

ICMR-REGIONAL MEDICAL RESEARCH CENTRE

CHANDRASEKHARPUR, BHUBANESWAR-751023

No.CE-45/Vol-II/RMRC/Estt./2021/

Date:21/01/2021

ENGAGEMENT OF CONSULTANT(Administration)

The ICMR - Regional Medical Research Centre, Bhubaneswar-751023 an autonomous organisation under the Department of Health Research, Ministry of Health & Family Welfare Government of India invites application from the retired employees for selecting suitable candidates for appointment as Consultant (Administration) purely on contractual basis. Officers retired from the post of Section Officer/Administrative Officer/Sr. Administrative Officer/Under Secretary or equivalent in the Government of India/Autonomous Organisations/Public Sector Undertaking are eligible for consideration for the above position.

Name of the Post	Consultant(Administration)
Number of posts	01(One)
Eligibility and other Criteria	Retired Govt. Employees with Bachelor degree in any discipline and in the Grade Pay of Rs. 4600/- (Pay Matrix Level-7 under 7 th CPC) and above with 15 years experience in Administrative field. Knowledge of MS Office, MS Word, MS Power Point and MS Excel are desirable.
Age limit	Below 65 years (As on the last date of receipt of application).
Remuneration	(i) Rs. 25,000 to 1,00,000 depending upon educational qualification, experiences, last pay drawn and functional requirement. (ii) There will be no further increase in the fee during the period of original contract. In case of renewal of contract, terms and conditions may be considered afresh.
Place of Duty	ICMR-Regional Medical Research Centre, Bhubaneswar-751023.
Place of Interview	ICMR-Regional Medical Research Centre, Bhubaneswar-751023.
Period of engagement	Initially for a period of 06(six) months, which is extendable for further period based on performance report.
Job Description	(i) Establishment/ Administrative matters (ii) Court case matters (iii) Complaints/Representation of staff on service matters/Pay anomalies/fixation of pay and roster matters etc. (iv) Liasoning on project activities in the area of procurement, recruitment, etc. of project/ schemes and programmes. (v) Compliance of audit replies pertaining to administrative issues. (vi) R.T.I matters (vii) Any other work as assigned by the Competent Authority.

2. **How to apply:-**

(i) Application fees for Rs.100.00 should be submitted in shape of crossed IPO drawn in the name of the Director, RMRC, Bhubaneswar. Women candidates are exempted for application fees. IPO obtained prior to the notification of advertisement will not be entertained.

(ii) Application form duly completed in all respects and signed by the applicant along with self attested copies of certificate/testimonials in support of qualification, age, experience and application fee should be sent to the **Senior Administrative Officer, Regional Medical Research Centre, Chandrasekharpur, Bhubaneswar, Odisha - 751023, by Speed Post/ Regd. Post.** *The envelope should be superscribed as "Application for the position of Consultant (Administration)".* Interested retired officers in the rank as mentioned above may apply in the prescribed application form latest by **20/02/2021 at 05.00 PM.**

Sd/-

**Sr. Administrative Officer
For Director**

ICMR-REGIONAL MEDICAL RESEARCH CENTRE
CHANDRASEKHARPUR, BHUBANESWAR-751023

APPLICATION FOR ENGAGEMENT OF CONSULTANT (Administration)

1. Name of the applicant(Mr./Mrs.):_____
2. Father's/husband's Name:_____
3. Date of birth:_____
4. Category(SC/ST/OBC/GEN):_____
5. Gender:_____
6. Present address(with Pin Code):

Paste self
attested recent
coloured
passport size
photograph

7. Permanent address(with Pin Code)

8. Mobile No.:_____

9. Email ID:_____

10. Academic/Professional Qualifications:

Sl. No.	Name of the Exam	Board/University/College	Year of Passing	Percentage of Marks

11. Details of experience:

Sl. No.	Name of the Post held	Institute/Organization Name	From	To	Reason for leaving

12. Total experiences in years: _____

13. Knowledge of Computer: _____

14. Date of Retirement: _____

15. Age as on Retirement: _____

16. Post/Designation held at the time of retirement: _____

17. Name of the organization from where retired: _____

18. Gross salary at the time of retirement: _____

19. Present Pension drawn: _____

20. Any other information:

DECLARATION

It is certified that the information provided as above is true & complete in all respect and to the best of my knowledge & belief. If anything found wrong/incorrect, my candidature will be treated as cancelled.

Date- _____

(Signature of the Applicant)

Place- _____

Name:-

Imp Note:- Incomplete and un-signed applications will be rejected. Applications received after the deadline will not be accepted.