



राष्ट्रीय आयुर्विज्ञान सांख्यिकी संस्थान
(भारतीय आयुर्विज्ञान अनुसंधान परिषद)
ICMR-NATIONAL INSTITUTE OF MEDICAL STATISTICS
(INDIAN COUNCIL OF MEDICAL RESEARCH)
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The walk –in-personal discussion/interview is proposed to be conducted to fill up the posts of Consultant (Administration) on purely contractual basis in the ICMR-NIMS.

The interested candidates report to the NIMS New Delhi on 12th Nov 2018 between 10.00 a.m. to 11.00 a.m. with all documents in support of age, qualification, experience, service and category (if applicable) etc. One self-attested copy of each of the certificate /document and five copies of dully filled application in the prescribed format. After 11.00 a.m. no candidate will be entertained for walk-in-personal discussion/interview for the posts of Consultants (Administration). The details for the posts of Consultant (Administration) are given below:

S.No.		Details	Requirements/information
1.	A	Name of the posts	Consultants Administration
	B	No. of Vacancies	One
	C	Essential Qualification	Retired Government employees worked as AO/SO drawing pay in the pay Band Rs.9300-34800+GP of Rs.4800 and above at the time of retirement with at least 10 years' experience in administration/handling court matters RTI's process of extramural and intramural grants files etc.
	D	Age	Upto 70 years
	E	Nature of Duties	Responsible for all administrative work Maintaining log files. Processing matters for sanction of the projects as recommended by expert groups Responsible for all the logistic support in convening meeting of experts, interaction with experts etc. Systematic According of Funds for research projects. Ensure timeliness in completing the tasks assigned. Preparing budget estimates. Preparation of Annual Reports. Any other work that may be assigned from time to time by the Management Handling the court cases/matters. Preparing the draft speaking order/draft affidavit/comment etc.
	F	Consolidated Emoluments	Rs.40,000/- depending upon experience and knowledge
	G	Tenure	Initially for six month and extended based on
	H	Place of Work	ICMR,NIMS, New Delhi
	I	Date & Time of interview.	12.11.18 at 11.00 a.m.