisement preferably at least 15 days.
- All cases shall be forwarded to Headquarters with specific recommendations of the Director/Director-in-Charge, as per Letter No. P-11(92)/2019-Pers. dated 17.12.2021 along with the prescribed NOC application form duly completed (attached) and declaration of latest IPR returns.

The above instructions are reiterated for strict compliance by all Institutes/Centers.

This issues with the approval of the Competent Authority.

Yours faithfully,

(Jaibir Singh)
Assistant Director General (Admin.)



icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH
Serving the nation since 1973

भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No.P-11(92)/2019-Pers.

Dated, 17th December, 2021.

The Directors/Directors-in-Charge,
Permanent Institutes/Centres of ICMR.

Subject : Issue of NOC/permission to apply for outside post -- regarding.

Sir/Madam,

In partial modification to this office letter No.P-11(30)/2016-Pers. dated 06th April, 2021, where clear instructions were given vide letter No. P-11(30)/2016-Pers. dated, 8th Jan., 2021 on the above subject. Still it is observed by the Competent Authority of ICMR that, inspite of repeated orders, Directors/Directors-in-Charge of the Institute are simply forwarding the applications of "Scientists" requesting for NOC/permission to apply for post outside the Council without any recommendation. Besides, "Scientists" are applying without obtaining prior approval of Director General, ICMR. The power to grant NOC or forwarding of applications outside or within the council vests with the Director General, ICMR only.

This practice of applying first (on-line or regular) and then seeking permission is treated as disobedience and misconduct.

It is hereby again advised that the request of "Scientists" for NOC/permission to apply for the post outside or within the Council may be submitted to ICMR Hqrs. for approval of Competent Authority of ICMR, in future, with due recommendations indicating the following :

- (1) How the office Scientific work will not suffer in his/her absence, if selected?
- (2) Who will substitute for him/her, if selected as this post cannot be filled up during lien period of the relieved Scientist for a period of 3 years?

Yours faithfully,


20/12/2021

(Jagdish Rajesh)
Asstt. Director General(A)

Copy to :

1. PS to DG, ICMR.
2. PS to Addl. DG, ICMR.
3. PS to Sr.DDG(A)/Sr.F.A.
4. DDG (A).
3. ADG (A) /ADG (F)
4. Admn.I & II.
5. Dr.L.K.Sharma, Scientist-E – with request to upload it on ICMR website.

INDIAN COUNCIL OF MEDICAL RESEARCH

भारतीय आयुर्विज्ञान अनुसंधान परिषद

Application for Grant of Permission/NOC to apply for outside Employment
बाह्य रोजगार के लिए अनुमति/अनापत्ति प्रमाण पत्र (एनओसी) देने के लिए आवेदन

- 1) Name of Employee (in BLOCK Letters):
कर्मचारी का नाम (स्पष्ट अक्षरों में)
- 2) Name of the Institute/Centre/ Division/Unit:
संस्थान/डिवीजन/इकाई का नाम:
- 3) Current Designation & Pay Level of Employee:
कर्मचारी का वर्तमान पदनाम और वेतन स्तर
- 4) Date & Designation (while initial Joining in the Council):
परिषद में शामिल होने की तिथि और पदनाम:
- 5) Qualification of the Employee:
कर्मचारी की योग्यता
- 6) Whether the Essential Qualification and age criteria is fulfilled by the Employee?
क्या कर्मचारी आवश्यक योग्यता और आयु मानदंडों को पूरा करते हैं?
(Provide the details of Age Relaxation, if any)
- 7) No of occasion of Application for the current Calendar Year : 1 2 3 4
वर्तमान कैलेंडर वर्ष में आवेदन की अवसर संख्या
- 8) Last Date for submission of Application as per advertisement:
संबंधित अधिसूचना के अनुसार आवेदन करने की अंतिम तिथि: (DD/MM/YYYY)
(Please attach a copy of the Notification/Advertisement.)
- 9) Recommendations:
संस्तुति:

Place/स्थान:

Dated/ दिनांक:

Signature/हस्ताक्षर
(Director/Director-in-Charge/Head of Division)
(निदेशक/निदेशक प्रभारी/प्रभाग प्रमुख)