

ICMR – National Institute of Traditional Medicine

Nehru Nagar, Belagavi – 590010

ICMR/NITM/2023-24/CONS/02

Date: 21-06-2023

ENGAGEMENT OF CONSULTANT (ADMINISTRATION/ACCOUNTS)

ICMR-National Institute of Traditional Medicine, Belagavi invites applications for filling up the post of Consultant (Administration) - 01 post and Consultant (Accounts) - 01 post, purely on contractual basis.

Retired Officers of Central Govt./ Autonomous bodies / Public Sector undertaking etc, meeting the essential qualification and experience may apply with the copies of self attested testimonials, other relevant documents with 02 passport size photographs for engagement on contract basis. Last date of submission of application is 12th July, 2023 upto 05:00pm.

Sl.		Details	Requirement / Information
1	a	Name of the Position	Consultant (Administration)
	b	No. of Vacancies	01
	c	Consultant fees	Rs. 40,000/-
	d	Upper Age limit	64 years as on last date of application.
	e	Essential Qualification and Experience	Retired Government employees with the Bachelor degree in any discipline drawing pay in the Pay Band Rs. 9300-34800 + Grade Pay of Rs. 4600/- and above (VI CPC) at time of retirement and having at least 10 years work experience in administration, establishment & procurement.
	f	Duties / Responsibilities	<ol style="list-style-type: none">i. Establishment, Administrative matters, Parliamentary Matters and Questions.ii. Legal Matters, Court matters.iii. Applicant should possess knowledge of FRSR rules and other rules and concerning the service condition of the employee issued by the Govt. of India from time to time.iv. Applicant should possess knowledge of recruitment and service matters/ maintenance of service books.v. Procurement of equipment, works, tendering matters, Co-ordination for miscellaneous store matters.

			<p>vi. Maintenance, verification & upkeep of assets on records, issue of store items, condemnation etc.</p> <p>vii. Any other work assigned by the Higher authorities of the Institute from time to time.</p>
2	a	Name of the Position	Consultant (Accounts)
	b	No. of Vacancies	01
	c	Consultant fees	Rs. 40,000/-
	d	Upper Age limit	64 years as on last date of application.
	e	Essential Qualification and Experience	Retired Government employees with the Bachelor degree in any discipline drawing pay in the Pay Band Rs. 9300-34800 + Grade Pay of Rs. 4600/- and above (VI CPC) at time of retirement and having at least 10 years work experience in Finance and Accounts.
	f	Duties / Responsibilities	<p>i. Applicant should possess knowledge of GFR, DFPR. Experience in handling Finance, Audit. Preparation of Annual Accounts, Audit replies.</p> <p>ii. Maintenance cash book and ledgers.</p> <p>iii. Preparation of bank reconciliation statements, etc.</p> <p>iv. Auditing of salary bills/ contingency bills / TA/DA bills etc.</p> <p>v. Processing of UC and SOE works.</p> <p>vi. Works related to project section, such as recruitments, procurements and accounts.</p> <p>vii. In addition, guidance in matters related to finance may be rendered to the higher authorities.</p> <p>viii. Any other work assigned by the Higher authorities of the Institute from time to time.</p>

Note: The post of Consultants (Administration and Accounts) is on full time basis and the incumbent shall not be holding any remunerative position/post during his/ her tenure.

PROCEDURE FOR RECRUITMENT:-

1. The eligible candidates willing to apply for the above mentioned post may download the Application form from the website: <https://icmrnitm.res.in/careers/>.

2. The candidates shall submit duly filled application form along with all documents in support of (a) Proof of Date of Birth (b) Qualification (c) Experience (d) Recent passport size photograph etc on or before 12th July, 2023 upto 05:00pm.
3. The eligible candidates shall be called for written test / interview. The Date and time and venue of interview shall be communicated by ICMR-NITM, Belagavi.
4. In case of more than 30 candidates, a written test comprising of 50 multiple choice questions (MCQ) with one mark each shall be conducted. The question shall pertain to the work responsibilities attached to the post as mentioned above. The Qualifying marks for the written test shall be as under:-
For SC/ST: 35:
For UR/OBC/EWS: 40%
5. The candidates scoring qualifying marks or more in the written test shall be interviewed as follows:-

Sl. No.	Name of the Post	No. of Post	No. of Candidates to be interviewed
1.	Consultant	02 (UR)	Top 05 candidates in written test

6. The final merit shall be prepared on the basis of marks of written test and interview. In case of non conductance of interview being less than 30 candidates, the merit shall be prepared on the basis of marks obtained in the interview.

