



02.08.2022

ENGAGEMENT OF CONSULTANT

National Institute of Implementation Research on Non-Communicable Diseases (formerly Desert Medicine Research Centre), Jodhpur 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-NIIRNCD 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 at least 15 years of work experience in Administration at supervisory level.
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 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 date of walk-in interview/written test: 29.08.2022



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 for Implementation Research on Non-Communicable Diseases, Jodhpur

Note: 1. 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 NIIRNCD at <https://niirnec.icmr.org.in/recruitment.php>.

2. The candidates shall bring the 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. while coming for written test/personal discussion/interview as per the schedule given below:-

Date & Time of walk-in-written test/personal discussion/interview: 22.08.2022 at 11:00 AM.

Reporting Time: 09:00 AM to 10:00 AM.

Venue: ICMR-National Institute for Implementation Research on Non-Communicable Diseases, New Pali Road, Jodhpur-342005.

3. The Eligibility of the candidates shall be checked at the venue and only- eligible candidates shall be allowed to appear for the written test/interview as the case may be.

4. In case of more than 30 candidates, a written test comprising of 50 **Multiple Choice Questions (MCQ)** with 1 mark each, shall be conducted. The questions 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:-

S No.	Name of the Post	No. of Posts	No. of Candidates to be interviewed
1	Consultant (Administration)	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-NIIRNCD 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.
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 09:00 am to 05:30 pm during working days. However, in exigencies of work, he/she may be required to work on Saturday/Sunday/ Gazetted Holiday.
7. The provisions of Leave shall be regulated as per the guidelines of ICMR as amended from time to time.
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 date of written test/interview i.e. **22.08.2022**.
13. The Director, NIIRNCD 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-NIIRNCD, Jodhpur.
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- NIIRNCD 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: <https://main.icmr.nic.in> and <https://niirncd.icmr.org.in> only and no separate notification shall be issued in the press. Applicants are requested to regularly visit the websites to keep themselves updated.

Note: The following 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:

- (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 exit points and common areas.
- (e) Use of ArogyaSetu App is mandatory.
- (f) As much as possible candidates should avoid using other's phones, desk, offices or other work tools and equipment.
- (g) Loitering and crowding in corridors should be avoided and people should maintain distance.

Posted on the websites of ICMR and NIIRNCD on 05.08.2022

Administrative Officer
for Director