



No. NIIRNCD/C-YP/2025

Date: 11.09.2025

APPLICATIONS ARE INVITED FOR ENGAGEMENT OF CONSULTANTS

ICMR - National Institute of Implementation Research on Non-Communicable Diseases (formerly Desert Medicine Research Centre), Jodhpur is a permanent research Institute under the aegis of Indian Council of Medical Research, Department of Health Research, Ministry of Health & Family Welfare, Govt. of India.

ICMR-NIIRNCD intends to engage following **Consultants**, purely on temporary contract basis for enhancing effective dissemination of the ICMR-NIIRNCD research output, outcome and impact.

1. Applications are invited for the following positions listed below:

| | |
|--------------------------------------|--|
| Name of the post | Consultant (Scientist-Medical) |
| Number of Post | 1 (One) |
| Place of Work | ICMR-NIIRNCD, Jodhpur |
| Period of Engagement | <ul style="list-style-type: none"> Full time contract basis Initially for a period of one year (May be extended as per the requirement). |
| Essential Qualification & Experience | <p>Professionals having proven competency and success in their area of specialization, with at least 10 years of post-qualification experience and should possess minimum MBBS or BDS or BVSc or equivalent degree in relevant subject.</p> <p style="text-align: center;">With</p> <ul style="list-style-type: none"> i. Certification in Public Health / Working Experience in INIs / handling research projects by National / Internal agencies as PI/CoPI ii. Publication in high impact journals. iii. Knowledge of virtual meeting platforms and computer skills (MS Word/Excel/ PowerPoint etc.) Will be an added advantage. <p style="text-align: center;">OR</p> <p>Retired Government employees, with requisite qualification and who were in the regular Pay Level-10 and above, having at least 10 years of</p> |

| | |
|-----------------------------------|--|
| | <p>relevant experience in the required specialization.</p> <p>Note:</p> <ol style="list-style-type: none"> PhD will be considered as 4 years' experience (irrespective of the duration taken to complete the degree). MD/MS or equivalent to be considered as 3 years' experience. MVSc will be considered as 2 years' experience MPH will not be considered as any experience. |
| Nature of Duties | <ol style="list-style-type: none"> To assist in the coordination and implementation of Division-related research and program activities. To assist the office administration and other office-related work for the project management and implementation. To manage the project fund, sanction and release amounts to support research work, project-related queries and other administrative work. Any other work assigned by the PI / CoPI and Director. |
| Age Limit | Minimum 40 years and maximum of 70 years |
| Emoluments | <ul style="list-style-type: none"> Between ₹1,00,000 - ₹1,80,000/- per month (Consolidated) – This will be decided by the Selection Committee on the basis of Educational Qualification, Experience and performance in the interview. For retired Government employees, the remuneration will be fixed in accordance with the Ministry of Finance, Department of Expenditure OM No. 3-25/2020-E.IIIA dated 09 Dec 2020 as amended from time to time. |
| Last date to receive applications | 30.09.2025 up to 05:00 PM |

| | |
|--------------------------------------|---|
| Name of the post | Consultant (Accounts) |
| Number of Post | 1 (One) |
| Place of Work | ICMR-NIIRNCD, Jodhpur |
| Period of Engagement | <ul style="list-style-type: none"> • Full time contract basis • Initially for a period of one year (May be extended as per the requirement). |
| Essential Qualification & Experience | <p>Professionals having at least 10 years of experience in Accounts in Govt. Dept / PSU / Autonomous Bodies, and should possess a Post Graduate degree in a relevant subject, viz., Management / Law / Public Administration, etc.</p> <p style="text-align: center;">OR</p> <p>Retired Govt. employees with Bachelor degree in any discipline and in the Pay Level -7 and above with 10 years of experience in the field of Management / Law / Public Administration, etc.</p> |
| Desirable Qualifications | <ul style="list-style-type: none"> i. Knowledge of MS Office, MS Word, MS Power Point and MS Excel. ii. Computer typing in Hindi & English iii. Knowledge of Rules and Regulations of a Central Government Organization. iv. Knowledge of GFR, Govt. Pay and Pension Fixation rules, Govt. Procurement Rules, Budget & Annual Accounts, Finance, RBI, Pension. v. Good command over the Hindi & English language. |
| Nature of Duties | <ul style="list-style-type: none"> i. Undertaking the work of Internal Audit of the Institute. ii. Assisting in Internal Audit, Statutory Audit, and CAG Audit as and when conducted. iii. Handling all audit-related matters, including conduct of internal/concurrent audit, furnishing replies to audit reports/paras, and ensuring timely compliance. iv. Preparation of Budget Estimates and Revised Estimates of the Institute. v. Preparation of Monthly, Quarterly, and Annual Accounts, along with all schedules and supporting reports. vi. Preparation of Project-wise Annual Accounts. vii. Preparation of Expenditure (SoE) and Utilization Certificates (UCs) for all projects and the Institute. viii. Verification of pay fixation on appointment/promotion, and verification/revision of pension and retirement benefits. ix. Assisting in all taxation-related matters (Income Tax, TDS, GST), including compliance with statutory requirements related to maintenance and presentation of accounts. |

