

National Institute of Biologicals
Ministry of Health & Family Welfare, Govt. of India
Noida

Applications are invited for the engagement of Consultant on contract basis.

1. Sr. Consultant (Administration)

Qualification: Retired employee of Government/Autonomous bodies with bachelor degree in any discipline drawing pay in the pay band Rs.15600-39100 + Grade pay of Rs.5400/- or Rs.6600/- at the time of retirement and having at least 10 years work experience with sound knowledge of the Government Rules issued by the Government of India from time to time. Applicant should possess practical knowledge of computer applications and internet usage.

Age limit: Not exceeding 70 years

Remuneration: Rs.40, 000/- to Rs.60, 000/- + Conveyance of Rs.5000/-p.m.

Period of engagement: The initial term of engagement of consultant will be for not more than one year and subsequent extension if any, can be considered on case to case basis depending upon the job requirement and subject to fulfilment of performance evaluation.

Responsibilities: 1. Administrative Matter 2. Establishment matter 3. Vigilance matters 4. R.T.I. 5. Any other work assigned by the competent authority.

2. Consultant (Administration)

Qualification: Retired employee of Government/Autonomous bodies with bachelor degree in any discipline drawing pay in the pay band Rs.9300-34800 + Grade pay of Rs.4600/- or Rs.4800/- at the time of retirement and having at least 10 years work experience with sound knowledge of the Government Rules issued by the Government of India from time to time. Applicant should possess practical knowledge of computer applications and internet usage.

Age limit: Not exceeding 70 years

Remuneration: Rs.30,000/- to Rs.40, 000/- + Conveyance of Rs.5000/-p.m.

Period of engagement: The initial term of engagement of consultant will be for not more than one year and subsequent extension if any, can be considered on case to case basis depending upon the job requirement and subject to fulfilment of performance evaluation.

Responsibilities: 1. Administrative Matter 2. Establishment matter 3. Vigilance matters 4. R.T.I. 5. Any other work assigned by the competent authority.

3. Sr. Consultant (Finance)

Qualification: Retired employee of Government/Autonomous bodies with bachelor degree in Commerce drawing pay in the pay band Rs.15600-39100 + Grade pay of Rs.5400/- or Rs.6600/- at the time of retirement and having at least 10 years work experience in Finance & Accounts, i.e., dealing with preparation of BE/ RE, Financial concurrence, finalizing of Annual accounts of Autonomous/Govt. Institution etc., with sound knowledge of the Government Rules , familiarity with GFRs issued by the Government of India from time to time. Applicant should possess practical knowledge of computer applications and internet usage.

Desirable: Possessing CA or ICWA or Final JAO or SAS examination

Age limit: Not exceeding 70 years

Remuneration: Rs.40, 000/- to Rs.60, 000/- + Conveyance of Rs.5000/-p.m.

Period of engagement: The initial term of engagement of consultant will be for not more than one year and subsequent extension if any, can be considered on case to case basis depending upon the job requirement and subject to fulfilment of performance evaluation.

Responsibilities: 1. Financial Matter 2. Matters related to RE, BE and other financial issues 3. Auditing of accounts 4. Preparation of Balance sheet & Annual Accounts. 5. Any other work assigned by the competent authority.

4. Consultant (Finance)

Qualification: Retired employee of Government/Autonomous bodies with bachelor degree in Commerce drawing pay in the pay band Rs.9300-34800 + Grade pay of Rs.4600/- or Rs.4800/- at the time of retirement and having at least 10 years work experience in Finance & Accounts, i.e., dealing with preparation of BE/ RE, Financial concurrence, finalizing of Annual accounts of Autonomous/Govt. Institution etc., with sound knowledge of the Government Rules , familiarity with GFRs issued by the Government of India from time to time. Applicant should possess practical knowledge of computer applications and internet usage.

Desirable: Possessing CA or ICWA or Final JAO or SAS examination

Age limit: Not exceeding 70 years

Remuneration: Rs.30, 000/- to Rs.40, 000/- + Conveyance of Rs.5000/-p.m.

