

# ICMR – National Institute of Traditional Medicine

Nehru Nagar, Belagavi – 590010

ICMR/NITM/ 2021- 22/CONS/ 01

Date: 16-02-2022

## **ENGAGEMENT OF CONSULTANT (ADMINISTRATION/ACCOUNTS)**

ICMR-National Institute of Traditional Medicine, Belagavi invites applications for filling up the posts of Consultant (Administration/Accounts) – 02 Nos, purely on contract basis.

Retired Officers of Central Govt./ Autonomous Bodies / Public Sector Undertaking etc. meeting the following essential qualification and experience may apply with the copies of self attested testimonials, other relevant documents with 02 passport size photographs for engagement on contract basis. Last date of submission of applications is **11-03-2022 (Friday)**.

Sl. No.		Details	Requirement / Information
<b>1</b>	a	Name of the Position	<b>Consultant (Admin/Accounts)</b>
	b	No. of Vacancies	01
	c	Emolument per month	To be calculated by deducting the basic pension from the pay drawn at the time of retirement, as per Ministry of Finance Department of Expenditure OM dated 09.12.2020
	d	Upper Age limit	65 Years as on last date of application.
	e	Essential Qualification and Experience	Retired Government employees with Bachelor degree in any discipline drawing pay in the Pay Band Rs. 9300- 34800 + Grade Pay of Rs. 5400 and above (VI CPC) at time of retirement and having at least 10 years work experience in the administration, finance and accounts matters.
	f	Duties/ Responsibilities	i. Establishment, Administrative matters, Parliamentary Matters and Questions ii. Legal Matters, Court matters iii. 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 iv. Applicant should possess knowledge of recruitment and service matters / maintenance of service books. v. Any other work assigned by the Director of the Institute from time to time.
<b>2</b>	a	Name of the Position	<b>Consultant (Admin/ Accounts)</b>
	b	No. of Vacancies	01
	c	Emolument per month	To be calculated by deducting the basic pension from the pay drawn at the time of retirement, as per Ministry of Finance Department of Expenditure OM dated 09.12.2020.
	d	Upper Age limit	65 Years as on last date of application.
	e	Essential Qualification and Experience	Retired Government employees with Bachelor degree in any discipline drawing pay in the Pay Band Rs. 9300- 34800 + Grade Pay of Rs. 4200 and above (VI CPC) at time of retirement and having at least 10 years work experience in the administration, finance and accounts matters.

	f	Duties/ Responsibilities	<ul style="list-style-type: none"> <li>i. Procurement of stores, capital equipment works, tendering matters, Co-ordination for miscellaneous matters.</li> <li>ii. In addition to guidance may be given to the project cell regarding recruitment, accounting system, UC, etc.</li> <li>iii. Bills and accounts related works.</li> <li>iv. Maintenance, verification &amp; upkeep of assets on records, issue of store items, condemnation etc.</li> <li>v. Any other work assigned by the Director of the Institute from time to time.</li> </ul>
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**Period of Contract:**

This is purely a contractual assignment. Period of contract shall be initially for six months and extendable based on the performance & requirement. Contract shall be terminated by giving a notice of 30 days by either party without assigning any reason, thereof.

**How to apply:**

Eligible candidates would be required to fill the application form in the prescribed format, which can be downloaded from the website <https://www.icmrnitm.res.in>. The filled in application form along with the self attested copies of certificate/ testimonials in support of qualification, age and experience may be submitted by hand or sent by post, in a cover superscribing “**Application for the post of Consultant (Admin. / Accounts)**” addressed to “**The Director, ICMR – National Institute of Traditional Medicine, Belagavi, Nehru Nagar, Belagavi**” on or before the last date mentioned above. Late applications will not be entertained under any circumstances.

**Director  
ICMR-NITM  
Belagavi**

**ICMR – NATIONAL INSTITUTE OF TRADITIONAL MEDICINE, BELAGAVI**  
NEHRU NAGA, BELAGAVI – 590010.

**PHOTO**

**Application for engagement as Consultant (Admin / Accounts)**

1.	Name				
2.	Date of Retirement				
3.	Post / Designation held at the time of retirement				
4.	Service particulars (us separate sheet, if necessary)				
			Period		
	Name of the Organisation	Designation held	Period	Pay Scale	Nature of Work handled
(i)					
(ii)					
(iii)					
(iv)					
(v)					
(vi)					
5.	Gross Salary at the time of retirement				
6.	Present Pension drawn				
7.	Postal Address				
8.	Mobile Number				
9.	E mail ID				
10.	Date of Birth				
11.	Age as on 10 <sup>th</sup> March, 2022				
12.	Qualification (Academic & Professional)				

**DECLARATION**

I hereby declare that the information furnished in my application is true and correct and nothing has been concealed. I am willing to take up the assignment immediately, if given the offer of appointment.

**Date:**

**Signature of the Candidate**

**Place:**