

NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH

Indian Council of Medical Research, Bengaluru.

No. NCDIR/Consultant(ACO)/152/2018/

12-6-2018

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 invites applications from the retired employees for selecting suitable candidates for engagement as Consultant (Accounts) purely on contractual basis. Officers retired from the post of Section Officer or Equivalent / Accounts Officer / Sr. Accounts Officer or equivalent in the Government of India / Autonomous Organizations are eligible for consideration for the post.

Details are as follows.

Name of the post	Consultant (Accounts)
Number of posts	1 (One)
Essential Qualification	Retired Government Employee with Bachelor Degree in any discipline drawing pay in the pay band of Rs. 9300-34800 + Grade Pay of Rs. 5400 and above at a time of retirement and having at least 10 years work experience in the Finance / Accounts matter.
Desirable Qualification	* Knowledge of MS Office, MS Word, MS Power Point and MS Excel. Candidate underwent ISTM Training (Cash and Accounting) * Knowledge of Rules and Regulations of a Central Government Organization * Knowledge of operating and submitting final accounts through accounts packages / Tally software etc.
Age limit	Below 70 Years.
Emoluments	Maximum Rs. 60,000 per month. Depending upon experience and knowledge, emolument will be paid.
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.

Note: Nature of duties and responsibilities are mentioned in Annexure I and Application form is attached in Annexure II.

How to apply:

Interested and eligible candidates can apply in the prescribed application form (Annexure II). Application form duly completed in all respects 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 (IInd Floor), Poojanahalli, Kannamangala Post, Bengaluru-562110 latest by 29th June 2018 upto 5 PM. The envelope should be superscribed as ‘Application for the post of Consultant (Accounts)’

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).

Sd/-
DIRECTOR
NCDIR, Bengaluru