



ICMR- NATIONAL INSTITUTE OF MALARIA RESEARCH
INDIAN COUNCIL OF MEDICAL RESEARCH
(DEPARTMENT OF HEALTH RESEARCH)
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Advt. No NIMR/Consultant/Admin-Accts/2021/ 01

Dated -15.02.2021

VACANCY NOTIFICATION FOR CONSULTANT POSTS

Applications are invited up to **07th March 2021** in the prescribed format (available on the websites of ICMR-NIMR) through link <http://onlineapply.nimr.org.in/up> to **05:00 PM on 07th March 2021** for the full time post of **Consultant (Administration) and Consultant (Accounts)** contract basis initially for one year on a fixed consolidated salary as per ICMR Guidelines and Ministry of Finance, Dept of Expenditure, OMFNo. 3-25/2020-E.IIIA Dated 09.12.2020 per month at NIMR, Sector-8, Dwarka, New Delhi and as amended from time to time.

A. Consultant (Administration)

Essential Criteria:

Retired Govt. Employees having more than 15 years of administrative experience in the Grade Pay of Rs. 4600/- (Pay Level 7 as per 7th CPC) and should have a three years Bachelor Degree in any discipline from a recognized University.

Desirable Criteria:

- Retired Government employees having administrative experience in the Grade Pay of Rs. 5400 (Pay Level-10 as per 7th CPC) and above.
- Sound knowledge of Govt administrative/establishment/CCS(CCA) Rules/GFR 2017
- Good command over English language.
- Knowledge of computer applications (MS-Word/PPT/Excel) etc

Work Responsibilities:

1. To Assist the Administration in day to day activities of General Administration/Establishment related work.
2. Rendering advise in Disciplinary/vigilance cases.
3. Preparation of draft reply of Court Cases/RTI.
4. To verify various claim/bills(Medical/TA/DA/LTC)of employees
5. Any other work assigned by the competent authority.

Age: Not exceeding 65 years on the last date of receiving the application.

B. Consultant (Accounts)

Essential Criteria:

Retired Govt. Employees having more than 15 years of finance/accounts experience in the Grade Pay of Rs. 4600/- (Pay Level 7 as per 7th CPC) and should have a three years Bachelor Degree in any discipline from a recognized University.

Desirable Criteria:

- Retired Government employees from CAG/CGA/CGDA having finance/accounts experience in the Grade Pay of Rs. 5400(Pay Level-10 as per 7th CPC) and above.
- Sound knowledge of Govt accounting procedure/GFR
- Good command over English language.
- Knowledge of computer applications (MS-Word/PPT/Excel) etc

Work Responsibilities:

1. To undertake the work of Internal Auditor.
2. Verification of fixation of pay on appointment/promotion/, verification of pension/revision of pension etc.
3. To assist in all taxation (Income tax/TDS/GST) compliance, complying with statutory requirement of maintenance and presentation of accounts.
4. To check contingency bills.
5. To assist in internal audit/statutory audit/CAG Audit
6. Any other work assigned by the competent authority.

PROCEDURE FOR RECRUITMENT:

1. Candidates meeting the age criteria and possessing the required qualifications, experience, etc. can fill the Application Form through link <http://onlineapply.nimr.org.in/up> to **05:00 PM on 07th March 2021 after that the link will be disable automatically.**
2. Only shortlisted candidates will be called for interview.
3. Selection will be based on performance in the interview.
4. Candidates have to submit the duly self attested copies of proof of their age, educational qualifications, experiences, testimonials etc. at the time of interview, if called for.
5. Selected candidates have to bring all the documents as mentioned above in Original for verification at the time of interview.

KINDLY NOTE: The shortlists candidates will be informed through e-mail.

Other terms and conditions for applications/engagement are given here as under:

1. The initial engagement of consultant shall be one year from the date of appointment. After expiry of engagement initial engagement shall be extended further as per requirement based on satisfactory performance and mutual consent of ICMR-NIMR and consultant.
2. The appointment of 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. The appointment of consultant is of a temporary nature and can be terminated by giving not less than one months' notice on either side at any time without assigning any reason.
4. The consultant shall be paid a fixed consolidated monthly remuneration arrived at by deducting the pension from the pay drawn at the time of retirement in terms of Ministry of Finance, Dept of Expenditure OM FNo. 3-25/2020-E.IIIA dated 09.12.2020. The amount of remuneration so fixed shall remain unchanged for the term of contract. No other allowance shall be admissible.

5. The consultant shall be complete accountable for any advice/service rendered by them during their engagement in the Institute in view of the norms of ethical business and professionalism.
6. 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.
7. Consultant shall not be entitled for any other kind of leave except 08 days Casual Leave and 02 days Restricted Holiday.
8. **Experience in the relevant grade pay should be on regular basis. Pay scale granted under MACP/ACP will not be considered as qualifying experience.**
9. **No TA/DA/Joining time shall be admissible for joining the assignment or on its completion/termination.**
10. Incomplete applications or not submitted in prescribed format or without photo and signature or received after last date shall be summarily rejected.
11. Submission of incorrect or false information shall disqualify the candidature at any stage
12. Since the posts are purely on temporary/contractual basis, no benefit of Provident Fund, Leave Travel Concession, Medical, etc. will be available to the appointee
13. Age limit and experience will be considered as on the last date of receipt of Application Form.
14. The Director, NIMR has the right to accept/ reject any application without assigning any reason thereof and no correspondence/recommendation will be entertained in this matter.
15. The institute reserve the right to frame a panel for waitlisted candidate which will be valid for a period of one year.
16. The institute reserve the right to adopt a criteria for shortlisting the applications in case of receipt of large number of applications.
17. 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
18. Bad connection/ connection failure from any side will NOT be the responsibility of the NIMR
19. Selected candidates have to sign an agreement of contractual appointment with NIMR
20. The Director reserves the right to increase / decrease the number of posts as per requirement.
21. Qualification and experience should be in relevant discipline/field and from a reputed institution / organization recognized by relevant authority.
22. Mere fulfilling the essential qualification / experience does not guarantee to be called for interview as well as for selection.
23. 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-NIMR or continuation of his/her services in any other project.
24. Any Addendum/Corrigendum in respect of above vacancies, notice shall be issued on websites <https://main.icmr.nic.in/> and <https://nimr.icmr.org.in/>. only and no separate notification shall be issued in the press. Applicants are requested to regularly visit the websites (<https://main.icmr.nic.in/> and <https://nimr.icmr.org.in/>.) to keep themselves updated.

25. The advertisement and the application link is available on website <https://main.icmr.nic.in/> and <https://nimr.icmr.org.in/>.

Note: The following Preventive measures are strictly to be adhered by the candidates appearing for interview on the scheduled date and time to contain the spread of Novel Corona virus (COVID-19) inside the premises and during recruitment process:

- (a) Wearing of face cover is compulsory.
- (b) Spitting in public & work place shall be punishable with fine, as may be prescribed in accordance with its laws, rules or regulations by the State/UT local authority.
- (c) Social distancing shall be followed by all persons in public places and in transport.
- (d) Provision for thermal screening, hand wash and sanitizer shall be made at all entry and exist points and common areas.
- (e) Use of ArogyaSetu App is mandatory.
- (f) Large physical gathering at one place should be avoided.
- (g) As much as possible candidates should avoid using other's phones, desk, offices or other work tools and equipment. Clean and disinfect them before and after use.
- (h) Loitering and crowding in corridors should be avoided and people should maintain distance.

Director
ICMR-NIMR

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