

# NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH

*Indian Council of Medical Research, Bengaluru.*

No. NCDIR/Consultant/574/2019/

9-5-2019

## ENGAGEMENT OF CONSULTANTS

The National Centre for Disease Informatics and Research, Bengaluru under Indian Council of Medical Research, New Delhi is an autonomous body of Government of India (Department of Health Research, Ministry of Health & Family Welfare)

NCDIR, Bengaluru proposed to engage two Consultants (Administration / Accounts) from recently retired officials from Central Govt. / State Govt./ Autonomous bodies from the posts of Section Officer / Accounts Officer / Sr. Accounts Officer / Administrative Officer / Sr. Administrative Officer or equivalent and having drawn the Grade Pay between Rs. 4600 to Rs. 8700 as per terms and conditions of ICMR Guidelines for Engagement of Consultants.

Details are as follows.

Name of the post	Consultant (Administration /Accounts)
Number of posts	2 (Two) Posts
Essential Qualification	Retired Government Employee with Bachelor Degree in any discipline and in the Grade Pay of Rs. 4600/- and above with 15 years in Administration / Accounts / Finance.
Desirable Qualification	(a) Knowledge of MS Office, MS Word, MS Power Point and MS Excel. Candidate underwent ISTM Training (Cash and Accounting) (b) Knowledge of Rules and Regulations of a Central Government Organization (c) Knowledge of operating and submitting final accounts through accounts packages / Tally software etc. (d) Experience of working in a Central Government organization in large scale research projects. Familiarity and well versed with administrations and accounts rules and regulations, FR/SR and GFR-2017 and DFPR Rules.
Age limit	Below 64 years (As on last day of application i.e 31-5-2019)
Emoluments	Between Rs. 25,000 to Rs. 1,00,000 depending upon educational qualification, relevant experience, last pay drawn and functional requirement.
Place of Duty	National Centre for Disease Informatics and Research, Bengaluru.
Place of Interview	National Centre for Disease Informatics and Research, Bengaluru.
Period of engagement	Initially for a period of six months. Extendable for further period of six months or till the attaining the age of 65 years.

Note: Nature of duties and responsibilities are mentioned in Annexure I.

**How to apply:**

The application may be preferably submitted online through [www.ncdirindia.org](http://www.ncdirindia.org). Guidelines – for filling up the online application are given in Annexure II. The printed copy of the filled in online application dully filled in all respect and signed by the applicant alongwith self-attested copies of certificate / testimonials in support of qualification, age and experience should be sent to Director, National Centre for Disease Informatics and Research, Nirmal Bhawan-ICMR Complex (II<sup>nd</sup> Floor), Poojanahalli, KIAL Road, Kannamangala Post, Bengaluru. The envelope should be superscribed as ‘Application for the post of Consultant (Administration / Accounts)’

**Last date for submitting completed application: Online: 31-5-2019 upto 5 PM.**

**Offline: 7-6-2019 upto 5 PM.**

Note: Since it is not possible to call all the eligible candidates for the personal discussion, the applications fulfilling essential qualification and experience will be shortlisted. Only shortlisted candidates will be called for personal discussion and no correspondence will be entertained in this regard.

Further information on NCDIR and its Mission/Function can be viewed on the NCDIR website ([www.ncdirindia.org](http://www.ncdirindia.org)).

