



ICMR- NATIONAL INSTITUTE OF MALARIA RESEARCH
INDIAN COUNCIL OF MEDICAL RESEARCH
(DEPARTMENT OF HEALTH RESEARCH)
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“Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply”

Advt. No: NIMR/Consultant/Admin-Accts/2021/33

Dated -13.09.2021

VACANCY NOTIFICATION FOR CONSULTANT ACCOUNTS POST

Online applications are invited in the prescribed format (available on the websites of ICMR-NIMR) through link <http://onlineapply.nimr.org.in/up> for the full time post of **Consultant (Accounts)** on contract basis, initially for six months on a fixed consolidated salary as per ICMR Guidelines and Ministry of Finance, Dept of Expenditure, OMF No. 3-25/2020-E.IIIA Dated 09.12.2020 per month at NIMR, Sector-8, Dwarka, New Delhi and as amended from time to time. **Online link for submitting application will be available upto 05:00 PM by 28th September 2021.**

Essential Criteria:

Retired Govt. Employees having more than 15 years of finance/accounts experience in the Grade Pay of Rs. 4600/- (Pay Level 7 as per 7th CPC) and should have a three years Bachelor Degree in any discipline from a recognized University.

Desirable Criteria:

- Retired Government employees from CAG/CGA/CGDA having finance/accounts experience in the Grade Pay of Rs. 5400(Pay Level-10 as per 7th CPC) and above.
- Sound knowledge of Govt accounting procedure/GFR
- Good command over English language.
- Knowledge of computer applications (MS-Word/PPT/Excel) etc

Work Responsibilities:

1. To undertake the work of Internal Auditor.
2. Verification of fixation of pay on appointment/promotion/, verification of pension/revision of pension etc.
3. To assist in all taxation (Income tax/TDS/GST) compliance, complying with statutory requirement of maintenance and presentation of accounts.
4. To check contingency bills.
5. To assist in internal audit/statutory audit/CAG Audit
6. Any other work assigned by the competent authority.

PROCEDURE FOR RECRUITMENT:

1. Candidates meeting the age criteria and possessing the required qualifications, experience, etc. can fill the online Application Form through link <http://onlineapply.nimr.org.in/> up to **05:00 PM on 28th September 2021** after that **link will disable automatically.**
2. Only shortlisted candidates will be called for interview.
3. Selection will be based on performance in the interview.
4. Candidates have to submit the duly self attested copies of proof of their age, educational qualifications, experiences, testimonials etc. at the time of interview, if called for.
5. Selected candidates have to bring all the documents in Original as mentioned above, for verification at the time of interview.

KINDLY NOTE: Shortlisted candidates will be informed through e-mail.

Other terms and conditions for applications/engagement are given as under:

1. The initial engagement of consultant shall be for six months from the date of appointment. After expiry of engagement, initial engagement may be extended further as per requirement based on satisfactory performance and mutual consent of ICMR-NIMR 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. 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.
4. 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. No other allowance shall be admissible.
5. The consultant shall be completely accountable for any advice/service rendered by them during their 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, they may be required to work on Saturday/Sunday.
7. Consultant shall not be entitled for any other kind of leave except 08 days Casual Leave and 02 days Restricted Holiday.
8. **Experience in the relevant grade pay should be on regular basis. Pay scale granted under MACP/ACP will not be considered as qualifying experience.**
9. **No TA/DA/Joining time shall be admissible for joining the assignment or on its completion/termination.**
10. Incomplete applications or not submitted in prescribed format or without photo and signature or received after last date shall be summarily rejected.
11. Submission of incorrect or false information shall disqualify the candidature at any stage
12. 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.
13. Age limit and experience will be considered as on the last date of receipt of Application Form.

14. The Director, NIMR has the right to accept/ reject any application without assigning any reason thereof and no correspondence/recommendation will be entertained in this matter.
15. The Institute reserves the right to frame a panel for waitlisted candidate which will be valid for a period of one year.
16. The Institute reserves the right to adopt a criteria for shortlisting the applications in case of receipt of large number of applications.
17. 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.
18. Bad connection/ connection failure from any side will NOT be the responsibility of the NIMR.
19. Selected candidates have to sign an agreement of contractual appointment with NIMR.
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 be called for interview as well as for selection.
23. The post is filled-up on purely temporary and contractual basis & the candidate will have no right to claim for any type of Permanent Employment under ICMR-NIMR or continuation of his/her services in any other project.
24. Any Addendum/Corrigendum in respect of above vacancies, notice shall be issued on websites <https://main.icmr.nic.in/> and <https://nimr.icmr.org.in/> only and no separate notification shall be issued in the press. Applicants are requested to regularly visit the websites (<https://main.icmr.nic.in/> and <https://nimr.icmr.org.in/>.) to keep themselves updated.
25. The advertisement and the application link is available on website <https://main.icmr.nic.in/> and <https://nimr.icmr.org.in/>.

Director
ICMR-NIMR

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