

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

ICMR/NITM/2024-25/CONS/01

Date: 9-1-2025

ENGAGEMENT OF CONSULTANT (ADMINISTRATION/ACCOUNTS)
&
PROJECT CONSULTANT (SCIENTIFIC – NON MEDICAL)

ICMR-National Institute of Traditional Medicine, Belagavi invites applications for filling up the following posts purely on contractual basis.

Sl No.	Name of the post	No. of Vacancies
1	Consultant (Administration/Finance)	2
2	Project Consultant – Scientific – Non-Medical	1

Candidates who meets the below mentioned essential qualification and experience can apply with the copies of self-attested testimonials, other relevant documents and 02 passport size photographs for engagement on contract basis. Last date of submission of application is 31-1-2025 upto 05:00pm.

Table No. 1

Sl.	Details	Requirement / Information
a	Name of the Position	Consultant (Administration/ Finance)
b	No. of Vacancies	02 Administration – 01 Finance - 01
c	Consolidated Fee/ remuneration (Rs.)	Between 1,00,000- 1,80,000 (For retired government servants remuneration shall be fixed as per the Ministry of Finance, Dept. of Expenditure OM No. 3-25/2020-E.IIIA dated 09 Dec 2020 .)
d	Upper Age limit	Minimum age for engagement as Consultants in ICMR NITM would be 40 years and maximum age would be 70 years.
e	Essential Qualification and Experience	Professionals having at least 10 years of experience in Administration, Audit, Legal in Govt. Dept/ PSU / Autonomous Bodies., and should possess Post Graduate degree in relevant subject viz., Management / Law / Public Administration/ Economics, etc. OR Retired Govt. employees with Bachelor degree in any discipline and in the Pay Level -7 and above with 10 years of experience in the field of Management / Law / Public Administration /Economics, etc.

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

Table No. 2

Sl.	Details	Requirement / Information
a	Name of the Position	Project Consultant (Scientific – Non Medical)
b	No. of Vacancies	01
c	Consolidated Fee/ remuneration (Rs.)	80,000.00 (For retired government servants remuneration shall be fixed as per the Ministry of Finance, Dept. of Expenditure OM No. 3-25/2020-E.IIIA dated 09 Dec 2020.)
d	Upper Age limit	Minimum age for engagement as Consultants in ICMR NITM would be 40 years and maximum age would be 70 years.
e	Essential Qualification and Experience	Professionals having proven competency and success in their area of specialization, with at least 10 years of post-qualification experience and should possess minimum BAMS and MD in Ayurveda or equivalent qualifications in relevant subject. etc. <i>Note:-</i> 1. PhD will be considered as 4 years' experience (irrespective of the duration taken to complete the degree). 2. MPH/ M.Tech / ME/ M.Pharm will not be considered as any experience. OR Retired Government employees, with requisite qualification and who were in the regular Pay Level -10 and above and having at least 10 years experience in the required specialization.

Note : The post of Project Consultant (Scientific – Non Medical) is on full time basis and the incumbent shall not be holding any remunerative position/post other than the above during his/ her tenure.

PROCEDURE FOR RECRUITMENT:-

1. The eligible candidates willing to apply for the above-mentioned posts 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 (Date) 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:
 - 4.1. For SC/ST: 35:
 - 4.2. For UR/OBC/EWS: 40%
5. The candidates scoring qualifying marks or more in the written test shall be interviewed as follows:-

Table No. 2

Sl. No.	Name of the Post	No. of Post	No. of Candidates to be interviewed
1.	Consultant (Administration/Finance)	02 (UR)	Top 10 candidates in written test
2.	Project Consultant – Scientific – Non-Medical	01 (UR)	Top 5 candidates in written test

6. The final merit shall be prepared on the basis of marks of written test and interview. In case of nonconductance of written test being less than 30 candidates, the merit shall be prepared on the basis of marks obtained in the interview.
7. There will be no written test in the case of selection of retired personnel as Consultants. Only interview shall be held.

