



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

आई सी एमआर-राष्ट्रीय व्यावसायिक स्वास्थ्य संस्थान
ICMR - National Institute of Occupational Health
मेघानीनगर, अहमदाबाद - 380016 / Meghaninagar, Ahmedabad

NOTIFICATION FOR ENGAGEMENT OF CONSULTANT (ADMIN)

The ICMR-National Institute of Occupational Health invites applications from retired employees for engagement as **Consultant (Administration) (01 No.)** purely on contractual basis at ICMR-NIOH, Ahmedabad. The candidate should be retired government employee with Bachelor Degree in any discipline in Level 10 or above as per 7th CPC {Central/State /Autonomous body} at the time of retirement and having atleast 15 years of work experience in Administration. **The last date for submission of applications is 09/11/2022.** Maximum age limit – below 64 years as on the last date of submission of application. For other terms & conditions, please refer detailed advertisement placed on <https://www.nioh.org> and <https://main.icmr.nic.in>

Director In-Charge
ICMR-NIOH, Ahmedabad





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

आई सी एमआर-राष्ट्रीय व्यावसायिक स्वास्थ्य संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

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

Adv. No. 1/ConsultantAdmin/2022-23

Date : 19/10/2022

ENGAGEMENT OF CONSULTANT

ICMR-National Institute of Occupational Health, Ahmedabad is a permanent research Institute under the aegis of Indian Council of Medical Research, Department of Health Research, Ministry of Health & Family Welfare, Govt. of India.

ICMR-NIOH invites applications from the retired employees for selecting suitable candidates for engagement as Consultant (Administration) purely on contractual basis. Officers retired from the post of Administrative Officer / Sr. Administrative Officer or equivalent in the Government of India / Autonomous Organizations are eligible for consideration for the post and the details are as follows:

Name of the Post	Consultant (Administration)
Number of Posts	1 (One)
Essential Qualification	Retired Government Employee with Bachelor Degree in any discipline in Level 10 or above as per 7 th CPC {Central/State/Autonomous body} at the time of retirement and having atleast 15 years of work experience in Administration.
Desirable Qualifications	<ul style="list-style-type: none">• Knowledge of MS Office, MS Word, MS Power Point and MS Excel.• Knowledge of Rules and Regulations of a Central Government Organization.• Experience of working in a Central Government organization in large scale research projects. Well versed with administration rules and regulations FR & SR and GFR-2017 and DFPR rules etc.• Good command over English and Hindi language
Nature of Duties	Supervision of matter related to:- <ol style="list-style-type: none">1. Estate/Campus management Including but not restricted to security services, housekeeping services, Canteen and Guest house, Garden, DG Set, Civil works, Electricity, Condemnation and disposal of unserviceable items, assets, building committee / monitoring committee etc.,2. Coordination with CPWD / State Govt. for maintenance of building and also other day to day etc.3. Service matters, pay fixation, NPS matters, DPC/MACP/MBAPS etc.4. Scrutiny of financial proposal relating to purchase of stores, equipment's, capital etc.5. Handling of legal issues/ court cases / Vigilance / RTI etc.,6. Preparing the draft speaking orders / draft affidavit / comments etc.7. Handling of Administration and Establishment matters etc.8. Should be ready to undertake duty travel for outstation assignment as per rules.9. Any other works assigned by the competent authority from time to time.
Age Limit	Below 64 Years as on last date of submission of application
Emoluments	Between Rs. 25,000/- to Rs. 1,00,000 depending upon educational qualification, relevant experience with reference to last pay drawn minus pension + TA as per DoPT orders in this regard.
Place of Duty	ICMR-National Institute of Occupational Health, Ahmedabad

मेघानीनगर, अहमदाबाद
गजरात.380016. भारत

Tel: +91-79-22688700, 22686351
Fax: +91-79-22686110





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

आईसीएमआर- राष्ट्रीय व्यावसायिक स्वास्थ्य संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

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

Note : The post of Consultant (Administration) 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 websites of ICMR at <https://main.icmr.nic.in/career-opportunity> and ICMR-NIOH at <https://www.nioh.org/recruitment>
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 09/11/2022, 5:00 PM.**
3. The eligible candidates shall be called for written test / interview. The Date and time and venue of interview shall be communicated by ICMR-NIOH, Ahmedabad.
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:-

Sr.No.	Name of the Post	No. of Post	No. of Candidates to be interviewed
1	Consultant	01(UR)	Top 5 candidates in the 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 (Administration):-

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-NIOH 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 remunerative or honorary assignment either part time or full time during the engagement with the Institute.
3. The appointment of consultant is of temporary nature and can be terminated by giving not less than one months' notice on either side at any time without assigning any reason.

मेघानीनगर, अहमदाबाद
गुजरात, 380016, भारत
Meghananagar Ahmedabad



Tel: +91-79-22688700, 22686351
Fax: +91-79-22686110
PS to Director: +91-79-22688709, 22686340



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

आईसीएमआर- राष्ट्रीय व्यावसायिक स्वास्थ्य संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

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

4. 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.
5. 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.
6. 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.
7. 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.
8. No TA/DA shall be admissible for joining and completion of the assignment.
9. Incomplete applications or not submitted in prescribed format or without photo and signature shall be summarily rejected.
10. Submission of incorrect or false information shall disqualify the candidature at any stage.
11. 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.
12. Age limit and experience will be considered as on the closing date for submission of application form i.e. 09/11/2022.
13. The Director In-Charge, ICMR-NIOH has the right to accept/ reject any application without assigning any reason thereof and no correspondence/recommendation will be entertained in this matter.
14. The Institute reserves the right to frame a panel of waitlisted candidates which will be valid for a period of one year.
15. 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.
16. Selected candidates have to sign an agreement of contractual appointment with ICMR-NIOH, Ahmedabad.
17. 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- NIOH or continuation of his/her services in any other project of the Institute.
18. Any Addendum/Corrigendum in respect of above vacancies, notice shall be issued on websites:

मेघानीनगर, अहमदाबाद
गुजरात, 380016, भारत
Mehnaninagar Ahmedabad

Tel: +91-79-22688700, 22686351

Fax: +91-79-22686110

PS to Director: +91-79-22688709, 22686340





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

आईसीएमआर- राष्ट्रीय व्यावसायिक स्वास्थ्य संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

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

<https://main.icmr.nic.in> and <http://www.nioh.org> only and no separate notification shall be issued in the press. Applicants are requested to regularly visit the websites to keep themselves updated.

19. 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 In-Charge**



मेघानीनगर, अहमदाबाद
गुजरात, 380016, भारत
Menhaninagar Ahmedabad

Tel: +91-79-22688700, 22686351
Fax: +91-79-22686110
PS to Director: +91-79-22688709, 22686340



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

आई सी एमआर-राष्ट्रीय व्यावसायिक स्वास्थ्य संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

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

APPLICATION FORM

Application for the post: - **CONSULTANT (Administration)**

Past your
recent color
photo

1.	Name (In Block Letters)																	
2.	Father's Name																	
3.	Date of Birth	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>									D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y											
4.	Present age (as on last date/date of submission of applicatin i.e. 09.11.2022)	_____ 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.	E-Mail ID																	



12. Educational Qualifications: -

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	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 the applicant's work:

Name	Occupation or Position	Address with telephone No. & e-mail

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 the 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: _____

