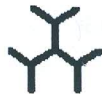


***Corrigendum released on 16.05.2017 in Hindustan Times (Delhi)-  
English and Hindustan (Hindi)***



**NATIONAL INSTITUTE OF IMMUNOLOGY  
(An Autonomous Research Institute)  
Aruna Asaf Ali Marg, New Delhi 110 067**

**EXPRESSION OF INTEREST FOR CONSULTANCY ASSIGNMENT**

**CORRIGENDUM**

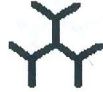
**Ref: Indicative advertisement released on 27.04.2017 for 'Expression of Interest for Consultancy Assignment'.**

The requirements for Consultant Level-1 in Finance and Accounts Section may be read as under instead of the existing insertion:

*'Preference would be given to candidates having experience of working in Finance and Accounts Section'.*

**The last date for receiving applications is extended till 23.05.2017.** Applicants may also submit their applications by e-mail at [sanju@nii.ac.in](mailto:sanju@nii.ac.in).

***Advertisement released on 27.04.2017 in Hindustan Times (Delhi)-  
English and Hindustan (Hindi)***

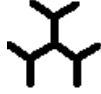


**NATIONAL INSTITUTE OF IMMUNOLOGY  
(An Autonomous Research Institute)  
Aruna Asaf Ali Marg, New Delhi 110 067**

**“EXPRESSION OF INTEREST FOR CONSULTANCY ASSIGNMENT**

National Institute of Immunology invites application from eligible candidates for drawing a panel of Consultants at Level-I/II, depending on need, for present as well as for future requirements likely to arise during the year. The engagement of Consultants shall be initially for a period of one year for carrying out various assignments in different sections of the Institute.

The details of qualifications, scope of work, consultation fee, age limit etc. are available on the website [www.nii.res.in](http://www.nii.res.in). Last date for receiving applications is **17.05.2017**.



**NATIONAL INSTITUTE OF IMMUNOLOGY**

**(An Autonomous Research Institute)**

**Aruna Asaf Ali Marg, New Delhi 110 067**

**EXPRESSION OF INTEREST FOR CONSULTANCY ASSIGNMENT**

National Institute of Immunology invites application from eligible candidates for drawing a panel of Consultants at Level-I/II depending on need, for present as well as for future requirements likely to arise during the year. The engagement of Consultants shall be initially for a period of one year, for carrying out various assignments in different sections of the Institute, namely Academic and Training, Stores (Equipment), Finance & Accounts and Administration/Establishment. The educational qualifications and scope of work for the purpose are given below:-

**Consultant (Level-I)**

1. **Qualifications :-**

**(i) Academic and Training Section**

Masters Degree in any discipline with excellent communication skills. Preference would be given to candidates having knowledge of UGC rules and experience of working in Academics Department.

**OR**

Retired Govt. employees with (i) Grade Pay of Rs 5400/- and above & (ii) at least 7 years experience in the required domain would also be eligible for this position.

**(ii) Stores (Equipment) Section**

Masters Degree in Materials Management or MBA (Specialization in Material Management) for Stores Assignment. Preference would be given to candidates having experience in the relevant field.

**OR**

Retired Govt. employees with (i) Grade Pay of Rs 5400/- and above & (ii) at least 7 years experience in the required domain would also be eligible for this position.

**(iii) Finance and Accounts Section**

Masters Degree or MBA (Specialization in Finance) in Commerce for Finance & Accounts Assignment. Preference would be given to candidates having experience of working in Finance and Accounts Section.

**OR**

Retired Govt. employees with (i) Grade Pay of Rs 5400/- and above & (ii) at least 7 years experience in the required domain would also be eligible for this position.

**(iv) Administration / Establishment Section**

Masters Degree in any discipline or MBA (Specialization in HR) with excellent communication skills. Preference would be given to candidates having knowledge of GoI rules & regulations and experience of working in Administration / Establishment Section.

**OR**

Retired Govt. employees with (i) Grade Pay of Rs 5400/- and above & (ii) at least 7 years experience in the required domain would also be eligible for this position.

## **Consultant (Level-II)**

**Qualification :** Retired Govt. employees with (i) Grade Pay of Rs 6600/- and above & (ii) at least 12 years experience in the required domain would be eligible for consideration for Consultants (Level-II) in different Sections namely Academic and Training, Stores (Equipment), Finance & Accounts and Administration/Establishment.

*Note 1- 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 and Local Conveyance**

**Consultant (Level-I) :-** Consolidated fee shall range from Rs 20000/- to Rs.35000/- depending upon educational qualification and experience plus an additional amount of Rs. 1,500/- per month for local conveyance.

**Consultant (Level-II) :-** Consolidated fee shall range from Rs 35,000/- to Rs. 60,000/- depending upon educational qualification and experience plus an additional amount of Rs. 3,000/- per month for local conveyance.

**NOTE-2:** *The amount of fee in case of retired Govt. official' s appointment as Consultants 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** – Consultants shall be eligible for 12 days leave in a calendar year on pro-rata basis and 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.

9. Director, NII reserves the right to cancel the advertisement at any stage without assigning any reasons, thereof.

Candidates desirous of expressing their interest may submit their applications in the prescribed format, which can be downloaded from the website, latest by **23.05.2017**.

**Terms of Reference**

**SCOPE OF WORK**

**(i) Academic and Training Section**

- Activation of fellowship in respect of Ph.D students and project staff.
- Timely submission of their Annual Progress report and liasoning with funding agency;
- Weeding out of old records as per GOI rules;
- Digitization of Ph.D students records etc.
- Any other related work as may be assigned.

**(ii) Stores (Equipment) Section**

- 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 o/f stock registers of equipments/miscellaneous work.
- Miscellaneous matters as may be assigned.

**(iii) Finance and Accounts Section**

- 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;
- 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

**(iv) Administration Section**

- Administration / Establishments matters relating to LTC / tour /deputation/ grant of advances etc;
- Matters relating to contract /outsourced employees;
- Welfare issues such as Canteen, Medical issues
- Miscellaneous matters as may be assigned;

**NATIONAL INSTITUTE OF IMMUNOLOGY**  
**(An Autonomous Research Institute)**  
**Aruna Asaf Ali Marg, New Delhi- 110067**

Please affix  
Recent  
photograph

**APPLICATION FORMAT FOR ENGAGEMENT AS CONSULTANTS LEVEL-I/II(KINDLY SPECIFY THE LEVEL FOR WHICH APPLIED)**

**I. PERSONAL DETAILS**

- (1) Level of Consultant applied for: .....
- (2) Full Name (in Block letters): .....
- (3) Father's / Husband's name: .....
- (4) Gender: .....
- (5) Date of Birth & Age: .....
- (6) Caste (SC/ST/OBC) :.....
- (7) Permanent Address: .....
- & Correspondence Address: .....
- (8) E-mail, fax and telephone No.(s), if any : .....

**II. QUALIFICATIONS/EXPERIENCE**

- (1) Educational Qualifications:

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

- (2) Work Experience (In Chronological Order):

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

- (3) Names and complete addresses along- (i).....  
with e-mail, fax and telephone nos. (ii).....  
of three referees who can comment (iii).....  
on the candidate's suitability  
and temperament:

- (4) 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:.....  
.....

Signature of the Candidate

Date: .....