



**icmr**  
INDIAN COUNCIL OF  
MEDICAL RESEARCH

**NIIH**  
NATIONAL INSTITUTE OF  
IMMUNOHAEMATOLOGY

आई सी एम आर - राष्ट्रीय प्रतिरक्षा रुधिर विज्ञान संस्थान

स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार  
कल्याण मंत्रालय, भारत सरकार

ICMR-National Institute of Immunohaematology

Department of Health Research, Ministry of Health  
and Family Welfare, Government of India.

A-11012/09/2022-Admn.

Date: 17.03.2025

### **Vacancy Notification for Contractual Post**

Online applications are invited through the link [https://www.icmr-niih.org/contract\\_apply](https://www.icmr-niih.org/contract_apply) for the following full-time post on contractual basis up to 05:00 P.M. on 3<sup>rd</sup> April, 2025, for a period of one year at ICMR-National Institute of Immunohaematology, Mumbai.

Sr. No.	Name of the Post	No. of Vacancies	Essential Qualification and Experience	Desirable	Age Limit	Consolidated Fee/ Remuneration (Rs.)
1.	Consultant (Civil Engg.)	One (01)	B.E./B.Tech/Equivalent Qualification in relevant subject. And Retired Government employees with requisite qualification and who were in regular Pay Level- 10 and above and having at least 10 years' experience in the required specialization.	Minimum of 35 years of relevant service experience, preferably in government departments and agencies with experience in dealing with PWD and Civil Engineering matters.	Minimum 40 years and maximum age would be 70 years.	For retired Govt. Servant, the remuneration shall be fixed in accordance with the Ministry of Finance, Dept. of Expenditure O.M. No. 325/2020-E.IIIA dated 09 Dec 2020.

### **Scope of work of Civil Consultant**

#### **1. At Centre for Research, Management & Control of Hemoglobinopathies (CRMCH) at Mouza - Khutala, New Chandrapur, Chandrapur:**

- Conducting site visits and evaluations to understand project requirements.
- Analyzing existing infrastructure, environmental factors, and potential challenges.
- Identifying project objectives, constraints, and feasibility.
- Overseeing project execution of solar panel installation & rectification works in respect of soil and electrical (which are being carried out by state PWD) to ensure adherence to design specifications.

- Follow up for bills/utilization certificates with PWD.
- Coordinate with state PWD for dedicated electric service for Chandrapur Unit.

## **2. At ICMR-NIIH, Mumbai**

- Negotiate and coordinate with PWD regarding cost estimation for obtaining ICMR's approval and providing recommendations on materials, techniques, and cost-effective solutions on East and West side of Institute premises including repairing aluminum window.
- For Renovation of Animal House for Bio Safety Project, overseeing project execution to ensure adherence to design specifications, managing construction activities, schedules, and budgets.
- Coordinate with PWD regarding cost estimation, managing construction activities, schedules, and budgets and conducting regular site inspections to monitor progress and quality for renovation of staff quarters (6Nos) at Powai, Mumbai.
- Oversee Annual Maintenance of ICMR -NIIH premises and coordinate with PWD to get estimates for obtaining ICMR's approval.
- To follow-up on Hafkin and Nahur's Project.
- Renovation of damaged Fire/Smoke Sensor system on 13th Floor of NMS Bldg.
- Any other Civil Engineering related work assigned by the Director-NIIH.

## **Responsibilities**

1. Undertake technical and feasibility studies and site investigations
2. Develop detailed designs
3. Assess the potential risks of specific projects, as well as undertake risk management in specialist roles
4. Supervise tendering procedures and put together proposals
5. Manage, supervise, and visit contractors on site and advise on civil engineering issues
6. Oversee the work of junior staff, or mentor civil engineers throughout the chartership process
7. Communicate and liaise effectively with colleagues and architects, subcontractors, contracting civil engineers, consultants, co-workers, and clients
8. Think both creatively and logically to resolve design and development problems
9. Manage budgets and other project resources
10. Be adaptable, as the client may change their mind about the design, and ensure relevant parties are notified of changes in the project

11. Lead teams of other engineers, perhaps from other organizations or firms
12. Compile, check and approve reports
13. Review and approve project drawings
14. Undertake complex and repetitive calculations
15. Schedule material and equipment purchase and delivery
16. Attend public meetings to discuss projects, especially in a senior role
17. Adopt all relevant requirements around issues such as building permits, environmental regulations, sanitary design, good manufacturing practices and safety on all work assignments
18. Ensure that a project runs smoothly and that the structure is completed on time and within budget
19. Correct any project deficiencies that affect production, quality and safety requirements before final evaluation and project reviews.
20. Preparing SFC's etc.

