

ICMR-NATIONAL INSTITUTE OF PATHOLOGY
NEW DELHI-110029

Advertisement for the post Consultant (Administration)

Name of the Post	:	Consultant (Administration)
No. of post	:	One
Period of engagement	:	One year
Job Location	:	ICMR-National Institute of Pathology, Sriramachari Bhawan, Safdarjang Hospital Campus, Post Box No. 4909, New Delhi-110029. (India)
Eligibility Criterion	:	
Qualification & Experience	:	
Essential	:	Officers retired in the pay Level- 11/12/13 from Central Govt. / State Govt. / Autonomous Bodies/PSUs with 15 years experience in Administrative /Finance field
Desirable	:	Preference will be given to the candidates having Masters degree/Law
Age eligibility	:	should be less than 65 years as on 1/4/2023
Experience	:	In handling following matters:- 1. Legal , Vigilance & RTI 2. Service matters, pay fixation, NPS matters, DPC/MACP/Administration/Financial Matters 3. Parliament matter 4. Any other work assigned by the Competent Authority
Remuneration	:	Last pay drawn minus pension + TA
Leave	:	1.5 paid leave for every month. Accumulation of leave beyond a calendar year may not be allowed
Working Hours	:	Normal Office timings from 9.00 AM to 5.30 PM. May also have to devote more time than usual to meet the exigencies of work, if required.
Selection Procedure	:	(i) Willing retired Officers from the rank as mentioned above may apply in the prescribed format available on the website of ICMR-NIP along with self attested copies of educational qualification, date of birth etc. to the Director, ICMR-National Institute of Pathology, IInd Floor, Room No. 212, Sriramachari Bhawan, Safdarjung Hospital Campus, Post Box No. 4909, New Delhi-110029 on or before 31/03/2022. Incomplete or late application shall not be entertained.

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- (ii) Short listed candidates will be called for personal discussion/interview and suitable candidate will be selected on the basis of recommendations of the Selection Committee and subsequent approval of the Competent Authority.

How to apply

: Submit your application on the enclosed prescribed format along with enclosures.

Senior Administrative Officer
ICMR-National Institute of Pathology
New Delhi-110029