

INDIAN COUNCIL OF MEDICAL RESEARCH

Division of Epidemiology and Communicable Diseases

WALK-IN-INTERVIEW (EMPLOYMENT NOTIFICATION)

The Indian Council of Medical Research (ICMR), New Delhi, the apex body in India for the formulation, coordination and promotion of biomedical research in the country.

It is proposed to engage an Administrative/Finance consultant for administrative and financial support to all activities of Antimicrobial Resistance Research Initiative of ICMR on contractual basis for working under the **Division of Epidemiology and Communicable Diseases (ECD-II) ICMR Hqrs. Office, New Delhi** through Walk-in-Interview.

Interested candidates who fulfill the required criteria as laid down in **Annexure I** are invited to appear for the Walk-in-Interview on **18/07/2018**. The interested candidates may report between **9:30 A.M. to 10:30 A.M.** along with **5 copies** of their updated Bio data/CV at the address given below. No candidate will be allowed to report for interview after **11:00 A.M. :-**

➤ **Reception Hall,
Indian Council of Medical Research,
Ramalingaswami Bhawan,
Ansari Nagar, New Delhi - 110029**

Post of Consultant (Finance & Administration) – One Post

S.No.	Details	Requirements/Information
A.	Name of Post	Consultant (Finance & Administration)
B.	No. of Vacancies	One
C.	Essential Qualification 1. Finance & Administration	Retired Government employee with Bachelor's Degree drawing pay in the Pay Band Rs. 15600-39100 + GP of Rs. 5400 (Pre-revised) and above at the time of retirement with atleast 7 years experience in finance and administration
D.	Desirable	Proficiency in the latest Accounting packages
E.	Age	Upto 65 years
F.	Nature of Duties 1. Finance & Administration	<ul style="list-style-type: none"> • Financial/Administration of the AMR project. • Maintaining records of expenditure incurred in the project, timely preparation of UC&SE by the AMR activities. • Systematic Accounting of Funds received for the projects. • Ensure timelines in completing the tasks assigned. • Preparation of Annual Report of Income & Expenditure of the AMR projects. • Any other work that may be assigned from time to time by the Management.
G.	Consolidated Emoluments	Between Rs. 60,000/- to 80,000/-
H.	Period	One Year
I.	Place of Work	ICMR Hqrs., New Delhi – 110029
J.	Date & Time of Interview	18/07/2018 at 11:00 A.M.