### **Procedure For Recruitment:**

1. The candidates applying for the post should first confirm their eligibility as per the advertisement. They should also ensure that they have a valid personal e-mail ID and mobile number. Note that the provided e-mail ID and mobile number should be kept active during the entire recruitment process.
2. Eligible candidates meeting all the above criteria and qualifications, experience, etc. can fill the online applications through link [https://www.icmr-niih.org/contract\\_apply](https://www.icmr-niih.org/contract_apply) up to 05:00 p.m. on 3<sup>rd</sup> April, 2025.
3. Submission of online applications after 05:00 PM on 3<sup>rd</sup> April, 2025 will be stopped. The link would be disabled automatically and no request in this matter would be entertained.
4. Candidates should note that no editing in the application can be done after final saving of the application. Therefore, they are advised to fill all the details carefully. No request in this matter would be entertained.
5. If the numbers of applications are more, a three-member committee shall be constituted, with the approval of the competent authority, for screening the applications received against the advertisements if necessary, and later interview will be conducted of the shortlisted candidates.

6. Date and time of interview will be intimated by email to the shortlisted candidates. The list of the same shall also be displayed on the websites <https://www.icmr-niih.org/> .
7. Candidates reporting after the scheduled date and time will not be allowed to appear in personal discussion. No request in this matter would be entertained.
8. No Physical copy of the application form is required to be submitted to this office. Candidates appearing for walk-in-interview/personal discussion should bring with them all original certificates (1) Application form duly completed (2) Education qualification (3) Proof of Date of birth (4) Experience certificates/testimonials (5) One-self attested recent passport size photograph (6) ID proof (Ex. Aadhar/PAN/Voter ID/Driving License etc.) (7) One set of self-attested photocopies of all documents. (8) SC/ST/OBC/EWS Certificates, if applicable (9) Copy of Pension Pay Order or Last Pay Drawn Certificate (10) Candidates should also produce all certifications/testimonials in original for verification.
9. After approval of recommendation of the selection committee, the selected Consultant will be issued an offer of engagement and on receipt of his/her acceptance, within the prescribed time, an agreement will be signed between the candidate and ICMR Has/Institute / Centre on "Non-judicial Stamp Paper of Rs. 100/- with effect from the date of engagement.
10. Selected candidate has to submit the duly signed application form along with self- attested copies of proof of their age, educational qualifications, experiences, testimonials etc. and a recent passport size photograph at the time of joining.
11. The result of the final selection would be placed on the websites <https://niih.org.in> and <https://icmr.gov.in/>, the selected candidate would receive an email regarding the same. No other communications by phone etc. would be made.

### **Period of Engagement:**

1. The initial term of engagement of Consultants shall be for not more than one (01) year and subsequent extension, if any, can be considered, on case to case basis, depending upon the job requirements and the frame for its completion, subject to fulfillment of performance evaluation made by the Competent Authority, but shall not be more than Five Years. In all cases, the duration

of engagement of any consultant shall not be more than 05 years or till attaining the age of 70 years, whichever is earlier.

2. The engagement of consultant would be on full time basis and he/she would not be permitted to take up any other assignment during the period of consultancy with ICMR-NIIH.

#### **Remuneration Payable to Consultant:**

1. For retired Govt. Servant, the remuneration shall be fixed in accordance with the Ministry of Finance, Dept. of Expenditure O.M. No. 3-25/2020-E.IIIA dated 09 Dec 2020.
2. The monthly remuneration will be released to the Consultant, based on an explicit certificate from the Head of the Institute on the satisfactory performance and attendance.
3. **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. However, Retired Government officials engaged as consultants shall be allowed TA/DA for their travel inside the country, in connection with the official work, as per his/her entitlement at the time of retirement.
4. The Consultants shall not be entitled to any other perquisites like honorarium or allowances such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement, etc.
5. All applicable taxes as per government rules and regulations will be deducted at the source.

#### **Leave:**

Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Therefore, a Consultant shall not draw any remuneration in case of his/her absence from work beyond authorized duration of leave. Un-availed leave during the period of engagement will not be carried forward in case of renewal. The leave record shall be maintained by the concerned Head of Division / Institute/Centre. Maternity leave shall be as per Maternity Benefit Act of Gol.

#### **Attendance and Working Hours/Day:**

The working hours for the consultants will be same as regular employees of ICMR. No extra benefit will be allowed for working beyond office hours. Unauthorized absence for a continuous period of 08 days without valid reasons shall lead to automatic termination of engagement.