Other terms and conditions for engagement of Consultant (Admin./Accounts):-

1. The initial engagement of consultant shall be for a period of one year from the date of appointment. After expiry of initial engagement period of one year, the engagement may be extended further as per the requirement based on satisfactory performance and mutual consent between ICMR-NITM and Consultant.
2. The consultant shall be paid fixed monthly remuneration, in terms of Dept. of Expenditure order dated 9-12-2020.
3. The appointment of consultant would be on full time basis and he/she would not be permitted to take up any other remunerative or honorary assignment either part time or full time during the engagement with the Institute.
4. The appointment of consultant is of 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. The consultant shall be paid a fixed consolidated monthly remuneration as per the guidelines issued by the Govt. of India and ICMR in this regard from time to time. The amount of remuneration so fixed shall remain unchanged for the term of contract. However, the increment(s) will be granted as per the guidelines issued by the Govt. of India and ICMR in this regard from time to time. No other allowance shall be admissible.
6. The consultant shall be completely accountable for any advice/service rendered by him/her during his/her engagement in the Institute in view of the norms of ethical business and professionalism.
7. Working hours shall normally be from 09:30 am to 06:00 pm during working days. However, in exigencies of work, he/she may be required to work on Saturday/Sunday/Gazetted holiday.

8. The paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond the calendar year may not be allowed.
9. No TA/DA shall be admissible for joining and completion of the assignment.
10. Incomplete applications or not submitted in prescribed format or without photo and signature shall summarily rejected.
11. Submission of incorrect or false information shall disqualify the candidature at any stage.
12. Since, the post is 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 closing date for submission of application form i.e. 12th July, 2023.
14. The Director, ICMR-NITM 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 reserves the right to frame a panel of waitlisted candidates which will be valid for a period of one year.
16. 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.
17. Selected candidates have to sign an agreement of contractual appointment with ICMR-NITM, Belagavi.
18. The post is to be filled-up on purely temporary and contractual basis & the candidate will have no right to claim for any type of Permanent Employment under ICMR-NITM, or continuous of his/her services in any other project of the Institute.
19. Any Addendum / Corrigendum in respect of above vacancies, notice shall be issued on website: <https://www.icmr.nitm.res.in>. and no separate notification shall be issued in the press. Applicants are requested to regularly visit the website to keep themselves updated.
20. The preventive measures are strictly to be adhered to by the candidates appearing for written test / Interview on the scheduled date and time to contain the spread of Novel Corona Virus (COVID-19) inside the premises and during recruitment process.

Administrative Officer
for Director

ICMR – National Institute of Traditional Medicine
Nehru Nagar, Belagavi – 590010

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Application for engagement as Consultant (Admin./Accounts)

1.	Name (In BLOCK Letters)								
2.	Father's Name								
3.	Date of Birth	D	D	M	M	Y	Y	Y	Y
4.	Present age (as on last date / date of submission of application i.e. 12 th July, 2023.	_____ Years _____ Months _____ Days							
5.	Gender	Male / Female / Transgender							
6.	Nationality								
7.	SC/ST/OBC category	SC/ ST / OBC (circle the appropriate)							
8.	Are you Physically Handicapped	Yes / No							
9.	Address for correspondence								
10.	Mobile / Phone No.								
11.	Email ID								

12. Educational Qualification:-

Sr. No.	Exam Passed	Board / University / Institution	Year of Passing	Marks Obtained in %	Major Subjects
1	10 th				
2	12 th				
3	Graduation				
4	Post Graduation				
5	Other qualification, if				

	any				
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13. *Experience:-

Sr. No.	Name of Institution	Designation held	Pay Scale / Salary Drawn	From Date	Till Date	Duration in Years, Months & Days	Nature of work performed
1							
2							
3							

* Attach self-attested testimonials in support of your claim.

14. Knowledge of computer applications, if any, please attach certificate / diploma / degree:

15. Name and Address of two referees well known with applicant's work:

Name	Occupation or Position	Address with Telephone No. and Email.

16. Declaration

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in event of any of the information provided by me is found false or incorrect at any stage, my candidature shall be liable for cancellation / termination without notice or any compensation in lieu thereof.

Place:

(Signature)

Date:

Name: _____