

**NATIONAL INSTITUTE OF IMMUNOLOGY**  
*(an autonomous research institute)*  
**Aruna Asaf Ali Marg, New Delhi -110067**

**EXPRESSION OF INTEREST FOR CONSULTANCY ASSIGNMENT IN FINANCE &  
ACCOUNTS AND STORES DEPARTMENT**

National Institute of Immunology desires to engage Consultants (Level-I) initially for a period of one year for carrying out various assignments in Finance & Accounts and Stores Department. The educational qualifications and scope of work for the purpose are given below:-

**1. Qualifications :-**

Masters Degree in Materials Management for Stores Assignment; Masters Degree in Commerce for Finance & Accounts Assignment. Preference would be given to candidates having experience in the relevant field etc. Retired Govt. employees with Grade Pay of Rs 5400/- and above with at least 7 years experience in the required domain would also be eligible for this position.

Candidates possessing experience of similar work in a reputed Scientific Institute and knowledge of GoI rules and regulations will be preferred.

**2. Scope of Work:** As per Terms of Reference at **Annexure - I**

**3. Consultation Fee:-** The consolidated fee payable to Consultant shall be Rs 20000-35000 depending upon educational qualification and experience.

Local conveyance: The Consultant will be paid an additional amount of Rs. 1,500/- per month for local conveyance.

***NOTE:** The amount of fee in case of retired Govt. official's appointment as Consultant shall be fixed at the last pay drawn plus DA at rate prevailing on the date of appointment as Consultant less basic pension /pension equivalent to employer's contribution to CPF, subject to minimum /maximum fee indicated above .*

**4.** No other allowance such as DA/HRA etc. other than local conveyance as indicated above would be admissible.

**5. Age Limit** – The maximum age limit is 65 years

**6. Leave** – Consultant shall be eligible for 12 days leave in a calendar year on pro-rata basis. Therefore a Consultant shall not draw any remuneration in case of his/her absence beyond 12 days in a Year Calculated on a pro-rata basis. Also un-availed leave in a calendar year cannot be carried forward to next calendar year.

**7.** No other benefits such as CPF, LTC and Medical Benefits etc. would be admissible.

**8.** The appointment is purely temporary and can be terminated at any time without be assigning any reasons.

Candidates desirous of expressing their interest may submit their applications latest by **27.05.2016**.

**NOTE :** Kindly note that those had applied earlier need not apply again.

**Terms of Reference**

**FINANCE AND ACCOUNTS: NO OF POSITIONS - 2**

SCOPE OF WORK

**Position-1**

- Monitoring the financial aspects of ongoing projects;
- Finalization of closed extra mural projects;
- Liasoning with funding agencies for outstanding grants and related matters;
- Preparing and submitting accounting documents to the funding agencies together with Unspent balances;
- Any other related work as may be assigned.

**Position-2**

- All cases of medical reimbursement;
- Tour programmes (TA)
- LTC bills and other related works.
- Advise on personnel matters / claims
- Any other related work as may be assigned.

**STORES: NO OF POSITION-1**

SCOPE OF WORK:

- Administration personnel matters relating to project staffs
- Security matters, Guest House, Swimming Pool related matters
- Audit paras/RTI replies.
- Processing/Clearances of bills of supplies related to Import.
- Opening of letter of credit and verification of bill of entry
- Preparation of Tender documents
- Making correspondence with various agencies/suppliers regarding clearance of bills etc.
- Maintenance of stock registers of equipments/miscellaneous work.
- Miscellaneous matters as may be assigned.

## Application format for engagement as Consultant Level-I

### I. PERSONAL DETAILS

1. Full Name (in Block letters): .....
2. Father's/Husband's Name: .....
3. Gender: .....
4. Date of Birth / Age: .....
5. Caste (SC/ST/OBC): .....
6. Mailing address (with Tel./Mob. No. and E-mail address) .....
7. Permanent address: .....

### II. QUALIFICATIONS / EXPERIENCE

8. Educational Qualifications:

S.No	Course	Subject	University/Institute	Year of Passing	Division/ Class

9. Work Experience:

S.No	Organization/ Institute	Period From                  To	Nature of Work	Remarks

10. Category: SC/ST/OBC/PH: .....
11. Names and complete addresses along-with e-mail, fax and telephone nos. of three independent responsible persons who can comment on the candidates suitability & temperament
12. Any other information.....

### DECLARATION

I .....hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature / appointment shall be liable to cancellation / termination without notice or any compensation in lieu thereof.

Place:.....

Date: .....

.....  
Signature of the Candidate