Sd/-  
DIRECTOR  
NCDIR, Bengaluru

**NATURE OF DUTIES AND RESPONSIBILITIES**

1. Estate management (Includes security services, housekeeping services, canteen, guest house, civil works, electricity, condemnation and disposal of unserviceable items, assets, building committee / monitoring committee etc.
2. Establishment of Model Rural Health Research Unit at Chettikad in Alappuzha District, Kerala i.e monitoring development of infrastructure, purchase of equipments, Research Advisory Committee and coordination with CPWD / State Govt. for constructions of building etc.
3. Preparation of Financial Statements / Budget Estimates / Revised Estimates, Outcome Budget, Audit Matters etc. Plan for requirement of funds during the year.
4. To obtain Utilization Certificates (UC) from the collaborating centres for both Intramural and Extramural Projects (Cancer, Stroke, Diabetes, CVD and other projects) at NCDIR from time to time.
5. Handling of Financial Aspects of the various projects / schemes.
6. Preparation of budget and compilation of accounts, audit, scrutiny of financial proposals relating to purchase of stores, equipments, capital etc.
7. Auditing of all Contingent bills, TA bills.
8. Handling the court matters / cases.
9. Preparing the draft speaking orders / draft affidavit / comments etc.
10. Handling of Administration and / Establishments matters etc.
11. Applicant should be ready to undertake duty travel for outstation assignments as per rules.
12. Any other work as assigned by the competent authority from time to time.

**NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH  
Indian Council of Medical Research, Bengaluru.**

Instructions for filling up of Online Application Form

**General Instructions:**

1. Candidates must follow the instructions strictly as given in the Information available on website. [www.ncdirindia.org](http://www.ncdirindia.org)
2. The instructions are available in the website in the PDF format.
3. Make sure you are filling up the application for the correct post.
4. Fill all the details in the required format as indicated in application form.
5. Fill up all the entries of application form; don't leave any blank entry if it is mandatory to fill. If any entry is optional to fill, then make your decision accordingly.
6. Clearly mention all other details like your age, gender, date of birth and other details etc.
7. The candidate's application form must be complete in all aspects while submitting the online application form.
8. The candidate should fill his/her mobile number, complete postal address with the pin code and e-mail address for further correspondence.
9. It will be the responsibility of the candidate to ensure that he/she fills-in his/her correct postal and e-mail addresses in the Application Form. Candidates must ensure that address given by them be such that the candidate may be able to get the communication in this address. This institute is NOT BE HELD RESPONSIBLE FOR ANY LOSS IN TRANSIT OR FOR AN INCORRECT ADDRESS GIVEN BY THE APPLICANT IN THE APPLICATION FORM.
10. One good quality colour passport size photograph has been duly pasted in the space earmarked for it on the computer generated confirmation page.
11. In case, if candidate have any queries or needs any assistance regarding submission of online application and other details, he / she may contact this office by sending email (Email id: [adm.ncdir@gov.in](mailto:adm.ncdir@gov.in)) or over phone (Phone: 080-22176400).

### **Specific guidelines for submitting on-line applications**

1. This is an Online Data Entry Application.
2. On clicking “Apply Online” link the data entry page will open, and then one can commence completing the application form.
3. The application can be saved by clicking submit button and submitted applications cannot be recalled or edited later.
4. Please fill the application carefully and completely and then click on “submit” button in order to submit the same.
5. Once it is submitted a copy of the application will be sent to candidate’s email-id. A printout of the completed application received in your e-mail has to be taken. This will serve as hard copy which needs to be signed and sent by post with all necessary enclosures. Online submitted application is to be also sent by hard copy with related documents before closing date.
6. With one email-id/mobile no. Only one application can be submitted to NCDIR for a single post. Anyhow the same mobile no. or email-id can be used for different posts.
7. Once the last date of applications is over, online applications cannot be submitted.
8. The printed copy of the filled in online application dully filled in all respect and signed by the applicant alongwith self-attested copies of certificate / testimonials in support of qualification, age and experience should be sent to following address

**Director, National Centre for Disease Informatics and Research, Nirmal Bhawan-ICMR Complex (IInd Floor), Poojanahalli, KIAL Road, Kannamangala Post, Bengaluru.**

The envelope should be superscribed as ‘Application for the post of Consultant (Administration / Accounts)’

**Last date for submitting completed application:                      Online: 31-5-2019 upto 5 PM.**  
**Offline: 7-6-2019 upto 5 PM.**

Note: All on-line applications have to be accompanied by duly signed hard copy along with necessary documents so as to reach NCDIR before the last date. On-line applications alone will not be considered.