



NATIONAL INSTITUTE OF IMMUNOLOGY
(An Autonomous Research Institute of Department of Biotechnology, Govt. of India)
Aruna Asaf Ali Marg, New Delhi- 110067

Engagement of Consultants

National Institute of Immunology an autonomous research institute of the Department of Biotechnology has the mandate of carrying out high quality basic and applied Research. The Institute invites applications for engagement as Consultants purely on contract basis.

1. Name of the Post: Consultant (Stores): 1 Post

Essential Criteria: Retired Govt. Employees having more than 15 years of administrative experience in the Grade Pay of Rs. 6600/- (Pay Level 11 as per 7th CPC) and should have Bachelors Degree in any discipline from a recognized University.

Desirable Criteria:

1. Retired Government employees having administrative experience in the GradePay of Rs. 5400 (Pay Level-10 as per 7th CPC) and above.
2. Working experience in research organizations preferably, DBT/DST and/or its Institutes/Centers.
3. Sound knowledge of TDS & GST.
4. Sound knowledge of General Financial Rules, 2017, procurement of Goods and Services and allied matters.
5. Good command over English and Hindi language.
6. Knowledge of computer applications (MS-Word/PPT/Excel) etc.

Work Responsibilities:

1. To assist the Stores Section in day- to- day activities of procurement of Goods & Services.
2. To verify the contingency advance/adjustment bills received from different field units.
3. To prepare the Tender Documents for procurement of Goods and Services through GTE and GeM.
4. To prepare the reply of the Audit Paras pertaining to the Store Section.
5. To deal with TDS & GST matters and other statutory provisions and coordination with the concerned agencies.
6. Having knowledge of procurement through GeM.
7. Liaisoning with DGFT for import of animals.
8. Opening of L/C till final payment.
9. Liaisoning for import shipment custom clearance.
10. Any other work assigned by the Director, NII.

2. Name of the Post: Consultant (Technical): 1 Post

Essential Criteria: Retired Govt. Employees having more than 10 years of experience in information technology in the Grade Pay of Rs. 5400/- (Pay Level 10 as per 7th CPC) and should have Bachelors Degree from a recognized University.

Desirable Criteria:

1. Retired Government employees having technical and administrative experience in the GradePay of Rs. 5400 (Pay Level-10 as per 7th CPC) and above.

2. Knowledge of software/hardware handling and internet connection related work.
3. To configure network switches.
4. To configure Access Points for wireless networks in various places.
5. To fix LAN & WiFi network problems
6. Assist in implementing & functioning of E-Office at Institute.
7. Help in smooth functioning of online/offline important meetings.

Work Responsibilities:

1. To implement major initiatives envisaged for data generating research projects which requires installation of data storage.
2. Coordination of AMC for web server & website maintenance AMC for UPS's.
3. Maintenance of NII website by updating information and creating necessary links.
4. To coordinate with NICSII for getting the cloud space.
5. Responsible for ISP related work.
6. Any other work assigned by the Director, NII.

Upper Age Limit: 65 Years

Period of Contract: Initially for a period of one year, extendable by one more year subject to review of the performance of the Contract appointee, provided it shall not be extended beyond 5 years after Superannuation.

Monthly Remuneration: Pay drawn at the time of retirement minus basic pension as per Govt. of India instructions. No other allowances of whatsoever nature will be admissible except Transport Allowance. No increment and DA shall be allowed during the term of contract.

Transport Allowance: An appropriate and fixed amount for the purpose of commuting between residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment.

Leave: Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of Service. Accumulation of leaves beyond a calendar year shall not be allowed.

Other terms and conditions: The terms and conditions of engagement of the Consultants shall be in accordance to the instructions issued from time to time by Govt. of India.

General Terms & Conditions:-

1. The initial engagement of consultant shall be one year from the date of appointment. After expiry of engagement, initial engagement shall be extended further as per requirement based on satisfactory performance and mutual consent.
2. The appointment of consultant would be on full time basis and he/she would not be permitted to take up any other assignment either part time or full time during the engagement with the Institute.
3. The appointment of consultant is of a temporary nature and can be terminated by giving not less than one months' notice on either side at any time without assigning any reason.
4. The consultant shall be paid a fixed consolidated monthly as per the Guidelines of GOI issued/amended from time to time. No other allowance shall be admissible.
5. The consultant shall be completely accountable for any advice/service rendered by them during their engagement in the Institute in view of the norms of ethical business and professionalism.

6. Merely fulfilling the essential qualification / experience does not guarantee to be called for interview.
7. The posts are filled-up on purely temporary basis and contractual basis & the candidate will have no right to claim for any type of Permanent Employment or continuation of his/her services in any other project/assignment.
8. The prescribed age limit, educational qualifications, experience etc. shall be reckoned as on the last date of receipt of applications.
9. Interested and Eligible candidates are required to submit application fee of Rs. 200/- through online mode/internet banking as per the following details:-

Name of Account	Details of Bank	Account Number	Account Type	IFSC Code
National Institute of Immunology Aruna Asaf Ali Marg New Delhi-110067	Canara Bank Jit Singh Marg New Delhi-110067	1484101001636	Savings	CNRB0001484

10. Applicants should attach proof of payment in respect of application fee alongwith the application. Applications received without requisite application fee or not in the prescribed application format shall not be entertained under any circumstances.
11. Female candidates, SC/ST, PwD and Ex-Servicemen candidates are exempted from payment of application fee.
12. Applications not in conformity with the requirement indicated in the advertisement, are liable to be rejected.
13. The application in the prescribed format alongwith self-attested photocopies of all educational qualifications, experience certificates; caste certificate, recent passport size photo, payment proof of application fee etc. may be submitted either by email to **admin2@nii.ac.in** Or Hard Copy may be submitted to the Director, National Institute of Immunology, Aruna Asaf Ali Marg, New Delhi-110067 through Speed Post. The applications received after the last date will not be entertained.
14. If at any point of time, it is found that the information furnished by the candidate was incorrect in any respect or forged/fabricated documents were presented by any candidate, his/her candidature will be cancelled and in case the candidate has already joined the post, his/her services shall be summarily terminated.
15. Candidates working with Central Govt./State Govts./PSUs/Autonomous Bodies have to submit their application through proper channel **OR** furnish NOC at the time of interview, failing which they shall not be considered for interview.
16. No TA/DA shall be paid for attending the interview.

LAST DATE FOR APPLYING TO THE ABOVE POSTS: 06th June, 2023

FORMAT OF APPLICATION

(FOR THE POST OF CONSULTANT (STORES) & CONSULTANT (TECHNICAL) AT NII, NEW DELHI)

1. Name of the Applicant :-
(In Block Letters).....
2. Father's/Husband's Name:-
3. Mother's Name:-
4. Name of the post applied for: -
5. Category of the post applied for:-
SC/ST/OBC/EWS (please attach certificate):-
6. Whether belongs to PwD (Deaf and Hard of Hearing), (if yes, attach certificate):-
7. Details of Application Fee:-
8. Date of Birth:-
- (DD/MM/YY).....
9. Gender (Male/Female/Transgender):-
10. Postal address:-
- E-mail:-
- Mobile Number:
11. Permanent Address:-
12. Nationality:-
13. Marital Status:-
14. Educational Qualification (from Matriculation onwards):-

Affix
PassportSize
Photograph

S. No.	Degree	Board/University	Division	Year Passing	of	Subjects

15. Experience (from Current to Oldest):-

S. No.	From	To	Name of Organization	Position held	Scale of Pay

16. Professional training undergone, if any, and details thereof:-
17. Total experience at Govt. Dept. (Years/Months):-.....
17. Names & contact information of three potential referees:-.....
19. Any other relevant information that you may like to furnish:-

Date:

Place:

Signature of the Candidate