

ICMR – National Institute of Traditional Medicine

Nehru Nagar, Belagavi – 590010

Dated: 15.05.2019

ENGAGEMENT OF CONSULTANT

A walk-in-Interview is scheduled to be held on 11.06.2019 at 10.30 A.M to fill up the post of Consultant (Administration) – 01 post purely on contract basis. The Officer retired from the post of Administrative officer / Sr. Administrative officer or equivalent in the Government of India/ Autonomous Organization/ Public Sector Undertaking are eligible for the above position.

1. Age: Below 65 years (as on the date of walk-in-interview).
2. Remuneration: Rs.40,000/- p.m.
3. Place of Duty: ICMR-NITM, Belagavi.
4. **Other Criteria**
 - a) For Consultant (Administration):- Preference will be given to persons having experience of working in Administration. Knowledge of Computer.

Selection Procedure:- Willing retired Officers in the rank as mentioned above may report for walk-in-interview at 10.00 A.M. on 11.06.2019 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.

Director-in-Charge

Duties / responsibilities of Consultant (Administration)

1. Establishment / Administrative matters / Parliamentary Matters and Questions.
2. Preparation of B.E. / R.E., Outcome Budget, SFC/EFC, Audit matters.
3. Periodical follow up to examine the audit reports submitted to ICMR.
4. Timely submission of UC from the concerned organization and its settlement.
5. Proper maintenance of accounting procedure and miscellaneous matters.
6. Co-ordinate and Reconciliation with Accounts division, preparation and pre-check of bills as per GFR rules.
7. Procurement of stores / capital equipment works, tendering matters / Co-ordination miscellaneous matters.
8. Applicant should possess knowledge of FRSR rules and other rules and concerning the service condition of the employee issued by the Govt. of India from time to time.
9. Applicant should possess knowledge of recruitment and service matters / maintenance of service books.
10. In addition to guidance may be given to the project cell regarding recruitment, accounting system, UC, etc.,
11. Any other work assigned by the Director-in-Charge of the Institute.