

ICMR – National Institute of Traditional Medicine

Nehru Nagar, Belagavi – 590010

Dated: 07.06.2020

ENGAGEMENT OF CONSULTANTS

The Institute of ICMR-National Institute of Traditional Medicine, Belagavi is invites applications for the fill up the post of Consultant (Administration) – 01 No. and Consultant (Accounts) – 01 No. purely on contract basis. The Officers retired from the post of Administrative officer / Sr. Administrative officer / Accounts officer / Sr. Accounts officer or equivalent (in the GP of 5400 and above (pre revised) / Level 10 and above) in the Government of India/ Autonomous Organization/ Public Sector Undertaking are eligible for the above position.

1. Application on plain paper as per enclosed format, along with one passport size coloured photograph, duly signed by the applicants may be sent to the Director, ICMR-National Institute of Traditional Medicine, Nehru Nagar, Belagavi 590010 or to director.nitm.bg@gmail.com. The envelope containing application and other annexures must be superscribed in bold letters as “**Application for the position of Consultant (Administration) / Consultant (Accounts)**”
2. Documents to be enclosed with the application form (Self attested copies)
 - a) Proof of date of birth
 - b) Educational qualification
 - c) Working experience
 - d) Copy of Pension Payment Order/Discharge/Retirement order
3. **Age:** Not exceeding 65 years on the last date of receipt of application.
4. **Remuneration:** Rs.40,000/- p.m. to Rs.70,000/- p.m. depending on the experience and the salary at the time of retirement.
5. Recruitment is temporary and on contract basis for a period of one year, which, as per recruitment, may be extended further, subject to satisfactory performance of duties as per periodical assessment by the competent authority.
6. The last date for receipt of the application is **15th June 2020**.
7. The Director, ICMR-NITM, Belagavi reserve the right to reject any or all the applications and / or call only shortlisted candidates for interview/personal discussion.
8. No T.A/D.A. etc will be paid to the candidates for attending the interview/personal discussion at ICMR-NITM, Belagavi.
9. Date of interview / personal discussion will be intimated separately by e-mail. No separate letter will be sent for the same.

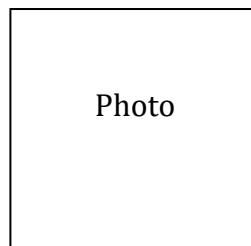
Director

Duties and responsibilities of Consultant (Administration) / Consultant (Accounts)

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 of the Institute.

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Nehru Nagar, Belagavi – 590010

APPLICATION FOR ENGAGEMENT AS CONSULTANT
(ADMINISTRATION) / CONSULTANT (ACCOUNTS)



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| 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