



भारतीय आयुर्विज्ञान अनुसंधान परिषद्
मरुस्थलीय आयुर्विज्ञान अनुसंधान केंद्र
नई पाली रोड, जोधपुर - 342005

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File No. DMRC/Estt/Pers./Recruit/Consultant/2013E0810

Date :- 17th August, 2018

ENGAGEMENT OF CONSULTANTS-(Two)

A walk-in-interview is scheduled to be on 30.08.2018 at 10:00 AM at the Desert Medicine Research Centre, an Autonomous Organization under the Indian Council of Medical Research, the Department of Health Research, Ministry of Health & Family Welfare, Government of India for selection of suitable persons for appointment for two consultants purely on contractual basis. The officers retired from the post of Section Officer or Under Secretary and above or equivalent in the Government of India/ Autonomous Organizations/ Public Sector Undertaking are eligible for the above position.

1. **Duties/Responsibilities if the Consultants:** as given in the Annexure.
2. Age: Below 65 years (as on the date of walk-in-interview). The maximum age is relaxable by the Competent Authority in case of deserving candidate)
3. Remuneration will be with reference to the post held at time of retirement, as follows:
 - (i) Section Officer or equivalent – Rs. 30,000/-
 - (ii) Under Secretary and above or equivalent – Rs. 40,000/-
4. **Place of Duty:** - Desert Medicine Research Centre, New Pali Road, Jodhpur.
5. **Other Criteria:-**
 - (i) For Consultant (Administration & Accounts):- Preference will be given to persons having experience of working in Administration/ Finance/Budget and Accounts.
 - (ii) Knowledge of MS office, MS Word, MS PowerPoint and MS Excel are desirable.
6. **Selection Procedure:-** Willing retired Officers in the rank as mentioned above may report for walk in interview at 10:00 AM on 30.08.2018, along with original testimonials, PPO and the particulars duly completed in the prescribed application form (attached), at Desert Medicine Research Centre, New Pali Road, Jodhpur 342005.
7. Initially appointment for Six months.
8. Number of Post:- 01 Consultant (Administration) & 01 Consultant (Accounts).

Director

Desert Medicine Research Centre, Jodhpur
Indian Council of Medical Research, New Delhi

Application for the post of Consultant (Administration & Establishment/Accounts)		Photo
S.No.	Particular	Details
1	Name	
2	Date of Birth	
3	Date of Retirement	
4	Age as on _____	
5	Post / Designation held at the time of retirement	
6	Name of the organization from where retired	
7	Pay Band + Grade Pay or equivalent at the time of retirement	
8	Gross Salary at the time of retirement	
9	Present Pension Drawn	
10	Postal Address	
11	Mobile No.	
12	E-mail ID	
13	Qualification	
14	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.

Applicant Signature

NATURE OF DUTIES AND RESPONSIBILITIES CONSULTANT (ACCOUNTS)

1. Preparation of Financial Statement / Budget Estimates/ Revised Estimates, Outcome Budget, Audit Matters etc. Plan for requirement of funds during the year.
2. Maintaining the database of updated utilization.
3. Day-to-Day maintenance of books of accounts.
4. Computation of taxes, filing of income tax and preparation of quarterly statements of TDS etc.
5. Coordinate with concerned section (Accounts) for proper / smooth functioning.
6. Handling Financial Aspects of the various projects / schemes.
7. Preparation of monthly SOE, Receipts and Payments Account and timely submission proposals relating to purchase of stores, equipment, capital etc.
8. Auditing of all Contingent bills, TA bills.
9. Any other work as assigned by the competent authority from time to time.

NATURE OF DUTIES AND RESPONSIBILITIES CONSULTANTS (ADMINISTRATION & ESTABLISHMENT)

1. To Assist & advise the Director on all matters of establishment and administration.
2. Scrutinize proposals related to Establishment, Administration, Material Management, and Infrastructure etc.
3. Dealing Administrative matters including cases of recruitment ,personal & service records, RTI, Legal Matters, Maintenance of office accommodation, Housekeeping,
4. Security, Guest House ,furniture, Office Equipments, Laboratory equipments etc.
5. Control all Administrative work in the office, co-ordinate and supervise work of the Subordinate staff.
6. Liaison work with other government department.
7. Preparation & Timely submission of Statutory information, Returns etc
8. Attend Departmental Meetings
9. Any other work