



No. NIRT/PROJ/RECTT/2019-20

Dt: 07.11.2019

**Filling up the post of Consultant (Human Resources management) and Consultant (Finance and Accounts) on contract basis.**

The following posts are to be filled purely on temporary basis from willing eligible candidates under the project “**National survey for state-wise prevalence of microbiologically confirmed pulmonary tuberculosis in India**” implemented by this institute as detailed there on for placement at National Institute for Research in Tuberculosis, Chennai.

Name of the post	<b>Consultant (Human Resources Management)</b>
Place of posting	NIRT, Chennai
Number of posts	1 (One) Post
Essential qualification	Retired Government employees with Bachelor degree in any discipline drawing pay in the Pay Band Rs.9300-34800 + Grade Pay of Rs.5400/- (VI CPC) and above at time of retirement and having at least 10 years work experience in the administration, finance and accounts matter.  <b>OR</b> Bachelor's Degree in Science /Arts subject from a recognized University with MBA(HR) and at least 5 years of experience after graduation in managing administrative and accounts related work from a reputed Institution.
Desirable Qualification	Good knowledge of English language, communication skill and computers specially MS office (word, power point, Excel). Knowledge in goods & procurement rules including GFR.
Age limit	Not exceeding 70 years
Emoluments	Rs.60,000/-
Nature of duties	Advertising management on the administration of human resources policies and procedures Take responsibility for the successful and timely completion of human resource related work. Conduct HR research, track and analyse metrics and suggest insight to improve decision making Advise HR personnel about any recurring issues and problems Help HR professionals in recruiting, training and management of employees Create and design plans for applying new techniques for deriving change in HR processes Any other work that may be assigned by the Principal Investigator of the project.
Duration	Initially for a period of 6 Months which may be extended as per the requirement of the project.
Venue	ICMR-National Institute for Research in Tuberculosis, Chennai
Date of Interview/Written Test	List of shortlisted candidates will be published in the NIRT website and will be called for interview/personal discussion on a later date.
Reporting Time	

Name of the post	<b>Consultant (Finance and Accounts)</b>
Place of posting	Chennai
Number of posts	1(One) Post
Essential qualification	Retired Government employees with Bachelor degree in any discipline drawing pay in the Pay Band Rs.9300-34800 + Grade Pay of Rs.5400/- (VI CPC) and above at the time of retirement and having at least 10 years work experience in the administration, finance and accounts matters.  <b>OR</b> Bachelor's Degree in Science/Arts subject from a recognized University with MBA (Finance) and at least 5 years of experience after graduation in managing administrative & accounts work from a reputed Institution.
Desirable Qualification	Good knowledge of English language, communication skill and computers especially MS office (word,power point, Excel).Knowledge in goods & procurement rules including GFR.
Nature of Duties	Look after all the accounts related matters in respect of above projects. Upto date maintenance of accounts records Passing and settling of bills and contingencies Preparing the timely financial reports and Statement of expenditure and also Utilization certificate Coordination of administrative work related to multiple project activities and coordination at all sites of NTBPS study. Any other work that may be assigned by the Principal Investigator of the project.
Age limit	Not exceeding 70 years
Emoluments	Rs.60,000/-
Duration	Initially for a period of 6 Months which may be extended as per the requirement of the project.
Venue	ICMR-National Institute for Research in Tuberculosis,Chennai
Date of Interview/Written Test	List of shortlisted candidates will be published in the NIRT website and will be called for interview/personal discussion on a later date.
Reporting Time	

**The willing and eligible candidates applying for the above mentioned posts are requested to mail their curriculum vitae or resume along with a filled application form and educational qualifications, proof of age, caste, experience, etc. in the prescribed format (downloadable from the website [www.nirt.res.in](http://www.nirt.res.in)) addressed to the Director-in-charge, ICMR NIRT, Chennai to the email id [consultantadnatbps@gmail.com](mailto:consultantadnatbps@gmail.com) on or before 23/11/2019.**

#### **Terms & Conditions:**

1. The conditions of employment will be the same as that of the project staff on contract basis.
2. The candidates have no right to claim for any regular employment at this Institute.
3. The appointing authority has the right to accept/ reject any application without assigning any reason(s) and no correspondence in this matter will be entertained. Age, Qualification, experience etc., will be reckoned as on the date of walk-in-written test/ Interview

## **INSTRUCTIONS TO THE CANDIDATES WHILE ATTENDING WALK IN INTERVIEW**

1. Bring the filled in application with one set of photocopy of qualification and experience and other testimonials.
2. Candidate should submit all certificates / testimonials in original for verification. Candidates who fail to bring the Original Certificates for written test / Interview will not be considered.
3. Experience certificate should clearly state the nature of work during the period of employment.
4. No-Objection Certificate from the current employer (for Govt./AB/PSU Servants only).
5. All posts are Contractual for the duration offered. The appointment may be renewed after every specific period of time subject to satisfactory performance and project requirement.
6. The incumbents selected will have no claim for regular appointments under NIRT/ICMR or continuation of his/her services in any other project.
7. TA/DA will not be paid by NIRT for attending the written test/ interview.
8. The Director, ICMR-NIRT reserves the right to increase or decrease the number of posts or cancel the recruitment or re-advertise the posts, without assigning any reasons thereof, no further correspondence will be entertained in this regard.
9. Any further information may be downloaded from ICMR-NIRT website which will be updated from time to time.
10. Date of Walk-in Interview may be changed due to administrative reasons, hence, candidates are advised to check website before appearing Walk-in Interview.

*The Director/Selection Committee has the right to accept / reject any application without assigning any reason thereof.*

*Canvassing and bringing pressure in any form for short listing, interview and employment will be a disqualification and barred from selection process*

DIRECTOR