

BRIC- NATIONAL INSTITUTE OF IMMUNOLOGY

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

Advt. No.Admn. (P)/2.1.3/Consultant (F)

16th July, 2025

ENGAGEMENT OF CONSULTANT (FINANCE) FOR FINANCE & ACCOUNTS DEPT.

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 Consultant purely on contract basis.

Name of the Post: Consultant (Finance): 1 Post

Essential Criteria: Retired Govt. employee having more than 5 years of experience in Finance & Accounts in the Grade Pay of Rs.4800/- (Level-8) or Rs.5400/- (Level-9) as per 7 CPC and should have B.COM degree from a recognized University/Collage.

Desirable Criteria:

1. Working experience in research organizations preferably, DBT/DST and/or its Institutes/Centers.
2. Sound knowledge of deduction of TDS, Income Tax, Reconciliation of Books of Accounts, CPF,NPS etc.
3. Good command over English and Hindi language.
4. Knowledge of computer applications (MS-Word/PPT/Excel) etc.

Work Responsibilities:

1. Preparation of Core Staff /Supporting Staff Project etc salary.
2. Maintaining the PBR, Calculation of Income Tax Preparation of Form -16 & 16A.
3. Monitory of payment Boucher of Vendors.
4. Preparation of TA/DA and LTC bill and obtaining financial approval etc.
5. Filling of TDS return, Income Tax, Reconciliation of Books of Accounts, CPF,NPS etc.

Upper Age Limit: 65 Years

Period of Contract: The contract can be extended further depending on assessment of review/ performance, mutual willingness and depending on the requirement or shall not be extended beyond 5 years after Superannuation. The contract may be terminated on one month's notice from either side or on payment of one month's pay in lieu thereof. Unauthorized absence may lead to termination of the engagement.

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. **A copy of last pay drawn slip should be attached.**

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 Consultant shall be in accordance to the instructions issued from time to time by Govt. of India.

General Terms & Conditions:-

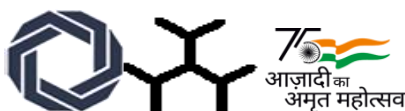
1. The initial engagement of consultant shall be for a period of six months from the date of appointment. After expiry of engagement, initial engagement shall be extended further as per requirement based on satisfactory performance and mutual consent.
2. The appointment of consultant would be on full 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 month 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 along with 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 along with self-attested photocopies of all educational qualifications, experience certificates; caste certificate, recent passport size photo, payment proof of application fee etc. may be submitted as a Hard Copy addressed 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. No TA/DA shall be paid for attending the interview.

LAST DATE FOR RECEIVING APPLICATIONS: 30th JULY, 2025



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FORMAT OF APPLICATION

(FOR THE POST OF CONSULTANT (FINANCE), FINANCE & ACCOUNTS DEPARTMENT AT NIL, 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):-.....
16. Names & contact information of three potential referees:-.....
19. Any other relevant information that you may like to furnish:-

Date:

Place:

Signature of the Candidate