

ICMR-REGIONAL MEDICAL RESEARCH CENTRE CHANDRASEKHARPUR, BHUBANESWAR-751023

No.01/RMRC/Consultant/2017/

Date:17.08.2017

ENGAGEMENT OF CONSULTANTS

The ICMR – Regional Medical Research Centre, Bhubaneswar-751023 an autonomous organisation under the Department of Health Research, Ministry of Health & Family Welfare Government of India invites application from the retired employees for selecting suitable candidates for appointment as Consultant (Administration), Consultant (Accounts) and Consultant (Civil Engineer) purely on contractual basis. Officers retired from the post of Section Officer/ Administrative Officer/ Sr. Admn. Officer/Accounts Officer/ Sr. Accounts Officer/ Under Secretary/Asst. Engineer or equivalent retired from the Government of India/ Autonomous Organisations/Public Sector Undertaking are eligible for consideration for the above positions.

2. Duties/Responsibilities of the Consultants : As given in the Annexure-I, II & III.
3. **Eligibility & other criteria** : Retired Govt. Employees with Bachelor degree in any discipline and in the Grade Pay of Rs. 4600/- and above with 15 years experience in Administration/Accounts/Civil Engineering field. Knowledge of MS Office, MS Word, MS Power Point, and MS Excel are desirable. Preference will be given having electrical work experience for the position of Consultant (Civil Engineering).
4. **Age** : Below 64 years (on the last date of receipt of application. The maximum age is relaxable by the Competent Authority in case of deserving candidates).
5. Remuneration will be with reference to the post held at the time of retirement, as follows :

Section Officer/ Junior Engineer/ Asst. Engineer – Rs. 35000/-	Administrative Officer /Accounts Officer – Rs. 40000/-	Sr. Administrative Officer/ Sr. Accounts Officer – Rs. 45000/-
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6. Place of Duty : ICMR-Regional Medical Research Centre, Bhubaneswar-751023.

How to apply

7. Application fees for Rs.100.00 should be submitted in shape of crossed IPO drawn in the name of the Director, RMRC, Bhubaneswar. Women candidates are exempted for application fees. IPO obtained prior to the notification of advertisement will not be entertained.
8. Application form duly completed in all respects and signed by the applicant alongwith self attested copies of certificate/testimonials in support of qualification, age, experience and application fee should be sent to the **Director, Regional Medical Research Centre, Chandrasekharpur, Bhubaneswar, Odisha – 751023, by Speed Post/ Regd. Post.** *The envelop should be superscribed as “Application for the position of Consultant (Admn.)/Consultant (Accounts) /Consultant (Civil Engineering)”.* Interested retired officers in the rank as mentioned above may apply in one prescribed application form latest by **15.09.2017 at 05.00 PM**

Sd/-
Administrative Officer
For Director

ANNEXURE-I

Duties/Responsibilities of Consultant (Administration)

- (i) Establishment/Administrative matters
- (ii) Court case matters
- (iii) Complaints / Representation of staff on service matters/ Pay anomalies/fixation of pay and roster matters etc.
- (iv) Liasoning on project activities in the area of procurement, recruitment, etc. of project/ schemes and programmes.
- (v) Compliance of audit replies pertaining to administrative issues.
- (vi) R.T.I matters
- (vii) Any other work as assigned by the competent authority.

ANNEXURE-II

Duties/Responsibilities of Consultant (Accounts)

- (i) Preparation of B.E/R.E, Outcome Budget, Audit matters, etc. and plan for requirement of funds during the year.
- (ii) Maintaining the database of updated Utilisation Certificate (UC) status and periodical follow up to examine the Audit Reports submitted by the concerned Division/ Institute/Centre.
- (iii) Timely submission of Utilisation Certificate (UC) from the concerned Organisations and its settlement.
- (iv) Coordinate with concerned section (Administration/Accounts) for proper/ smooth day to day work.
- (v) Handling Administrative and Financial aspects of the various projects/ schemes & programmes.
- (vi) Any other work as assigned by the competent authority.

ANNEXURE-III

Duties/Responsibilities of Consultant (Civil Engineering)

- (i) Proposal for preparing estimate for new construction work, repair and maintenance of civil works.
- (ii) Inspecting/ supervising & monitoring of the civil construction and maintenance of RMRC and field units, liaison with CPWD Authority for settlement of advances deposited in CPWD for capitalization of capital work.
- (iii) Any other work as assigned by the competent authority.

ICMR-REGIONAL MEDICAL RESEARCH CENTRE
CHANDRASEKHARPUR, BHUBANESWAR-751023

APPLICATION FOR ENGAGEMENT AS CONSULTANT
(ADMINISTRATION, ACCOUNTS & CIVIL ENGINEERING)

PHOTO

Name of the post applied for _____

1.	Name	:	
2.	Date of Retirement	:	
3.	Post/Designation held at the time of retirement	:	
4.	Name of the Organisation 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.	Date of Birth	:	
11.	Age as on 15 th September, 2017	:	
12.	Qualification	:	
13.	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 of the Candidate

Date :

Place :