| | |
|-----------------------------------|--|
| | <ul style="list-style-type: none"> x. Checking of advance and adjustment vouchers, contingency bills, and payment bills. xi. Managing all banking-related activities, including verification of monthly Bank Reconciliation Statements (BRS) and monitoring monthly expenditure against the allocated budget. xii. Scrutiny of files related to procurement, TA/DA, LTC, and other financial matters. xiii. Liaising with Chartered Accountants and other agencies/authorities, and attending meetings outside the Institute as required. xiv. Performing any other work assigned by the Competent Authority from time to time. |
| Age Limit | Minimum 40 years and maximum of 70 years |
| Emoluments | <ul style="list-style-type: none"> • Between ₹1,00,000 - ₹1,80,000/- per month (Consolidated) – This will be decided by the Selection Committee on the basis of Educational Qualification, Experience and performance in the interview. • For retired Government employees, the remuneration will be fixed in accordance with the Ministry of Finance, Department of Expenditure OM No. 3-25/2020-E.IIIA dated 09 Dec 2020 as amended from time to time. |
| Last date to receive applications | 30.09.2025 up to 05:00 PM |

GENERAL TERMS AND CONDITIONS:

i. Procedure for Engagement of Consultants:

1. Application Form

Eligible candidates willing to apply for the above-mentioned positions may download the prescribed Application Form from the ICMR website: <https://www.icmr.nic.in> or from the Institute website: <https://niirnacd.icmr.org.in>.

2. Submission of Applications

The duly completed application, affixed with a recent passport-size photograph and accompanied by self-attested copies of relevant documents including educational and professional qualifications, experience certificates, and publications (if any), must be submitted by post or by hand to:

The envelope must be super-scribed as:

“Application for the Position of Consultant (Scientist-Medical) / Consultant (Accounts)”

The Director,
ICMR–NIIRNCD,
New Pali Road, Jodhpur – 342005 (Rajasthan)

Note: Late submissions will not be considered, whether by post or hand.

3. List of Eligible Candidates

The list of eligible candidates will be displayed on the Institute website. Eligible candidates will be required to attend the written test/interview as per the schedule mentioned in the call letters.

4. Selection Process

- If more than 30 candidates apply for each post, a Written Test will be conducted consisting of 50 Multiple Choice Questions (MCQs) (1 mark each) related to the duties of the position.
- The final selection will be based on the combined marks of the Written Test and Personal Interview.
- If fewer than 30 candidates apply, selection will be based on Personal Interview only.
- For retired personnel, only an interview shall be conducted (no written test).

5. Final Merit List

The final merit list will be prepared based on performance in the Written Test (if conducted) and Personal Interview.

ii. Working hour / day and Leave

- Working hours shall be from 9.00 am to 5.30 pm as regular employees of ICMR.
- Eligible for 1.5 days of paid leave absence for each completed month of service.

iii. Allowance

- Not entitled for any other perquisites like honorarium or allowances such as HRA, Dearness Allowance etc. during the contract period.
- Retired Government servant shall be entitled for Transport Allowance for the purpose of commuting between the residence and the place of work and TA/DA on official tour, if any as per their entitlement at the time of retirement.

iv. TA/DA

- TA/DA is admissible for undertaking domestic tour for official as per the ICMR guidelines.
- Retired staff: As per their entitlement at the time of retirement.