Other terms and conditions for engagement of Consultant (Admin./Accounts) & Project Consultant (Scientific / Technical – Non-Medical):-

1. The initial engagement of Consultants & Project Consultant will be for a maximum duration of one year. Extension of the tenure, if required, may be considered on a case-by-case basis, subject to job requirements, timely completion of tasks, and satisfactory performance evaluation by the Competent Authority. However, the total duration of engagement will not exceed five years under any circumstances. Additionally, the engagement will be limited to a maximum of five years or until the consultant attains the age of 70 years, whichever is earlier.
2. The Consultants & Project Consultant shall be paid fixed monthly remuneration as per **table no. 1, row no. c. & table no. 2, row no. c.** The amount of remuneration so fixed shall remain unchanged for the term of contract.
3. The appointment of Consultants & Project 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 the Consultants & Project Consultant is of a 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. However, the competent authority of ICMR NITM reserves the right to terminate the contract anytime, without any prior notice and without providing any reason for it.
5. **Allowances** - The Consultants & Project Consultant shall not be entitled to any other perquisites like honorarium or allowances such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement, etc.

6. The Consultants & Project 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** - 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. No extra benefit will be allowed for working beyond office hours.
8. **Leaves** - Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Therefore, a Consultant shall not draw any remuneration in case of his/her absence from work beyond authorized duration of leave. Unavailed leave during the period of engagement will not be carried forward in case of renewal. Maternity leave shall be as per Maternity Benefit Act of Gol. Unauthorized absence for a continuous period of 08 days without valid reasons shall lead to automatic termination of the engagement.
9. **TA/DA** - No TA/DA shall be admissible for joining the assignment or on its completion. However, Retired Government officials engaged as Consultants shall be allowed TA/DA for their travel inside the country, in connection with the official work only, as per his/her entitlement at the time of retirement.
For others, the entitlements will be as follows:
 - i) Travelling Allowance: To and fro journey by Air (Economy Class)/ by train in AC-2 Tier/AC Chair Car
 - ii) Daily Allowance: Rs.3000/-per day for other tour related expenses on Guest House / Hotel Accommodation, food and local conveyance etc
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. (Date)
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://icmrnitm.res.in/careers/>. and no separate notification shall be issued in the press. Applicants are requested to regularly visit the website to keep themselves updated.

20. **The emoluments for candidates other than retired govt. staff shall be recommended by the selection committee and shall commensurate with qualification and experience of the candidate.**
21. **Tax Deduction** - All Applicable taxes, as per government rules and regulations, will be deducted at source.
22. **Legal Status** - The individual Consultant shall be engaged purely on contractual and temporary basis and will not be regarded, for any purpose, as being either an "employee" or "Official" of Council / Institute / Center. Further, he/she shall have no claim of further extension beyond contractual engagement or regularization of service in ICMR / or its any Institute/ Center or Govt. of India in any case. An undertaking to this effect has to be signed by the Consultant, before joining.
23. **Discipline and decorum** - The selected candidate shall follow all the Institutional norms. Violation of the prescribed provisions will entail breach of the terms and conditions of contract and would attract penal provisions, including termination of contract.
24. **Insurance** - The individual Consultants & Project Consultant shall be solely responsible for taking out and for maintaining adequate insurance, required to meet any of his/her obligations under the contract, as well as for arranging, at his/her own expense, such as life, health and other forms of insurance, as the individual Consultant may consider appropriate, to cover the period during which they are engaged.
25. **Settlement of Disputes** – ICMR NITM and the individual Consultants & Project Consultant shall use their best efforts to amicably settle disputes, controversy or claim, arising out of the contractual duration.
26. **Conflict of Interest** - The individual Consultants & Project Consultant shall be expected to follow all the Guidelines of the Council / Gol, which are in force from time to time. He/she will be expected to display utmost honesty, secrecy of office, sincerity while discharging his/her duties. In case service of any Consultant is not found satisfactory or found in conflict of interest of the ICMR NITM his/her engagement will be liable for discontinuation immediately, without assigning any reason thereof. An undertaking to this effect shall be signed by the Consultants & Project Consultant, before joining.
27. The selected Consultants & Project Consultant will receive an offer of engagement. Upon acceptance of the offer within the prescribed timeframe, an agreement will be executed between the candidate and ICMR NITM on a non-judicial stamp paper of ₹100/-. The agreement will be effective from the date of engagement.

Administrative Officer
for Director

ICMR – National Institute of Traditional Medicine

Nehru Nagar, Belagavi – 590010

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recent color
photo

Application for engagement as Consultant

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)	_____Years _____Months _____Days							
5	Applying for the post of (tick in front of post for which you are applying)	Consultant Administration		Consultant Finance		Project Consultant - Scientific – Non-Medical			
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				

13. *Experience:-

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

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

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

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

Name	Occupation or Position	Address with TelephoneNo. and Email.

14. 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: