



No.1/Advt./Consultant/IT/20-21

Dated: 24.11.2021

NOTIFICATION FOR ENGAGEMENT OF CONSULTANT

The ICMR-National Institute of Occupational Health (NIOH), an autonomous organization under Department of Health and Family Welfare, Government of India invites applications from eligible candidates (Retired employees can also apply) as per criteria laid down below for engagement of Consultant (Information Technology) at ICMR-NIOH, Ahmedabad to be filled as per terms and conditions of ICMR guidelines for engagement of consultants. The position is to be filled purely on temporary & contract basis for an initial period of six months, renewable upon suitable progress and task performances, depending upon requirement, subject to approval of the Competent Authority.

1.	Name & Number of Consultant	:	Consultant (IT) – 1 No. (Unreserved)
2.	Period of Consultancy	:	For 01 (One) year
3.	Consulting charges	:	Rs. 40,000/- per month (fixed). Consultancy charges in case of retiree from Govt. Service will be governed by GOI Orders issued from time to time. No other allowance like DA, HRA, TA, Medical reimbursement etc will be admissible. Facilities like transport and residential accommodation would not be provided.
4.	Qualification/ Essential criteria	:	Master Degree (ME, M.Tech.) in Computer Science/Information Technology/Computer Applications (MCA) or related Discipline with minimum 02 years experience
5.	Desirable qualification	:	<ol style="list-style-type: none">1. Doctorate or Master Degree in Computer Science or relevant subject from a recognized University2. Expertise in PHP and PHP Framework like Codeigniter, Laravel etc.3. Proficiency in Java script, jQuery, Ajax etc.4. Expertise in MYSQL, Monge DB, Postgresql5. APIs development and integration6. Experience in CMS based web development (Joomla, Drupal, Word Press)
6.	Work responsibility	:	<ul style="list-style-type: none">• To manage and oversee computer hardware and software related issues of the Institute.• To develop, manage and maintenance of institutional website and social media handles.• To prepare documents using different word processors.



			<ul style="list-style-type: none">To manage and oversee the video conferencing and local network issues and activities.Any other work assigned by the competent authority.
7.	Age Limit	:	Not more than 64 years as on the closing date of the Advertisement/Notification
8.	Method of Selection	:	<ul style="list-style-type: none">Personal Discussion / InterviewDate of Personal Discussion / Interview will be communicated to the candidates fulfilling the eligibility criteria through call letters through email.The information for personal discussion/ interview will also be uploaded on the websites of ICMR and NIOH, Ahmedabad and no enquiry/request by any other mode in this regard will be entertained.
9.	How to apply	:	<ul style="list-style-type: none">The application form and other details can be downloaded from the website of ICMR/NIOH i.e www.icmr.nic.in or www.nioh.orgInterested candidates may submit their application in the enclosed format with recent passport size photograph as per Annexure-I through an email to itd.nioh@gmail.com along with along with the documents related with educational qualification and experience.Subject line of email should contain “Application for the post of Consultant (IT)” addressed to The Director-in-Charge, ICMR-National Institute of Occupational Health, Meghaninagar, Ahmedabad-380016” upto 13.12.2021.Application needs to be strictly in the format as per the Annexure-I and application received after due date will be rejected outrightly.It is mandatory for the candidates to furnish their email address in the appropriate column of the application formNo TA/DA will be admissible for attending the personal discussion/interview
10	Method of Selection	:	<ul style="list-style-type: none">The candidates will be shortlisted based on the essential qualification. The shortlisted candidates will be called for personal discussion/interview and document verification and they will be interviewed by a Selection Committee constituted for the purpose, whose decision will be final. No correspondence in this regard will be entertained. Intimation shall be sent only to the selected candidate.



			<ul style="list-style-type: none">• All the rules and instructions of Government of India on the subject will be followed including the Reservation Policy, if any.• Unsigned/incomplete applications, applications filled in vague handwriting or application without supportive documents, applications received late, applications not in the prescribed format will be summarily rejected. ICMR-NIOH, Ahmedabad will not be responsible for late receipt of applications due to postal delay/wrong delivery and no correspondence will be entertained in this regard
11.	Terms and conditions	:	<ul style="list-style-type: none">• The Consultant on having accepted the offer of engagement shall submit the signed copy of Annexure-II to abide by the terms and conditions.• The assignment of Consultant is of temporary nature and can be terminated by giving not less than one month's notice on either side at any time without citing any reason. However, the Director-in-Charge, ICMR-NIOH, Ahmedabad reserves the right to terminate the contract without assigning any reason anytime without giving any notice.

DIRECTOR-IN-CHARGE



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स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

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Department of Health Research, Ministry of Health
and Family Welfare, Government of India

ANNEXURE-I

Paste self
attested
passport size
photograph

APPLICATION FOR _____

1. Name of the Applicant _____
2. Father's/Husband's Name _____
3. Date of Birth _____
4. Category (SC/ST/OBC/GEN) _____
5. Gender (M/F) _____
6. Present Address _____

7. Mobile No. _____ Email ID _____

For applicants other than retired persons:-

8. Educational/Technical/Professional Qualifications (enclose separate sheet if space is not sufficient)

Examination passed	Year of passing	Name of Board/University	Class/Percentage obtained	Subject studied

9. Experience:- _____



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In case of retired applicants from a Government Organization:-

10. Name of organization at time of retirement _____

11. Post held at the time of retirement _____

12. Total length of experience in years: _____

13. Date of Retirement/Superannuation _____

14. Last pay drawn/emoluments at the time of retirement(if applicable) _____
(Pay Level as per VII CPC) (attach copy PPO)

15. Details of professional training obtained, if any during the period of service

16. Details of experience – starting with the post retired from (separate sheet may be attached, if required)

- (1) _____
(2) _____
(3) _____

17. Any other information: _____

DECLARATION

It is certified that the information provided as above is true & complete in all respect and to the best of my knowledge & belief. If anything, found wrong/incorrect, my candidature will be treated as cancelled.

(Signature of the Applicant)

Date _____

Name _____

Place _____

Address _____



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ANNEXURE-II

Terms & Conditions for engagement as Consultant (IT) at ICMR-NIOH, Ahmedabad

1. The engagement shall for a period of 01 (one) year and also subject to the requirement of ICMR-NIOH. The engagement can be terminated at any time by ICMR-NIOH, Ahmedabad without assigning any reason.
2. He/She shall be paid a consolidated fee of Rs. 35000/- (thirty five thousand only) per month. He/She shall devote the whole of his/her time for ICMR-NIOH and he/she shall not accept any other professional appointment, paid or otherwise during the period of engagement.
3. In case of retired Government Employee (if applicable), consultancy charges as per GOI Order will be paid. IT dedications as applicable will be made from the consultancy charges.
4. He/She shall perform the duties assigned by the concerned Director-in-Charge. **He/She shall maintain absolute secrecy of all the facts and documents which come to his/her knowledge during the period of his/her engagement in the discharge of duties assigned to his/her at all times.**
5. He/she will be entitled for 08 casual leaves and 02 restricted holiday leave in a year. No other leave of any kind shall be admissible to him/her.
6. In case he/she remains absent from duty, a proportionate deduction from the consolidated fee as applicable will be made. Further, the engagement may also be terminated.
7. In addition to the normal working days, if he/she is required to attend the office on Saturday/Sunday and other holidays in exigencies of work, he/she shall not be paid any additional remuneration.
8. He/She shall not be entitled to the benefits like Provident Fund, Pension, Gratuity, transport allowance etc. or any other benefits available to the government servants who have been appointed in the Government.
9. He/She shall not have any claim to any post under the Government on the basis of this engagement as a Consultant.
10. He/She shall be required to maintain decorum and office discipline as expected from a responsible officer.
11. If any declaration or information furnished by him/her proves to be false or if he/she is found to have willfully suppressed any material information, he/she shall be liable to termination of the contract.



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Applications are invited upto 13.12.2021 from eligible candidates for engagement of Consultant (Information Technology) - 01 No. in ICMR-NIOH, Ahmedabad with consolidated consultancy charges of Rs. 40,000/- (Forty Thousand only) per month. For details please visit ICMR-NIOH website www.nioh.org.

Director-in-Charge