



**icmr**  
INDIAN COUNCIL OF  
MEDICAL RESEARCH

**NIE**  
NATIONAL INSTITUTE OF  
EPIDEMIOLOGY  
Committed to public health since 1999



आई सी एम आर - राष्ट्रीय जानपदिक रोग विज्ञान संस्थान  
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार कल्याण मंत्रालय,  
भारत सरकार  
**ICMR – NATIONAL INSTITUTE OF EPIDEMIOLOGY**  
Department of Health Research,  
Ministry of Health and Family Welfare, Government of India,

Advertisement No. NIE/Estt/YP-II/2025-26

9<sup>th</sup> May 2025

## Advertisement for Engagement of Young Professionals - II at ICMR – NIE, Chennai

ICMR – National Institute of Epidemiology (ICMR – NIE), Chennai 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 – 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.

**Brief description of the post / qualification / experience / work are as under:**

<b>I.</b>	Name of the Post	<b>Young Professionals – II (F&amp;A)</b>
	No. of Post	1 No. (One) ( <b>UR</b> )
	Period of Engagement	<ul style="list-style-type: none"><li>• Full-time contract basis</li><li>• Initially for a period of one year</li></ul>
	Essential Qualification	<ul style="list-style-type: none"><li>• M.Com / MBA with minimum 55% marks from a recognized University / College or CA (inter) / ICWA (Inter) / CS (Inter)</li><li>• Minimum one year of post qualification work experience in the field of handling Finance, Audit and Accounts</li></ul>
	Job Description	<ul style="list-style-type: none"><li>• Managing financial records, grant-in-aid, budget formulation, handling PFMS.</li><li>• Handling of tasks such as preparation of financial statements, reconciliation of accounts, assisting audits etc.,</li><li>• All other works related to Finance and Accounts</li></ul>
	Age Limit	<ul style="list-style-type: none"><li>• Maximum age 40 years (Age relaxation as per rules)</li></ul>
	Consolidated Emoluments	<ul style="list-style-type: none"><li>• Rs.42,000/- per month</li></ul>
	Place of posting	<ul style="list-style-type: none"><li>• ICMR – NIE, Chennai</li></ul>

<b>II.</b>	Name of the Post	<b>Young Professionals – II (Admin)</b>
	No. of Post	3 Nos. (Three) <b>(UR – 2, OBC – 1)</b>
	Period of Engagement	<ul style="list-style-type: none"> <li>• Full-time contract basis</li> <li>• Initially for a period of one year</li> </ul>
	Essential Qualification	<ul style="list-style-type: none"> <li>• Post graduate in any discipline with minimum 55% marks from a recognized University / College</li> <li>• Minimum one year of post qualification work experience in the field of Office Administration / Stores Management</li> </ul>
	Job Description	<ul style="list-style-type: none"> <li>• Procurement related activities through GeM as per GFR guidelines</li> <li>• Stores Management</li> <li>• Recruitment activities</li> <li>• General Administration Management</li> <li>• Preparation of Office Notes / letters on various subjects</li> <li>• Liaison with other institutes, offices, Autonomous/Statutory Bodies etc.</li> <li>• All other works related to administration</li> </ul>
	Age Limit	<ul style="list-style-type: none"> <li>• Maximum age 40 years (Age relaxation as per rules)</li> </ul>
	Consolidated Emoluments	<ul style="list-style-type: none"> <li>• Rs.42,000/- per month</li> </ul>
	Place of posting	<ul style="list-style-type: none"> <li>• ICMR – NIE, Chennai</li> </ul>

**General Terms & Conditions:**

**1. Working hour / day and Leave Entitlement**

- Working hours shall be from 9.00 am to 5.30 pm.
- 8 days leave in a calendar year on pro-rata basis.
- 2 days of Restricted Holiday as per GoI/ICMR.

**2. TA/DA and Allowance Entitlements**

- TA/DA admissible for undertaking domestic tour for official work as under:
  - To and fro journey by train in AC-2 Tier / AC Chair Car
  - DA at fixed rate of Rs.1,500/- per day for other tour related expenses on Guest House / Hotel Accommodation, food and local conveyance, etc.
- Not entitled to any other allowances such as HRA, Dearness Allowance.

### 3. 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.
4. ICMR – NIE has right to cancel and not to proceed in the matter of engagement of YP-II at any stage without assigning any reason.
  5. Number of posts may be increased / decreased based on the functional requirements.
  6. Canvassing in any form will be a disqualification.
  7. 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.
  8. Corrigendum / addendum / further information, if any, will be published in ICMR/NIE websites only. Hence, the candidates are advised to see the websites [www.nie.gov.in](http://www.nie.gov.in) or [www.icmr.gov.in](http://www.icmr.gov.in) regularly for further updates related to this advertisement.
  9. Link for Submission of Online Application <https://icmrnie.in/niecareer/commapp.php>
  10. **Online application along with necessary supporting documents should be submitted through “NIE Recruitment Portal” on or before 29<sup>th</sup> May 2025 (05:30 pm).**

**Director  
ICMR-NIE, Chennai**