



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 is 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 for the Administration (2 posts) & Stores Department (1 post) purely on contract basis.

1. Name of the Post: Consultant (Level-I): 2 Posts (For Administration Dept.)

Essential Criteria: I) Masters or Bachelor's Degree from a Recognized University. II) Should also possess 10 years of relevant experience in work of General Administration and establishment in Government/Autonomous Bodies/PSU etc.

Desirable Criteria: (1) Working knowledge of computer in MS Office, Internet and email. (2) Knowledge of typing in English and Hindi. (3) Working knowledge of office procedures etc.

Duties & Responsibility: 1. Providing assistance to the In-charge of their section in all the works. 2. Physical maintenance of records of the section. 3. Assisting in routine office work like diary, dispatch etc. including basic entries on computer. 4. Knowledge of Office procedures and rules & regulation of govt. of India. 5. Managing the various activities such as seminars/programmes/meeting etc. 4. Any other work assigned by the superior authority.

2. Name of the Post: Consultant (Level-I): 1 Post (For Stores & Purchase Dept.)

Essential Criteria: I) Masters or Bachelor's Degree From a Recognized University. II) Should also possess more than 08 years of relevant experience in work of Stores and Purchase Department in Government/Autonomous Bodies/PSU etc.

Desirable Criteria: (1) Working knowledge of computer in MS Office, Internet and email. (2) Knowledge of typing in English and Hindi. (3) Working knowledge of purchase procedures with minimum of 08 years of experience in a Government or semi-Government organization or Indenting purchases, maintenance of technical stores and keeping of stores accounts.

Duties & Responsibility: 1. He/she should be well conversant with all stores aspects i.e. procurement, storage, receipt, issue preservation and ensure proper implementation of the same from time to time. He/she will deal with all the cases on procurement of stores following the prescribed procedure. 2. Dealing with routine correspondence, report and returns regarding procurement, issue and condemnation of stores, procedure for disposal and unserviceable stores, preparation of loss statements and 'write off' stores, import/export/procurement/GeM. 3. Should possess knowledge of the methods and precautionary measures 4. Any other work assigned by the superior authority.

Upper Age Limit: 50 Years

Period of Contract: Initially for a period of one year, extendable by one more year subject to review of the performance.

Monthly Remuneration: Rs. 50,000/- per month consolidated. No increment and DA shall be allowed during the term of contract.

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 & 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 through registered speed post only 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. If any applicant has desired experience in the relevant area any of the DBT AI's, the age relaxation for the recruitment process will be considered by deducting the time spent in contractual employment in the Institute from the maximum age prescribed for the post applied for.
17. No TA/DA shall be paid for attending the interview.

LAST DATE FOR APPLYING TO THE ABOVE POSTS: 2nd August, 2023

FORMAT OF APPLICATION
(FOR THE POSTS OF CONSULTANT (LEVEL-I) FOR ADMINISTRATION DEPARTMENT & STORES & PURCHASE DEPARTMENT 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:-

Affix
Passport
Size
Photograph

E-mail:-

Mobile Number:

11. Permanent Address:-

12. Nationality:-

13. Marital Status:-

14. Educational Qualification (from Matriculation onwards):-

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):-.....

18. Names & contact information of three potential referees:-.....

19. Any other relevant information that you may like to furnish:-

Date:

Place:

Signature of the Applicant