

ICMR – NATIONAL INSTITUTE OF TRADITIONAL MEDICINE

NEHRU NAGAR, BELAGAVI- 590 010.

Tel: 0831- 2475477/ Fax: 0831- 2475479 Email: director.nitm@icmr.gov.in

Applications are invited through Walk-in-Interview to be held on 15/10/2019 for the following positions to be filled purely on contract basis for a period not more than one year. The Essential Qualifications, Experience, Age, Consolidated Fee, the job requirements and tenure of the position is given below:

1. Consultant – (Administration and Establishment)

Essential Requirement: Retired Officer of Govt. /Autonomous bodies with bachelor degree in any discipline and in the Grade of at least Section Officer in the Level 7 of the Pay Matrix equivalent to pre-revised pay scale of PB – 2 + GP 4600/- **and above** with 15 years of experience in Administrative field with sound knowledge of the Fundamental and Supplementary Rules and such orders concerning to the service conditions of employees issued by the Government of India from time to time. Applicant should possess practical knowledge of computer applications and internet usage.

2. Consultant – Finance & Accounts

Essential Requirement: Retired Officer of Govt. /Autonomous bodies with bachelor degree in any discipline and in the Grade of at least Section Officer in the Level 7 of the Pay Matrix equivalent to the pre-revised pay scale of PB – 2 + GP 4600/- **and above** with 15 years of experience in Finance and Accounts with preparation of bills, pre-check of bills, preparation of budget compilation of accounts (including Statement of Expenditure, Utilization Certificate (UC), purchase of stores/capital equipment works, rendering financial advice for the Director-in-Charge.

Job requirement: To assist the ICMR – National Institute of Traditional Medicine, Belagavi in adapting its administration to work in accordance with the rules and regulations of the Central Government as applicable to employees of Indian Council of Medical Research, an autonomous organization under the Department of Health Research, Ministry of Health & Family Welfare.

Place of Duty: The place of duty will be ICMR – National Institute of Traditional Medicine, Belagavi located at the above address.

Tenure: The Individual will be initially engaged for a period of one year but the period of engagement may be curtailed or extended at the discretion of the Competent Authority.

General Instructions:

(i) The Competent Authority reserves the right to make any amendments, cancellation and changes in this advertisements in whole or in part without assigning any reasons.

(ii) In case of retired Govt. Servants the engagement as full time consultants shall not be considered by a case of re-employment in any reason.

(iii) The contract of consultant is a temporary nature and can be terminated by giving not less than one month's notice on either side at any times without assigning any reason. However the Director-in-Charge reserves the right to terminate the contract without assigning any reason of anytime without giving any notice.

(iv) The vacancies indicated above are provisional and subject to change without any notice.

(v) Crucial date for determination of eligibility with regards to Educational Qualification and Experience will be the date of application.

(vi) Incomplete application in any respect will not be considered and application in response to this advertisement on prescribed proforma attached herewith will be considered. The application form may be downloaded from the "<https://www.icmr.nic.in> " and "www.icmrnitm.res.in".

(vii) No TA/DA will be paid for attending the interview.

(viii) Canvassing in any form and/or bringing in any influence will be treated as disqualification.

(xi) No correspondence or personal inquiries shall be entertained.

(x) As the engagement of Consultant would be on full-time contract basis they would not be permitted to take up any other assignment either part time or full time during the period of consultancy.

(xi) After selection of the consultant he/she will be given the offer of engagement and an receipt of his/her acceptance within prescribed time, an agreement will be signed between Consultant and the Director-in-Charge on a 'Non Judicial stamp paper of Rs. 100/- w.e.f the date of assumption of assignment'.

1. **Age limit:** Below 65 years (as on the date of walk-in-interview).

2. **Period of Engagement:** The initial term of engagement of consultants will be for not more than one year and subsequent extension, if any, can be considered on case to case basis, depending

upon the job requirement and the time frame for its completion subject to fulfilment of performance evaluation made by his/her Controlling Officer.

3. **Fee/Remuneration: Rs. 25,000/- P. M. onwards** depending upon the educational qualification, experience, last pay drawn and functional requirement, as per ICMR guidelines.

4. **Allowance:** The Consultants shall not be entitled to any other honorarium or allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement, etc.

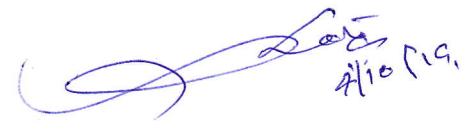
5. **Leave:** Consultants shall be eligible for 10 day's leave at par to 08 CL and 02 RH in a year pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence from work beyond 10 days in a year to be calculated on pro-rata basis. Un-availed leave during the period of engagement will not be carried forward in case of renewal. The leave record shall be maintained by the concerned Head of Division/ Institute /Centre.

6. **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. However, consultants shall be allowed TA/DA for their travel inside the country in connection with the official work as per his/her entitlement at the time of retirement in case of Govt. servant. For external professional class/mode of journey would be by economy class only as per rules. Consultant will be provided transport facilities for local official duty.

7. **Tax Deduction:** All applicable taxes as per government rules and regulations will be deducted at source.

8. **Power of Relax:** Where the Competent Authority is expedient to do so, he may, by order, for reasons to be recorded in writing, relax any of the provisions of these guidelines.

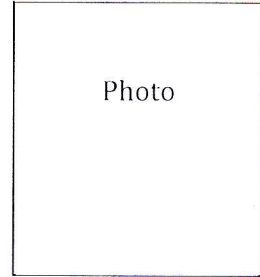
9. Willing retired Officers in the rank as mentioned above may report for walk-in-interview at 10:00 A.M. on 15/10/2019 along with original testimonials, PPO and the particulars duly completed in the prescribed application form, at ICMR- National Institute of Traditional Medicine, Nehru Nagar, Belagavi – 590 010.



प्रभारी निदेशक / Director-in-Charge
अखिलभारत-राष्ट्रीय पारम्परिक चिकित्साविज्ञान संस्थान
ICMR - National Institute of Traditional Medicine
स्वास्थ्य अनुसंधान विभाग, भारत सरकार
Department of Health Research, Govt. of India
नेहरु नगर, बेलगवी-५९००१०
Belagavi - 590010

ICMR – National Institute of Traditional Medicine
Nehru Nagar, Belagavi – 590010

APPLICATION FOR ENGAGEMENT AS CONSULTANT
(ADMINISTRATION AND ESTABLISHMENT)/
(FINANCE AND ACCOUNTS)



1.	Name	
2.	Date of Retirement	
3.	Post / Designation held at the time of retirement	
4.	Name of the organization from where retired	
5.	Gross Salary at the time of retirement	
6.	Present Pension drawn	
7.	Postal Address	
8.	Mobile Number	
9.	E-mail ID	
10.	Qualification	
11.	Experience (if necessary, details may be furnished in another sheet)	

DECLARATION

I hereby declare that the statement filled in my application is true and correct and nothing has been concealed. I am willing to take up the assignment within immediately after given the offer of appointment.

Date:

Signature