

No.A-50011/01/2017-HR/e-Office-3098650
 INDIAN COUNCIL OF MEDICAL RESEARCH
 V. RAMALINGASWAMI BHAWAN, NEW DELHI - 110029.

Dated June, 2017.

ENGAGEMENT OF CONSULTANTS

The Indian Council of Medical Research (ICMR), an autonomous organization under the Department of Health Research, Ministry of Health & Family Welfare, Government of India is holding walk-in interview on 07.07.2017 at 11.00 A.M. in the chamber of Shri V.K. Gauba, Joint Secretary (DHR) & Sr. DDG (A), ICMR (Room No.223, 2nd floor, IRCS Bldg., New Delhi) for selecting suitable persons for their appointment as Consultant (Administration) and Consultant (Budget) purely on contractual basis. Officers retired from the post of Section Officer/Administrative Officer/Sr. Admn. Officer/Accounts Officer/Sr. Accounts Officer/Under Secretary/Deputy Secretary/Director or equivalent in the Government of India/Autonomous Organizations/Public Sector Undertaking are eligible for consideration for the above positions.

2. Duties/Responsibilities of the Consultants: As given in the Annexure.
3. Age: Below 65 years (on the last date of receipt of application. The maximum age is relaxable by the Competent Authority in case of deserving candidates)
4. Remuneration will be with reference to the post held at the time of retirement, as follows:

Section Officer/ Admn. Officer/ Accounts Officer, and equivalent.	Rs.30,000	Under Secretary/ Senior Admn. Officer/Senior Accounts Officer, and equivalent.	Rs.40,000	Deputy Secretary, and equivalent	Rs.50,000	Director and equivalent	Rs.60,000
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* There will a provision of five percent annual increase in the above emoluments.

5. Place of Duty: Department of Health Research, Red Cross Building, New Delhi.
6. Other Criteria: (i) For Consultant (Administration/Accounts), preference will be given to persons having experience of working in administration/vigilance/Parliamentary matters/Finance/Budget and Accounts.
 (ii) Knowledge of MS office, MS Word, MS Power Point, and MS Excel are desirable.
7. Selection Procedure: Willing retired Officers in the rank as mentioned above may report for walk in interview at 11.00 AM on 07.07.2017, along with. original testimonials, PPO and, the particulars duly completed in the prescribed application form (attached), in the chamber of Senior Deputy Director General (Administration) and Joint Secretary, Department of Health Research at Room No.223, 2nd Floor, Indian Red Cross Society Building, 1, Red Cross Road, New Delhi - 110001.


 (Agnes Xalxo)
 Asst. Director General (A)

Duties/Responsibilities of the Consultant (Administration/Budget)

- i) Establishment/Administrative matters/Parliamentary Matters/Parliament Questions/VIP References/Bilateral relations related matters with foreign Government/Organizations/Preparation of Cabinet Notes/Examination of Memorandum of Understanding (MOU).
- ii) Preparation of B.E/ R.E, Outcome Budget, SFC/EFC,Audit matters, etc. and plan for requirement of funds during the year.
- iii) Maintaining the database of updated Utilization Certificates (UCs) status and periodical follow up to examine the Audit Reports submitted by the concerned Division/Institute/Centre
- iv) Timely submission of Utilization Certificate (UC) from the concerned Organizations and its settlement.
- v) Coordinate with concerned Departments/Ministries for expenditure and proper maintenance of accounting procedures and for miscellaneous matter.
- vi) Co-ordinate and Reconciliation with Finance/Budget Divisions, PAO/DDO in Ministry of Health & Family Welfare and Ministry of Finance
- vii) Handling financial aspects of the various Schemes/Programmes.
- viii) Any other work assigned by the Senior Deputy Director General (Administration) and Joint Secretary, Department of Health Research, from time to time.
- ix) Procurement and allied matters/Coordination and miscellaneous matters.

**INDIAN COUNCIL OF MEDICAL RESEARCH
V. Ramalingaswamy Bhawan, Ansari Nagar, New Delhi.**

**APPLICATION FOR ENGAGEMENT AS CONSULTANT
(ADMINISTRATION/BUDGET)**

PHOTO

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.

SIGNATURE

Date: