

**ICMR-NATIONAL INSTITUTE OF CHOLERA &
ENTERIC DISEASES
P-33, C.I.T. ROAD, SCHEME XM, BELIAGHATA
KOLKATA – 700 010**

No. E-136/Rec. (A.O/A.C.O.)/2017

6th November, 2017

ENGAGEMENT OF CONSULTANTS

The ICMR-National Institute of Cholera & Enteric Diseases, Kolkata – 700 010 an autonomous organization 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 (Accounts) purely on contractual basis. Remuneration of Consultant (Accounts) will be **Rs.30,000/- (fixed)** per month.

1. Duties / Responsibilities of the Consultant: as given in the Annexure I.
2. Eligibility & Other Criteria : Retired Govt. Employees or equivalent in Autonomous Organization / Public Sector undertakings with Bachelor degree in any discipline and in the Grade Pay of Rs.4,600/- and above (as per VI CPC) with 15 years of experience in Accounts. Knowledge of MS Office is desirable.
3. Age : below 65 years on the last date of receipt of application. The maximum age is relaxable by the Competent Authority in case of deserving candidate.
4. Place of Duty : ICMR-NICED, Kolkata
5. How to apply
 - a) Application fees for **Rs.100/-** (Rupees One Hundred only) should be submitted in shape of crossed IPO drawn in the name of the Director, NICED. Women candidates are exempted for application fees. IPO obtained prior to the notification of advertisement will not be entertained.
 - b) Application form (as annexed) duly completed in all respects and signed by the applicant alongwith self-attested copies of certificate / testimonials in support of qualification, age, experience and application fee should be sent to the **Director, National Institute of Cholera & Enteric Diseases, P-33, CIT Road, Scheme XM, Beliaghata, Kolkata – 700 010 by Speed Post / Regd. Post. The envelop should be superscribed as “Application for the post of Consultant (Accounts).** Interested retired officers in the rank as mentioned above may apply in one prescription application form latest by **05.12.2017 at 05.00 PM.**

(Tapas Biswas)

Scientist `G`

Administrative Officer (Additional Charge)

For Director

ANNEXURE – I**Duties / Responsibilities of Consultant (Accounts)**

- i. Preparation of B.E/R.E, Outcome Budget, Audit matters etc. and plan for requirement of funds during the year.
- ii. Maintaining the database of updated Utilisation Certificate (UC) status and periodical follow up to examine the Audit Reports submitted by the concerned Division / Institute / Centre.
- iii. Timely submission of Utilisation Certificate (UC) from the concerned Organisations and its settlement.
- iv. Coordinate with concerned section (Administration / Accounts) for proper / smooth day to day work.
- v. Handling Administrative and Financial aspects of the various projects / schemes & programmes.
- vi. Any other work as assigned by the Competent Authority.

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**APPLICATION FOR ENGAGEMENT AS CONSULTANT
(ACCOUNTS)**

Name of the post applied for _____

Photo

1.	Name	:	
2.	Date of Retirement	:	
3.	Post / Designation held at the time of retirement	:	
4.	Name of the Organisation from where retired	:	
5.	Gross salary at the time of retirement	:	
6.	Present Pension drawn	:	
7.	Postal Address	:	
8.	Mobile Number	:	
9.	E-mail ID	:	
10.	Date of Birth	:	
11.	Age as one 5 th December, 2017	:	
12.	Qualification	:	
13.	Experience (if necessary, details may be furnished in another sheet)	:	

DECLARATION

I hereby declare that the statement filled in my application is true and correct and nothing has been concealed. I am willing to take up the assignment immediately after given the offer of appointment.

Date :

Signature of the Candidate

Place :