

**ICMR- NATIONAL INSTITUTE OF MALARIA RESEARCH,
SECTOR-8, DWARKA, NEW DELHI-110077**

File No. Admn/NIMR/Cons(Admn)/821/2018/2579

Date: 25.06.2018

VACANCY NOTIFICATION

National Institute of Malaria Research is one of the research Institutes of the Indian Council of Medical Research, Department of Health Research, Ministry of Health and Family Welfare, Govt. of India, engaged in basic, applied and operational research with aims to find short term as well as long term solutions to the problems of malaria in India.

The Institute is intends to invite applications up to **31.07.2018** for full time engagement of Consultant (Administration) on contract basis initially for a period of one year.

1. Qualifications & Experience:-

(A). Essential:-

Retired Govt. Employees from Central Govt./State Govt./Autonomous Organisations/PSUs etc. with Bachelor Degree in any discipline and in the Grade Pay of Rs. 4600/- (Pay Matrix Level-7) and above with 15 years of experience in administrative field.

(B). Desirable: - Knowledge of MS Office, Power point, Internet etc.


2. Job Requirements:-

The Consultant (Administration) shall be responsible for supervision of work relating to establishment and administrative matters pertaining to recruitment, selection, statutory reservations, rosters, promotion, assessment promotion, ACP/MACP, pay fixation, transfer, vigilance, pension etc. of the Scientific, Technical and Administrative personnel of NIMR and other tasks assigned from time to time by Administration Division of the Institute.

Preference will be given to persons having vast and updated knowledge of GOI's Rules and Regulations and experience of working in Administration, Vigilance, related matters etc.

3. Age limit: - Below 65 years of age as on 31.07.2018.

4. Consolidated Fee: - Rs. 25,000/- to Rs. 1, 00,000/- per month depending upon the educational qualifications, experience, last pay drawn and functional requirements.



5. Selection Procedure:-

(A). Willing retired Officers from the rank as mentioned above may apply in the prescribed format available on the websites of ICMR and NIMR along with self attested copies of educational qualifications, experience, date of birth etc. to the Director, National Institute of Malaria Research, Sector-8, Dwarka, New Delhi -110077 on or before 31.07.2018. Incomplete or late applications shall not be entertained.

(B). Shortlisted candidates will be called for personal discussion/interview and suitable candidate will be selected on the basis of recommendations of the Selection Committee and subsequent approval of the competent authority.

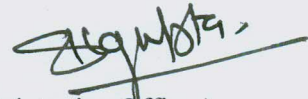
6. Other Terms and Conditions:-

(A). The Consultant shall not be entitled to any other honorarium or allowance.

(B). Consultants shall only be eligible for 10 days' leave at par to 8 CL and 02 RH in a year on pro-rata basis.

(C). No TA/DA shall be admissible for joining the assignment or on its completion. However, for official purpose, the TA/DA may be considered as per Rules.

(D). All applicable taxes as per Govt. Rules and Regulations will be deducted at source.

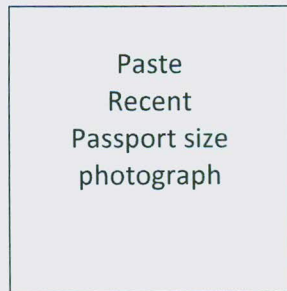


(Administrative Officer)

National Institute of Malaria Research
(Indian Council of Medical Research)
Sector 8, Dwarka, New Delhi-110 077

Application Form

Application for the post of



1. Full Name (in capitals):

2. Father's/Husband's name:

3. Date of birth: Date..... Month..... Year.....

4. Nationality: Gender

5. Whether SC/ST/OBC/PH:

6. Address for correspondence with pin code:

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.....
.....
..... PIN

E-mail: Phone/Mobile No.

7 Permanent address:

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..... PIN

8. Educational/Professional qualifications

S. No	Examination Passed	University or Board	Subjects taken	Year of passing	Percentage of marks & marks obtained	Class/Division/Grade