Period of engagement: The initial term of engagement of consultant will be for not more than one year and subsequent extension if any, can be considered on case to case basis depending upon the job requirement and subject to fulfilment of performance evaluation.

Responsibilities: 1. Financial Matter 2. Matters related to RE, BE and other financial issues 3. Auditing of accounts & bills 4. Preparation of Balance sheet & Annual Accounts. 5. Any other work assigned by the competent authority.

5. Sr. Consultant (Procurement)

Qualification: Retired employee of Government/Autonomous bodies with bachelor degree in any discipline drawing pay in the pay band Rs.15600-39100 + Grade pay of Rs.5400/- or Rs.6600/- at the time of retirement and having at least 10 years work experience in Govt. Procurement/Stores with sound knowledge of the Government Rules issued by the Government of India from time to time. Applicant should possess practical knowledge of computer applications and internet usage.

Desirable: Possessing Degree/Diploma in Material Management.

Age limit: Not exceeding 70 years

Remuneration: Rs.40, 000/- to Rs.60, 000/- + Conveyance of Rs.5000/-p.m.

Period of engagement: The initial term of engagement of consultant will be for not more than one year and subsequent extension if any, can be considered on case to case basis depending upon the job requirement and subject to fulfilment of performance evaluation.

Responsibilities: 1. Stores matters, especially purchase of stores, equipment and other scientific Reagents / chemicals required for a scientific Institution. 2. Forecasting of store budget, 3. Management of other procurement and store section 4. Activities related to the inventory 5. Any other work assigned by the competent authority.

6. Consultant (Procurement)

Qualification: Retired employee of Government/Autonomous bodies with bachelor degree in any discipline drawing pay in the pay band Rs.9300-34800 + Grade pay of Rs.4600/- or Rs.4800/- at the time of retirement and having at least 10 years work experience in Govt. Procurement/Stores with sound knowledge of the Government Rules issued by the Government of India from time to time. Applicant should possess practical knowledge of computer applications and internet usage.

Age limit: Not exceeding 70 years

Remuneration: Rs.30,000/- to Rs.40, 000/- + Conveyance of Rs.5000/-p.m.

Period of engagement: The initial term of engagement of consultant will be for not more than one year and subsequent extension if any, can be considered on case to case basis depending upon the job requirement and subject to fulfilment of performance evaluation.

Responsibilities: 1. Stores matters, especially purchase of stores, equipment and other scientific Reagents / chemicals required for a scientific Institution. 2. Forecasting of store budget, 3. Management of other procurement and store section 4. Activities related to the inventory 5. Any other work assigned by the competent authority.

General Instruction:

1. The competent Authority reserves the right to make any amendment, cancellation and changes in this advertisement in whole or in part without assigning any reason.
2. The contract of consultant is a temporary nature and can be terminated by giving not less than one month notice on either side at any time without assigning any reason.
3. No TA/DA will be paid for attending the interview. It is not obligatory on the part of Institute to call for interview every candidate who possesses the essential qualification. The competent Authority reserves the right to reject any or all applications received without assigning any reasons or giving notice.
4. Leave: Consultant shall be eligible for 8 casual leave and 2 RH in a year on pro-rata basis.

The last date of submission of application is 31-05-2017.

BIO DATA

Post Applied for : _____

1. Name of Candidate (In block letters)
2. Father's Name
3. Date of Birth
4. Date of Superannuation & last pay drawn(GP)
(in case of retired officer)
5. Present Address with Pin Code
6. Mobile, Telephone Number & email ID
7. Permanent Address with Pin Code
8. Educational Qualification

SN	Exam Passed	Board/University	Year of Passing	Percentage

9. Details of work Experience
(Particulars of all Previous and present employment)

Position	Name of the Employer	Duration	Nature of Job	Pay Scale

10. Details of Training obtained in the relevant area.

(Signature of the Candidate)