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No. NICPR/Consultant-Proc/Adv/2022

Dated : 04<sup>th</sup> July 2022

**VACANCY NOTIFICATION FOR CONSULTANT (PROCUREMENT)**

ICMR-NICPR, Noida intends to engage Consultant (Procurement) and applications are invited for filling up one post of **Consultant (Procurement)** in the prescribed format (available on the website of ICMR-NICPR([www.nicpr.res.in](http://www.nicpr.res.in))) for appearing in **walk-in-Interview/personal discussion** on **26 July 2022**. Candidates possessing required qualifications, experience and age criteria may attend the walk-in-interview/personal discussion at **ICMR-NICPR, I-7, Sector-39, Noida, Uttar Pradesh** on **26 July 2022** along with the filled in application form and original supporting documents in support of their date of birth, qualifications and experience. The schedule for walk In-interview and other terms and conditions have also been enumerated in succeeding paragraph.

2. The post of **Consultant (Procurement)** is purely on contractual and full time basis initially for six months on a fixed consolidated salary as per ICMR guidelines and Ministry of Finance, Dept of Expenditure, OM FNo. 3-25/2020-E.IIIA Dated 09.12.2020 per month at **ICMR-NICPR, Sector-39, NOIDA, UP** and as amended from time to time.

3. **Essential Criteria:** Retired from Central/State Govt./Institutes/Autonomous bodies/PSUs/Department employees, having more than 15 years of experience in procurement goods/services and stores management related work in the Grade Pay of Rs. 4600/- (Pay Level 7 as per 7<sup>th</sup> CPC) or equivalent or above (but not more than Grade Pay of Rs. 6600/-, Level-11 as per 7<sup>th</sup> CPC) in Central Government departments/Institutes/Autonomous bodies/PSUs Departments/Institution/organisations  
and

should have atleast three years Bachelor Degree in any discipline from a recognized University.

**Desirable qualifications:**

- Sound knowledge of General Financial Rules, 2017 and Manual of Procurement of goods/services
- Knowledge of procurement of goods/services through GEM/CP portal
- Knowledge of inventory management/store management
- Knowledge of condemnation/auction of unserviceable/scrap/obsolete goods/equipment's
- Knowledge of TDS/GST related work
- Knowledge of administration/establishment related work
- Good Knowledge of computer applications (MS-Word/PPT/Excel) etc
- Good command over English/Hindi language.
- Should be well conversant with e-office working system
- Should be able to work independently

4. **Scope of Work/Job responsibilities:**

1. To process the cases of procurement of scientific equipment's/consumables/chemicals etc through GeM/CPP Portal.
2. To process cases of procurement of services through GeM/CPP Portal
3. To prepare and process all condemnation of goods/equipment related matters
4. Processing of bills related to stores/procurement
5. Conduct of various meetings from time to time.
6. To conduct Physical verification of fixed assets/consumables etc
7. Preparation of draft reply of RTI/Parliamentary Questions.
8. Processing of Disciplinary/Inquiry cases
9. Any other work assigned by the competent authority.

5. **Age:** Not exceeding 62 years on the last date of Walk-in-Interview.

6. **PROCEDURE FOR RECRUITMENT.**

1. Candidates appearing for walk - in - Interview / or personal discussion should bring with them all original certificates (1) Application form duly completed (2) Educational qualification (3) Proof of Date of birth (4) Experience certificates/testimonials (5) One-self attested recent passport size photograph (6) ID Proof (Ex. Aadhar/PAN/Voter ID/Driving License etc.) (7) One set of self-attested photocopies of all documents. (8) SC/ST/OBC/EWS Certificates, if applicable (9) Copy of Pension Pay Order or Last Pay Drawn Certificate (10) Candidates should also produce all certifications/testimonials in original for verification.

**2. Candidates who fail to bring the original certificates will not be allowed to attend walk - in - Interview / or personal discussion.**

3. Incomplete applications, application not submitted in prescribed format and application without supportive documents asked for shall be summarily rejected.

4. Only shortlisted candidates will be allowed to appear before interview board.

5. Selection will be based on performance in the interview.

6. Candidates possessing the above essential qualification and experience may come for **walk-in- Interview/ personal discussion** at **ICMR-National Institute of Cancer Prevention and Research, I-7, Sector-39, NOIDA, UP** on the dates as indicated in schedule directly alongwith the prescribed application form duly completed in all respect:

**SCHEDULE FOR WALK-IN- INTERVIEW**

<b>Sl. No.</b>	<b>Post</b>	<b>Date and time of verification of document</b>
1.	Consultant (Procurement) -01	26.07.2022 from 9:00 AM to 10:00 AM

**Note:** Candidates who will report after the scheduled date/time will not be allowed to appear in Interview/ personal discussion.

**7. Terms and conditions:** The term and conditions of the contractual service/engagement are as under:

1. The initial engagement of consultant shall be 06 months from the date of appointment. After expiry of initial engagement, services can be extended further as per requirement based on satisfactory performance and mutual consent of ICMR-NICPR 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. Selected candidates have to sign an agreement of contractual appointment with ICMR-NICPR.

4. 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.

5. **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.

6. **Transport allowance:** An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed as per Ministry of Finance, Dept of Expenditure OM FNo. 3-25/2020-E.IIIA dated 09.12.2020.

6. The consultant shall be completely accountable for any advice/service rendered by them during their engagement in this Institute in view of the norms of ethical business and professionalism.

7. The Consultant must act in the interest of the Institute and render any advice or service with professional integrity. They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as Consultant.

8. The consultant will be governed by the Official Secrets Act 1923 and as amended from time to time and will not disclose to any unauthorized person (s) any information/data that may come to their notice during the period of their engagement.

9. 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.

10. Experience in the relevant grade pay should be on regular basis. **Pay scale granted under MACP/ACP/adhoc basis will not be considered as qualifying experience.**

11. No TA/DA shall be admissible for appearing in walk –in interview or joining the assignment or on its completion/termination.

12. Incomplete applications or not submitted in prescribed format or without photo and signature shall be summarily rejected.

13. Submission of incorrect or false information shall disqualify the candidature at any stage

14. 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

**15. Age limit and experience will be considered as on the Date of Walk-in Interview.**

16. The Director, ICMR-NICPR has the right to accept/ reject any application without assigning any reason thereof and no correspondence/recommendation will be entertained in this matter.

17. The Institute reserve the right to frame a panel for waitlisted candidate which will be valid for a period of one year.

18. The Institute reserve the right to adopt a criteria for short listing the applications in case of receipt of large number of applications.

19. 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

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 appear before Interview board 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-NICPR or continuation of his/her services in any other project.

24. Any Addendum/Corrigendum in respect of above vacancies, notice shall be issued on website <http://www.nicpr.res.in>. and <https://main.icmr.nic.in/> only and no separate notification shall be issued in the press.

Applicants are requested to regularly visit to keep themselves updated.

**Note:** Preventive measures announced by the UP Government are to be strictly 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. These includes:

(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.

(d) Large physical gathering at one place should be avoided.

(e) Loitering and crowding in corridors should be avoided and candidates should maintain social distance.

Director  
ICMR-NICPR