

आय. सी. एम. आर. - राष्ट्रीय प्रजनन एवं बाल स्वास्थ्य अनुसंधान संस्थान
ICMR-NATIONAL INSTITUTE FOR RESEARCH IN REPRODUCTIVE AND CHILD HEALTH
भारतीय आयुर्विज्ञान अनुसंधान परिषद
Indian Council of Medical Research
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J.M. Street, Parel, Mumbai-400012

F.No: C-11015/111/2023-Admn

22.04.2024

**VACANCY NOTIFICATION FOR CONSULTANT (ACCOUNTS)
CONTRACTUAL POST**

Applications are invited for filling up one post of Consultant (Accounts) at ICMR-NIRRCH, Mumbai on a purely contractual basis initially for period of One Year. The schedule for Interview and other terms and conditions have also been enumerated in succeeding paragraph.

Essential Criteria:

Retired personnel from Central/ Central Autonomous bodies/CPSUs, having more than 15 years of experience in Accounts/Finance management related work in the Grade Pay of Rs. 4600/- (Pay Level 7 as per 7th CPC) or equivalent or above in Central/Central Autonomous bodies/CPSUs and should have at least **three years Bachelor Degree** in any discipline from a recognized University.

Desirable Criteria:

- Sound knowledge of General Financial Rules, 2017 and Procurement of goods and services.
- Knowledge of Govt. Pay and Pension Fixation rules, Budget and Annual Accounts.
- Knowledge of condemnation and auction of unserviceable and scrap/obsolete goods/equipments.
- Knowledge of IT/GST TDS related work.
- Knowledge of administration/establishment related work.
- Good Knowledge of computer applications (MS-Word/PPT/Excel) and financial softwares like Talley etc.
- Good command over English and Hindi language.
- Should be able to work independently.

Scope of Work/Job responsibilities:

- Preparation of Budget Estimate/Revise Estimate of the Institute.
- Matters related to Audit, Conduct of internal/concurrent Audit, furnishing replies to all audit reports etc.

- Preparing of monthly/quarterly/ Annual Accounts & along with all schedules and reports.
- Checking of advance & adjustment vouchers/Contingency bills/Payment bills/Statement of Expenditure/Utilization certificate of all the Projects and Institute etc.
- Verification of fixation of pay on appointment/promotion/verification of pension/revision of pension etc.
- To assist in all taxation (Income tax/TDS/GST) compliance, complying with statutory requirement of maintenance and presentation of accounts.
- All banking related activities including checking of monthly Bank reconciliation statements and monitoring expenditure against the allocated budget on monthly basis.
- To assist in internal audit/statutory audit/CAG Audit.
- Scrutiny of files regarding procurement, TA/DA, LTC etc.
- Any other work assigned by the competent authority.

Age: Not exceeding 63 years on the last date of receiving the application.

Period of Engagement:

1. The initial engagement as Consultant would be for a period of **1 year** which may be extended beyond the said period depending upon the requirement of NIRRCH and performance review of the consultant but shall not be extended beyond 5 years after superannuation.
2. The engagement of Consultants would be on a full-time basis and they would not be permitted to take up any other assignment during the period of engagement with the Institute.

Remuneration Payable to Consultants:

- **For Retired employees from Central Govt./Central Autonomous Bodies:**
 1. The consultant shall be paid a fixed consolidated monthly remuneration arrived at by deducting the pension from the pay drawn at the time of retirement in terms of Ministry of Finance, Dept of Expenditure OM F.No. 3-25/2020-E.IIIA dated 09.12.2020. In case of employees who retired under National Pension System (NPS), their remuneration will be governed as per Dept. of Expenditure OM No. 3-25/2020-E.III(A)/Pt. dt. 18.10.2023. It is kindly noted that no increment and Dearness Allowance shall be allowed during the term of the contract.
 2. A fixed amount as Transport Allowance to commute between the residence and the place of work shall be paid of an amount not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. The entitlement of transport allowance will be as per DOE's OM No. 21/5/2017-E.II(B) dated

07.07.2017. However, no Dearness Allowance shall be admissible on the Transportation Allowance.

- **For CPSU organizations:**

The consultant shall be paid maximum Rs. 70,000/- depending upon experience and knowledge.

Note:

1. No Travelling Allowance/Daily Allowance shall be admissible for joining the assignment or on its completion.
2. Since the post is purely on temporary/contractual basis, so benefit of Accommodation, CGHS, Provident Fund, Leave Travel Concession, telephone reimbursement, Medical, etc. will not be available to the appointee.
3. All applicable taxes as per government rules and regulations will be deducted at the source.

