



संख्या. No. ICMR-NIN/ Estt-I/Advt- NIN-Consultant/2024/01/203

तारीख / Date: 28-06-2024

ADVERTISEMENT FOR CONSULTANT (Administrative)

Applications in the prescribed proforma (as per Annexure I) are invited from willing retired Central/State/Autonomous/PSU employees for engagement as Consultant (Administrative) in ICMR-NIN, Hyderabad.

2. The last date of receipt of applications is up to 15th July, 2024 till 5:30 PM.

3. The selected candidate shall be posted at ICMR-NIN, Hyderabad.

4. **Age:** Till the age of 65 years.

5. **Eligibility Criteria:** Retired Government employees with Bachelor degree in any discipline and in the level-7 (pre-revised Grade Pay of Rs.4600/-) and above with 15 years experience in administrative field. Desirable: Should have knowledge of computer applications and should be able to work independently.

6. **Remuneration & Entitlements:** A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/percentage increase during the contract period.

7. **Period of Consultancy:** The initial term of engagement of consultant will be for not more than one year and subsequent extensions, if any, can be considered on case to case basis, depending upon the job requirement and the time frame for its completion subject to fulfillment of performance evaluation made by his/her Controlling Officer.

8. The Consultants shall not be entitled to any other honorarium or allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement etc.

9. No TA/DA shall be admissible for joining the assignment or on its completion.

10. Scope of work for above position is as under:

Sr. no.	Name of position	No. of position	Details of Scope of work/ assignment
1.	Consultant(Admin)	01	To assist administration in matters like <ul style="list-style-type: none">• Recruitment• Preparation of Rosters• Seniority• Promotion• Assessment Schemes• Establishment matters

			<ul style="list-style-type: none"> • Disciplinary proceedings • Court matters • Pay fixation • Retirement benefits <p>Any other duty assigned by the competent authority from time to time.</p>
--	--	--	---

How to apply:

11. Interested applicants may submit their application in the prescribed format along with self-attested photocopies of the credentials (Professional/Academic) through email addressed to ninadmn.estt1@gmail.com on or before of **15th July, 2024 till 5.30 p.m.**
12. The applications should be filled completely in all aspects, along with any prior work experience and must be self-attested.
13. The application should include contact details, including residential address, email ID and mobile number of the applicant for the purpose of communication.
14. This Institute will review the applications, and will shortlist the applicants, if considers suitable, the shortlisted candidate will be called for an interview. The date, time and venue of the interview will be conveyed through email.
15. Candidates will have to make their own arrangement to reach the place of interview or in case of virtual interview may be ready through media communication. No TA/DA will be payable by the Institute to attend the interview in case of interview in person.
16. The final selection will be based on their performance at the Interview and the decision of the competent authority i.e., the Director, ICMR-NIN on selection of candidate will be final.

The last date for receiving application through email is **15th July, 2024 till 5.30 p.m.** Applications received after the due date/incomplete/not in prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard.


 Senior Administrative Officer
 for Director