- v.** Incomplete application or applications not submitted in prescribed format or without photo and signature or without supportive documents is liable to be rejected. Date bar applications will not be considered.
- vi.** Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage.
- vii.** No TA/DA will be paid to attend examination/interviews; candidates have to arrange transport/accommodation themselves.
- viii.** The scheme for engagement of the Consultants will be in accordance with the ICMR Guidelines for Hiring Consultants circulated vide O.M. No. 16/84/2024-Admn./ e-171470, dated 26-11-2024 and terms and conditions thereon will be as per said OM.
- ix.** All applicable taxes as per government rules & regulation shall be deducted at source.
- x.** Engagement is purely on contractual and temporary basis and will not be regarded, for any purpose, as being either an "employee" or "official". Further, shall have no claim of further extension beyond contractual engagement or regularization of service in any case. The engagement can be terminated anytime without any prior notice and reason. However, in normal course, termination of contract may be done by giving not less than one month's notice on either side at any time without assigning any reason
- xi.** The selected candidate shall follow all the Institutional norms. Violation of the prescribed provisions will entail breach of the terms and conditions of contract and would attract penal provisions, including termination of contract.
- xii.** 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.
- xiii.** 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.
- xiv.** The Director, ICMR NIIRNCD, Jodhpur has right to cancel and not to proceed in the matter of engagement of consultant at any stage without assigning any reason.
- xv.** Corrigendum / addendum/further information, if any, will be published on our website only. Hence, the candidates are advised to see the website www.nie.gov.in or www.icmr.gov.in regularly for further updates related to this advertisement.

- xvi.** Any Addendum / Corrigendum in respect of the above vacancy(ies), notice shall be issued on websites: **<https://main.icmr.nic.in>** and **<https://niirncd.icmr.org.in>** only and no separate notification shall be issued in the press. Applicants are requested to regularly visit the websites to keep themselves updated.

Digitally signed by
Kongara China Ramayya Dora
Date: 12-09-2025 13:28:30

Sr. Administrative Officer
For Director

12. Technical/ other qualifications/courses etc., :

| Sl. No. | Examination passed with group | Subjects | Board / University | Period | | Percentage | Division/ Grade |
|---------|-------------------------------|----------|--------------------|------------------|----------------|------------|-----------------|
| | | | | From dd-mm-yy | To dd-mm-yy | | |
| 1. | | | | | | | |
| 2. | | | | | | | |

13. Experience (with Organization name and period of experience) :

| Sl. No. | Name of the post/ position & Pay Scale/ PB + GP/ Level | Institute/ Centre | Subject/ Area of experience (Eg. Admin/Accounts/ Blood drawing/ HPLC Operation etc.,) | Period | | Total experience | | |
|---------|--|-------------------|--|------------------|----------------|------------------|--------|------|
| | | | | From dd-mm-yy | To dd-mm-yy | Years | Months | Days |
| 1. | | | | | | | | |
| 2. | | | | | | | | |

14. Publications, if any.

| Sl. No. | Publication | Year | Journal |
|---------|-------------|------|---------|
| 1. | | | |
| 2. | | | |

Note: Publications may be attached in Annexures.

15. Details of family members working in ICMR/ Govt/ PSU etc.,

| Sl. No. | Name of the relative & relationship | Designation | Name of the organization working presently | Permanent/ Temporary | Period | |
|---------|-------------------------------------|-------------|--|----------------------|------------------|----------------|
| | | | | | From dd-mm-yy | To dd-mm-yy |
| 1. | | | | | | |
| | | | | | | |

15. Languages known :

- a. To speak : _____
- b. To write : _____
- c. To read : _____

16. Additional information, if any:

DECLARATION

I, hereby declare that the information furnished in the application is true, complete and correct to the best of my knowledge and belief. I fully aware that in the event of any of the said information furnished by me being found false or incorrect at any stage, my candidature/ appointment is liable to be summarily cancelled/ terminated without any notice or compensation.

Place : _____

Signature of the Candidate : _____

Date : _____

Name (In block letters) : _____