



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

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

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

संख्या 1/परिपत्र/2025-26/602

July 13, 2026

परिपत्र/CIRCULAR

विषय: रुचि की अभिव्यक्ति के लिए निमंत्रण-संबंधी

Sub: Invitation for expression of interest-reg

ICMR ने अपने पत्र संख्या 16/12/2023-Admn.E.Office:149407 (दिनांक 03.07.2026) के ज़रिए, ICMR के संस्थानों/केंद्रों में काम कर रहे इच्छुक और योग्य सेक्शन ऑफिसरों और असिस्टेंट्स से ICMR-नेशनल इंस्टिट्यूट ऑफ़ ट्रेडिशनल मेडिसिन (NITM), नेहरू नगर, नेशनल हाईवे नंबर 4, बेलगावी, कर्नाटक – 590010 में ट्रांसफर/पोस्टिंग के लिए 'एक्सप्रेसन ऑफ़ इंटेरेस्ट' (रुचि की अभिव्यक्ति) आमंत्रित किए हैं:

ICMR vide Letter No.16/12/2023-Admn.E.Office:149407 dated 03.07.2026 have invited expression of Interest from willing and eligible Section Officers and Assistants working in ICMR Institutes/Centres for transfer/posting to ICMR-National Institute of Traditional Medicine (NITM), Nehru Nagar, National Highway No. 4, Belagavi, Karnataka – 590010:

The details of the vacant posts are as under:

Sr.No.	Name of Post	No. of Vacancies
1.	Section Officer	01
2.	Assistant	01

संस्थान/केंद्र के इच्छुक और योग्य अधिकारियों को सूचित किया जाता है कि वे EOI के अनुसार और सलग प्रारूप में, उचित माध्यम से अपना अनुरोध 14.07.2026 तक कार्यालय में जमा करें, ताकि इसे ICMR को भेजा जा सके।

Interested and eligible officials of the Institute/Centre are hereby informed to submit their request as per the EOI in the attached format through proper channel **latest by 14.07.2026** to the office for onward transmission to ICMR.

(राहुल वाधवानी)/(Rahul Wadhvani)

वरिष्ठ प्रशासनिक अधिकारी /Sr. Administrative Officer

प्रति/To:

सूचनापट्ट/Notice Board

Copy to:

1. OIC, ROHC(S), Bangalore –for necessary compliance
2. Dr. L K Sharma – with a request to upload the said circular on the digital display and website pls.

Section Officer (SO) – Job Profile

1. Overall supervision and coordination of Establishment, Purchase, Stores, Inward, and allied administrative sections.
2. Scrutiny, examination, and approval of all establishment matters including pay fixation, promotions, recruitment, APARs, IPR, annual increments, and employee grievances.
3. Handling and finalization of RTI matters and important correspondence with Headquarters
4. Review and submission of all purchase proposals, including handling of high-value tenders (₹10 lakhs and above) and ensuring compliance with GFR and procurement rules.
5. Overall supervision of procurement activities including GeM purchases, BOQ-based procurement, equipment procurement, and related processes.
6. Monitoring and verification of manpower-related matters, including attendance, leave records, and coordination with outsourcing agencies.
7. Supervision of maintenance of Service Books, IRAS, e-Office user mapping and system management, stores records, inward distribution, and other official records.
8. Oversight of equipment maintenance, AMC/CMC, condemnation and disposal processes, and ensuring timely disposal of work in compliance with rules and guidelines.
9. Any other work assigned by the Competent Authority

Assistant – Job Profile

1. Preparation and processing of pay bills and initial processing of pay fixation, LTC, and medical reimbursement cases.
2. Maintenance of attendance records, leave records, Service Books, and personal/service files.
3. Drafting of notes and assistance in processing matters related to promotion, recruitment, RTI, APARs, and other establishment cases.
4. Processing and settlement of medical and LTC bills, and handling related documentation.
5. Handling Guest House bookings, arrangement of official vehicles, and routine administrative coordination.
6. Issuance of ID cards (including medical ID cards), verification of documents of new joiners, and biometric enrolment.
7. Handling e-Office work including user mapping, IRAS-related data entry/processing, routine correspondence, and file movement.
8. Performing any other duties assigned by the Competent Authority.

Application Format

Employee interested for transfer to ICMR-National Institute of Traditional Medicine (NITM), Nehru Nagar, Belagavi – 590010 (Karnataka)

1.	Full Name (in Capitals) with attribute (Prof/Dr./Mr./Ms./	
2.	Present Designation & level	
3.	Date of Birth	
4.	Present Institute/Centre	
5.	Date of Joining ICMR/Institute	
6.	Date of Joining to Present Post	
7.	Academic background (University Degrees only)	
8.	Experience	
9.	200 words write up on your interest in this transfer and why you are suitable?	Please enclose as Annexure
10.	Publications/achievement in the working area.	Please enclose as Annexure
11.	Any other information that you wish to provide	Please enclose as Annexure
12.	NOC/ Document supporting submission of the application through proper channel	Please enclose as Annexure

Signature of the Applicant

Date: -

Place: -

(Counter Signature of the Director/Director In-charge)