

# INDIAN COUNCIL OF MEDICAL RESEARCH

(Finance and Accounts Wing)

Adv. No. ICMRHQ/F&A/2018/02

Dated: 12<sup>th</sup> December 2019

## NOTICE FOR WALK-IN-INTERVIEW

The Indian Council of Medical Research (ICMR) is an autonomous organization under the Department of Health Research, Ministry of Health & Family Welfare, New Delhi. For working in the Accounting Softwares / Packages of Public Financial Management System, Tata Accounting, Teller For Gold and Treasury Single Accounts System candidates are invited for a **Walk-in-Interview** for the post of **Consultant (Accounts)** in the Finance and Accounts Wing of ICMR Headquarters Office fulfilling the following criteria:

Essential Qualifications	1. Minimum 3 years Bachelor's degree in Commerce discipline from a recognized university; and 2. Qualified Chartered Accountant from the Institute of Chartered Accountant of India; and 3. Advanced knowledge of Computer and MS-Suite
Desirable Qualification	Preference will be given to those having experience in dealing with Government Accounting and Auditing System
Age limit	Between 18 to 40 years
Emoluments	Consolidated Rs. 60,000/- per month (Fixed). No other allowances will be payable.
No. of Posts	One

### Terms and Conditions:

1. This engagement is purely contractual for a period of one year and terminable at any time.
2. The selected candidates will have no claim for regular appointment.
3. No TA/DA in any form will be paid for attending interview.
4. Mere fulfilling the essential qualification/experience does not guarantee for selection.
5. Date, time and venue for the Walk-in-Interview: Interview is on **27<sup>th</sup> December 2019 at 11:00 am** in the Finance and Accounts Wing of **ICMR Headquarters, New Delhi**.
6. The candidate have to bring two copies of Bio-Data in the prescribed format, attested copies of educational & professional qualifications, experience certificates and 2 passport size latest photographs for appearing in the interview. The candidates are also required to bring original certificates and testimonials for verification at the time of interview.
7. Selected candidates will have to join the duty immediately on receipt of offer letter.
8. Written test may also be conducted to short list the candidates for interview.



(Vinod Sharma)  
Senior Accounts Officer

**APPLICATION FORM FOR THE POST OF CONSULANT (ACCOUNTS)**

1. Name of the applicant : .....
2. Father's/Husband's Name : .....
3. Date of Birth : .....
4. Age as on 1.12.2019 : .....
5. Gender (Male/Female) : .....
6. Present Address (with Pin Code): .....
- .....
7. Permanent address (with Pin Code): .....
- .....
8. Mobile No. : .....
9. Email ID : .....

**Paste self  
attested recent  
colored  
passport size  
photograph**

**10. Academic & Professional Qualifications (starting from Higher Secondary):**

S. No.	Name of the Exam	Board / University / College	Year of Passing	Percentage of Marks
1.				
2.				
3.				

**11. Details of experience - Starting with the current/most recent one:**

S. No.	Organization Name	Designation	From	To	Nature of Work being performed	Last Salary Drawn	Reason for leaving
1							
2							
3.							

12. Total experience in years: .....
13. Knowledge of Computer and Accounting Softwares: .....
14. Any other information: .....

**DECLARATION**

It is certified that the information provided as above is true & complete in all respects and to the best of my knowledge and belief. If anything found wrong / incorrect, my candidature stands cancelled.

(Signature of the Applicant)  
Name: .....  
Place: .....  
Date: .....