**Working facilities to be provided:**

Only the basic facilities/infrastructure at the office would be provided to the Consultant. No transport or telephone/internet facility at the residence etc. would be provided.

**Confidentiality of data and documents:**

The consultant shall not utilize or publish or disclose or part with, to a third party, any data or statistics or proceedings or information gathered during the course of the assignment/research of the office. The consultant shall be bound to hand over the entire set of records of assignments along with the supportive to the office before the expiry/termination of the contract and before the final payment is released by the office. The consultant shall sign an agreement of confidentiality with the Institute to this effect which shall contain a clause on Ethics and Integrity.

**Conflict of Interest:**

The individual Consultant shall be expected to follow all the Guidelines of the Council / Gol, which are in force from time to time. He/she will be expected to display utmost honesty, secrecy of office, sincerity while discharging his/her duties. In case service of any Consultant is not found satisfactory or found in conflict of interest of the Council / Gol, his/her engagement will be liable for discontinuation immediately, without assigning any reason thereof. An undertaking to this effect shall be signed by the Consultant, before joining.

**Insurance:**

The individual Consultant shall be solely responsible for taking out and for maintaining adequate insurance, required to meet any of his/her obligations under the contract, as well as for arranging, at his/her own expense, such as life, health and other forms of insurance, as the individual Consultant may consider appropriate, to cover the period during which they are engaged.

**Termination of Agreement:**

ICMR-NIIH may terminate the contract if:

- a) The Consultant is unable to address the assigned work.
- b) Quality of the assigned work 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.
- e) The requirement of consultant for the work assigned ceased to exist.

ICMR-NIIH 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.

#### **Other Terms and Conditions:**

1. Incomplete applications, applications without photo and signature, without relevant enclosures or received after the last date shall be summarily rejected.
2. Submission of incorrect or false information shall disqualify the candidature at any stage.
3. If the candidate is not eligible, his/her candidature will be cancelled at any stage of the recruitment process. If he/she qualifies in the selection process and subsequently, it is found that he / she does not fulfil the eligibility criteria, his/her candidature will be cancelled. Even after appointment if found ineligible, services so obtained will be terminated without any notice or compensation.
4. Any canvassing by or on behalf of the candidate or bringing political or other outside influence in any form for shortlisting, selection or employment will be treated as disqualification and such candidates will not be considered and be debarred from the selection process.
5. Age limit and experience will be considered as on the last date of submission of the application.
6. Candidates experience as mandatory requirement should clearly state the nature of work during the period of employment and the duration of his/her engagement.
7. Qualification and experience should be in a relevant discipline/field and from a reputed institution/organization recognized by the relevant authority.

8. Experience shall be counted from the date of completion of minimum essential educational qualification.
9. Mere fulfilling the essential qualification/experience does not guarantee selection.
10. Candidates already in regular service under any Central/State Govt./Autonomous Dept./PSU are not eligible to apply.
11. The Director, ICMR-NIIH has the right to accept/ reject any application without assigning any reason thereof and no correspondence/ recommendation will be entertained in this matter.
12. The Institute reserves the right to adopt criteria for shortlisting the applications in case of receipt of large number of applications.
13. The Director, ICMR-NIIH reserves the right to increase/decrease the number of posts as per requirement or even cancel the recruitment or re-advertise the posts, without assigning any reason thereof, no correspondence will be entertained in this regard.
14. Bad connection/ connection failure from any side will NOT be the responsibility of the ICMR-NIIH.
15. The offer of engagement will be subject to verification of original certificates as per the advertisement.
16. Selected candidates have to sign an agreement of contractual appointment with ICMR- NIIH.
17. The post is contractual for the duration offered and can be terminated by giving not less than one months' notice on either side at any time without assigning any reason.
18. The appointment may be renewed after every specific period of time subject to satisfactory performance and project requirement.



19. The post is filled up on a purely temporary and contractual basis & the candidate will have no right to claim for any type of Permanent Employment under ICMR-NIIH or continuation of his/her services in any other project.
20. Any Addendum/Corrigendum in respect of above vacancy notice shall be issued on websites <https://niih.org.in> and <https://icmr.gov.in/> only and no separate notification shall be issued in the press. Applicants are requested to regularly visit these websites to keep themselves updated.
21. In order to avoid any hassle and to note the changes (if any) candidates are advised to check the above cited websites before appearing for the personal discussion.
22. Institute and individual consultant shall use their best efforts to amicably settle disputes, controversy or claim, arising out of the contractual duration. Any dispute that may arise between Consultant and the Institute as to the terms and conditions shall be referred to the Director, ICMR-NIIH and his decision will be binding.

**Director  
ICMR-NIIH**