

NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH
Indian Council of Medical Research, Bengaluru.

29-06-2022

ENGAGEMENT OF CONSULTANT

The National Centre for Disease Informatics and Research, Bengaluru under Indian Council of Medical Research, New Delhi is an autonomous body of Government of India (Department of Health Research, Ministry of Health & Family Welfare)

ICMR-NCDIR, Bengaluru invites applications from the retired employees for selecting suitable candidates for engagement as Consultant (Accounts) and Consultant (Administration) purely on contractual basis. Officers retired from the post of Section Officer or Equivalent / Accounts Officer / Sr. Accounts Officer / 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 (Accounts)
Number of Posts	1 (One)
Essential Qualification	Retired Government Employee with Bachelor Degree in any discipline in Level 7 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 Finance / Accounts Matter.
Desirable Qualifications	<ul style="list-style-type: none"> • Knowledge of MS Office, MS Word, MS Power Point and MS Excel. Candidate underwent ISTM Training (Cash and Accounting). • Knowledge of Rules and Regulations of a Central Government Organization • Knowledge of opening and submitting final accounts through accounts packages / Finalizing and well versed with Govt of India rules and regulations, GFR, GeM and also amendment from time to time. • Knowledge of PFMS and TSA modules.
Nature of Duties	<ol style="list-style-type: none"> 1. Preparation of Financial Statements / Budget Estimates / Revised Estimates, Outcome Budget, Audit Matters etc. Plan for requirement of funds during the year. 2. To obtain Utilization Certificates (UC) from the collaborating centres for both Intramural and Extramural Projects at ICMR-NCDIR, Bengaluru from time to time. 3. Maintaining the database of updated utilization. 4. Day to day maintenance of books of accounts. 5. Computation of taxes, filing of income tax and preparation of quarterly statements of TDS etc. 6. Coordinate with Accounts team for proper /smooth functioning of office. 7. Handling Financial Aspects of the various projects / schemes. 8. Preparation of budget and compilation of accounts, audit, scrutiny of financial proposal relating to purchase of stores, equipment's, capital etc. 9. Auditing of pay bills, contingent, TA bills including campus management etc., 10. Assisting in preparation of monthly SOE, Receipts and Payments and Payments Account and timely submission to ICMR, New Delhi. 11. Preparation of monthly Bank Reconciliation Statements. 12. Preparation and completion of annual accounts. 13. Filing of GST returns from time to time. 14. Any other works assigned by the competent authority from time to time.
Age Limit	Below 64 Years As on last day of application: 25-7-2022
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 Centre for Disease Informatics and Research, Bengaluru
Period of engagement	Initially for a period of Six months. Extendable for further period of six months or till attaining the age of 65 years, whichever is earlier

Name of the Post	Consultant (Administration)
Number of Posts	1 (One)
Essential Qualification	Retired Government Employee with Bachelor Degree in any discipline in Level 7 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.
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. Familiarity and well versed with administration rules and regulations FR & SR and GFR-2017 and DFPR rules etc.
Nature of Duties	<ol style="list-style-type: none"> 1. Estate/Campus management Includes security services, housekeeping services, Canteen and Guest house, Garden, DG Set, Lift, Fire Fighting, STP, Rain Water Harvesting, 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. Scrutiny of financial proposal relating to purchase of stores, equipment's, capital etc. 4. Handling of Court matters / Legal / Vigilance / RTI etc., 5. Preparing the draft speaking orders / draft affidavit / comments etc. 6. Handling of Administration and Establishment matters etc. 7. Applicant should be ready to undertake duty travel for outstation assignment as per rules. 8. Any other works assigned by the competent authority from time to time.
Age Limit	Below 64 Years As on last day of application: 25-7-2022
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 Centre for Disease Informatics and Research, Bengaluru
Period of engagement	Initially for a period of Six months. Extendable for further period of six months or till attaining the age of 65 years, whichever is earlier

Note: 1. The post of Consultant (Administration & Accounts) is on full time basis and no private / consultancy is permitted.

How to Apply:

The application may be preferably submitted online through www.ncdirindia.org. Guidelines for filling up the online applications are given in Annexure – III. The printed copy of the filled in online application duly filled in all respect and signed by the applicant along with self-attested copies of the certificates / testimonials in support of qualification, age and experience should be sent to ICMR-NCDIR, Bengaluru before 25-7-2022 by email i.e adm.ncdir@gov.in

Last date for submitting online application - 25-7-2022 upto 5:00 PM.

Shortlisting Criteria:

- a) The shortlisting is based on criteria fixed by ICMR-NCDIR.
- b) In the first instance, all the candidates who fulfill minimum eligibility criteria, in respect of age, educational qualifications and experience, etc (wherever required), shall be shortlisted.
- c) If the number of such shortlisted candidates are high and it is not possible to call all of them for interview, then the ICMR-NCDIR shall further shortlist the candidates, on the basis of some suitable shortlisting criteria, as may be fixed by the appointing authority i.e. Director, ICMR-NCDIR. Though this may vary from case to case, depending on merits, ICMR-NCDIR, generally prefers to call candidates with higher experience in the relevant fields or candidates with higher educational qualification or both, as the case may be.

Note: The purpose of shortlisting candidates is to restrict, to a reasonable limit, the number of candidates to be called for interview, keeping in view the number of vacancies available at a time, the number of candidates satisfying the Essential Qualifications and other conditions prescribed. In order to rationalize the time of the interview Boards are also to reasonably restrict the number of candidates to be called for interview, a set of norms have been adopted with the approval of the Competent Authority, which are indicated below:

For one vacancy	Up to 12 Candidates
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Shortlisted candidates will be called for interview / personal discussion at ICMR-NCDIR, Bengaluru and / or video conferencing after verification of essential qualification and experience. Bad connection/ connection failure from any side during interview / personal discussion will not be a responsibility of ICMR-NCDIR, Bengaluru.

Further information on ICMR-NCDIR and its Mission/Function can be viewed on the ICMR-NCDIR website (www.ncdirindia.org).

Sd/-
DIRECTOR
ICMR-NCDIR, Bengaluru