Leave:

Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year shall not be allowed.

Working Hours:

The Consultants shall have to work as per hours of ICMR-NIRRH, Mumbai. However, depending on the exigency of work, one may be required to come early or sit late to complete the time-bound work or attend the office on holidays. No extra remuneration or fee would be payable if work requires late sitting or coming on holiday.

PROCEDURE FOR RECRUITMENT:

1. Selection will be based on the performance in the Interview.
2. Candidates meeting the age criteria and possessing the required qualifications, experience, etc. can apply online upto **05:00 PM on 14.05.2024**
3. Link for applying online application: - <https://project.nirrh.res.in/>
4. For Consultant (Accounts), selection shall be based on the basis of Personal Interview of candidates having requisite experience. **Venue and Schedule of Interview will be informed only to shortlisted candidates through e-mail.**

5. Shortlisted candidates have to submit the duly self-attested copies of proof of their age, educational qualifications, experience certificate, testimonials, PPO etc. at the time of Interview. Also original certificates may be presented
6. Selected candidates have to bring all the documents as mentioned above in Original while joining.

OTHER TERMS AND CONDITIONS FOR APPLICATIONS ARE GIVEN HEREUNDER:

1. Incomplete applications shall be summarily rejected.
2. Submission of incorrect or false information shall disqualify the candidature at any stage.
3. The consultant shall be completely accountable for any advice/service rendered by him during his engagement in this Institute in view of the norms of ethical business and professionalism.
4. The Consultant must act in the interest of the Institute and render any advice or service with professional integrity. They will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as Consultant.
5. The consultant will be governed by the Official Secrets Act 1923 and as amended from time to time and will not disclose to any unauthorized person (s) any information/data that may come to their notice during the period of their engagement.
6. Since the post is purely on a temporary basis, no benefit of Provident Fund, Leave Travel Concession, Medical, etc. will be available to the appointee.
7. Age limit and experience will be considered as on the date of receipt of the Application Form.
8. The Director, NIRRCH has the right to accept/ reject any application without assigning any reason thereof and no correspondence/recommendation will be entertained in this matter.
9. Submission of incorrect or false information shall disqualify the candidature at any stage.
10. Canvassing and bringing outside influence in any form for shortlisting or employment will be treated as disqualification and the candidate will be debarred from the selection process.
11. The Institute reserves the right to adopt criteria for shortlisting the applications in case of receipt of large number of applications.
12. The Institute reserve the right to frame a panel for waitlisted candidate which will be valid for a period of one year.
13. Selected candidates have to sign an agreement of contractual appointment with NIRRCH.

14. The Director reserves the right to increase/decrease the number of posts or cancel the recruitment or re-advertises the posts, without assigning any reasons thereof; no further correspondence will be entertained in this regard.
15. Qualification and experience should be in a relevant discipline/field and from a reputed institution/organization recognized by the relevant authority.
16. Mere fulfilling the essential qualification/experience does not guarantee to be called for interview/selection.
17. The post is contractual for the duration offered. The appointment may be renewed after every specific period of time subject to satisfactory performance and project requirement.
18. The post is filled-up on a purely temporary basis and contractual basis & the candidate will have no right to claim for any type of Permanent Employment under ICMR-NIRRH or continuation of his/her services in any other project.
19. Any Addendum/Corrigendum in respect of above vacancies, notice shall be issued on websites <https://main.icmr.nic.in/> and <http://www.nirrh.res.in/> only and no separate notification shall be issued in the press. Applicants are requested to regularly visit the above mentioned websites to keep themselves updated.

20. Termination of Agreement:

ICMR-NIRRH may terminate a contract to which these Terms apply if:

- a) The Consultant is unable to address the assigned works.
- b) Quality of the assigned works is not to the satisfaction of the Department.
- c) The Consultant fails in the timely achievement of the milestones as finally decided by the Department.
- d) The Consultant is found lacking in honesty and integrity.

ICMR-NIRRH reserves the right to terminate the contract by giving one month's notice to the Consultant. The termination will be without prejudice to either party's rights accrued before the termination.

21. Link for applying online application: - <https://project.nirrh.res.in/>
22. Any disputes that may arise between Consultant and the Employer as to the terms and conditions shall be referred to the Director, ICMR-NIRRH, Mumbai and her decision will be binding on both the parties.

Director

Signed by Geetanjali
Sachdeva
Date: 24-04-2024 17:37:54