



आई सी एम आर – राष्ट्रीय जानपदिक रोग विज्ञान संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार
ICMR – NATIONAL INSTITUTE OF EPIDEMIOLOGY
Department of Health Research, Ministry of Health and
Family Welfare, Government of India

Advertisement No. NIE/Estt/Consultant/2024

5th June 2024

Advertisement for Engagement of Consultant (Administrative) at ICMR – NIE, Chennai

ICMR – National Institute of Epidemiology (ICMR – NIE), a permanent premier institute under the aegis of Indian Council of Medical Research, Department of Health Research, Ministry of Health and Family Welfare, New Delhi, invites applications from the retired Government employees in the prescribed format for engagement of **one Consultant (Administrative) post** purely on full-time contract basis initially for a period of one year from the date of engagement which may be extended or curtailed as per the functional requirement.

Brief description of the post / qualification/ experience / work is as under:

| | |
|-------------------------|--|
| Name of the Post | Consultant (Administrative) |
| No. of Post | 1 (One) |
| Period of Engagement | <ul style="list-style-type: none">• Full-time on purely short term contract basis• Initially for a period of one year |
| Essential Qualification | <ul style="list-style-type: none">• Retired Central Government employees with Bachelor degree in any discipline• Having minimum 15 years of work experience in administrative field• Retired from the post in the level-7 of (Rs.44900-142400) in the Pay Matrix of VII CPC or above |
| Preferred Experience | <ul style="list-style-type: none">• Should have knowledge of computer applications such as MS Office and E-Office.• Should have flair in noting / drafting and knowledge in Establishment & Finance related rules & regulations, GFR etc.• Should have work experience in the following fields: Stores Management, Procurement through GeM portal, General Administration, Vigilance matters, RTI, examination of financial proposals, grant-in-aid, budget formulation, dealing with Subordinate Offices, Autonomous / Statutory Bodies etc., |
| Age Limit | <ul style="list-style-type: none">• Not more than 64 years if age as on last date of application |

| | |
|----------------------------|--|
| Remuneration | <ul style="list-style-type: none"> • A fixed monthly amount as per the Government norms arrived by deducting the basic pension from the pay drawn at the time of retirement. • Entitled for Transport Allowance for the purpose of commuting between the residence and the place of work and TA/DA on official tour, if any as per their entitlement at the time of retirement. • Not entitled for increment, any other honorarium or allowances such as Dearness Allowance etc during the contract period. • All applicable taxes as per government rules & regulation shall be deducted at source. |
| Leave Entitlement | <ul style="list-style-type: none"> • Eligible for 10 day's leave at par to 8 CL & 2 RH in a year on pro-rata basis |
| Place of posting | ICMR – NIE, Chennai |
| Nature of Duties | <ul style="list-style-type: none"> • Perform procurement related activities as per GFR guidelines • Stores Management • Recruitment activities • Office Accounts Management • General Administration Management • Liaison with other institutes, offices, Autonomous / Statutory Bodies etc. |
| Procedure for Engagement | <ul style="list-style-type: none"> • Applications will be shortlisted on the basis of criteria like qualification, experience etc and Selection will made by duly constituted Committee by holding interview |
| General Terms & Conditions | <ul style="list-style-type: none"> • ICMR – NIE has right to cancel and not to proceed in the matter of engagement of Consultant at any stage without assigning any reason • Can be terminated by giving not less than one month's notice on either side at any time without assigning any reason • After selection, Consultant will be given offer of engagement on receipt of his/her acceptance within prescribed time, an agreement will be signed between Consultant and the Institute on 'Non Judicial Stamp Paper' of Rs.100/- with effect from the date of assumption of assignment. |

For details, please log on to : www.nie.gov.in or www.icmr.nic.in

Applications of willing and eligible officials may please be sent in the prescribed format (Annexure) to **The Director, ICMR - National Institute of Epidemiology, R-127, Second Main Road, TNHB, Avapakkam, Chennai – 600 077** on or before **19th June 2024**.

DIRECTOR
ICMR - NIE, Chennai

**ICMR–NATIONAL INSTITUTE OF EPIDEMIOLOGY
Ayapakkam, Chennai - 600 077**

Recent passport
size photograph

Application for Engagement of Consultant on Contract Basis

1. Full Name (in Block Letters) :
2. Father's / Husband's Name :
3. Date of Birth :
4. Address for Communication :
5. Mobile No. :
6. E-mail ID :
7. Date of Joining Government Service :
8. Date of Retirement :
9. Post from which retired
(**Enclose copy of Retirement Order**) :
10. Name of the institute / Ministry /
Department from which retired :
11. Last Pay Drawn
(**Enclose copy of PPO**) :
12. Educational Qualification
(**Enclose copy of Certificate / Marksheet**) :
13. Technical Qualification along with
details of course / training programme
attended if any
(**Enclose copy of Certificate / Marksheet**) :
14. Brief particulars of Experience
(**Separate sheet may be enclosed in the
below given format**) :

| Name of Institute / Ministry / Department | Posts held | From | To | Nature of duties |
|--|------------|------|----|------------------|
| | | | | |

I hereby declare that the information furnished above are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any of the information provided by me found false or incorrect at any time stage my candidature / engagement shall be liable for rejection / termination without notice or any compensation in lieu thereof.

Signature : _____

Place :

Date :