



Pocket- 14, Sector-8,

Dwarka, Phase - 1, New Delhi-110077

Dated: 01.04.2025

CIRCULAR

Subject: Engagement of retired Government Officers / Employees as Consultant (Accounts) on contract basis in National Medical Commission - inviting applications thereof- reg.

National Medical Commission invites applications from eligible and desirous candidates retired from Government Service, having considerable experience of functioning of Government/ Ministries/Departments, for engagement as Consultant (Accounts) on contractual full time basis.

2. Details of required Consultants to be engaged are as under:

Sr. No (1)	Position (2)	Number of Positions (3)	Qualification and Eligibility Condition (4)
I.	Consultant (Audit & Accounts)	02*	<p>A) <u>QUALIFICATION:-</u></p> <p>i) Bachelor Degree from any of the University/ Institution.</p> <p>ii) SAS qualified or who have successfully undergone Cash & Accounts course from ISTM</p> <p>B) <u>ELIGIBILITY CONDITIONS:-</u></p> <p>i) Retired Account Officer / Sr. Account Officer in Level -9, Level-10 Level-11 and Level-12 Central Government Officer/ Autonomous Body/ DCA (Deputy Controller Accounts)</p> <p>ii) Officer must be from Audit Accounts & Finance Background</p>

Donaka
1/4/2025

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राष्ट्रीय आयुर्विज्ञान आयोग
एनएमसी/Under Secretary
राष्ट्रीय आयुर्विज्ञान आयोग/National Medical Commission
पॉकेट-14, सेक्टर-8, द्वारका, फेज-1, नई दिल्ली-110077
Pocket-14, Sector-8, Dwarka, Phase-1, New Delhi-110077

			<p>C) <u>EXPERIENCE</u></p> <p>i) Should have experience for atleast three years in field of Audit</p> <p>ii) Who have performed his duties as DDO.</p> <p>iii) Well -versed in purchase procedure (Works/Goods/Services)</p> <p>iv) Should have General Knowledge of Balance Sheet.</p> <p>v) Should have knowledge of Income Tax rules on Salary/ contractors/ Professionals and returns related to Income Tax.</p> <p>vi) Should have knowledge of GST Act including CGST, SGST & GST, TDS under GST, GST Output and GST Input.</p> <p>vii) Preparation of pay & Allowances TA/LTC/Medical Reimbursement Claims.</p> <p>viii) Vetting of Financial Proposal relating to execution of Works, procurement of good and services.</p>
II.	Consultant (Accounts)	01*	<p>i) Government Officer retired at the Pay Level 9 of 7th CPC having experience in Finance, Accounts and Budget matters.</p> <p style="text-align: center;">OR</p> <p>Government Officer retired at the Pay Level 11 of 7th CPC with three years of regular service having experience of Finance, Accounts and Budget matters.</p>

* NMC retains the right to increase/ decrease the vacancy as per the requirement without any notice.

3. General Condition for all the posts:

- i) **Period of engagement:** initially for a period of one year which is extendable for further period(s) subject to satisfactory performance.

Amal
24/4/2025

उप सचिव/Under Secretary

राष्ट्रीय चिकित्सा आयोग/National Medical Commission

प्लॉट नं-2, मं. भवन, प्लॉट-4, वी.पी.ए. रोड-मुंबई

पिन-400 004, महाराष्ट्र

- ii) **Job Location:** National Medical Commission, Pocket-14, Sector-8, Dwarka Phase-I, New Delhi-110077
- iii) **Age:** Age should be less than 64 years as on closing date of this circular.
- iv) **Remuneration:** Last pay drawn minus pension plus transport allowance in accordance with the instructions of Government of India issued from time to time. Selected Candidate will be entitled to Transport Allowance that he/she was getting at the time of retirement/ superannuation on the Last Pay Drawn without DA. Retired Govt. Officers engaged as Consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.
- v) **Leave:** Paid Leave may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
- vi) **Mode of Selection:** Application received in response to this advertisement will be shortlisted on the basis of experience and qualifications of applicants. Consultants will be selected on Interview basis from shortlisted candidates.
- vii) **Working hours:**
- Normal Office timings are from 9:30AM to 6:00PM but the post/nature of duties requires monitoring/follow up beyond office hours.
 - May be required to Work from Home beyond office hours.
 - May also be required to attend office on holidays depending on exigencies of work.
- viii) Department of Expenditure's OM F. No. 3-25/2020-EIII dated 09.12.2020 will be followed.
- ix) **How to apply:** The applications in the prescribed format (completed in all respects) along with copy of PPO and Last Pay Certificate may be sent to the following address:-
- Deputy Secretary (Estt.),
National Medical Commission,
Pocket-14, Sector-8, Dwarka phase-I,
New Delhi-110077.
- x) **Last date for receipt of application: 21.04.2025.**

4. Eligible retired Officers, in good health may submit their applications in the enclosed format before the closing date. Applications received with incomplete information or received beyond the closing date will not be considered.

Handwritten signature
14/4/2025
Under Secretary
National Medical Commission
Pocket-14, Sector-8, Dwarka, Phase-I, New Delhi-110077

5. The retired Govt. Officers after selection shall not claim for status of post which they held before/ at the time retirement. The Channel of submission shall be decided by Competent Authority/Controlling officer of individual in NMC.

(Signature)
 (Namrata Kumari)
 Under Secretary (Estt.)

Copy to:

1. Under Secretary, CS.I Division, DoPT, Lok Nayak Bhawan, New Delhi with a request to upload this Circular on website of DoP&T for wide publicity.
2. Under Secretary, Medical Education-I, MoH&FW with a request to publish this Circular on website of MoH&FW.
3. The Deputy Secretary (IT Section), NMC with a request to upload this circular on NMC website.
4. Guard file.

Application for the post of Consultant on contract basis in National Medical Commission

(Last date for receipt of application: 21.04.2025)

Applied for consultant as per mentioned in Circular dated 01.04.2025	
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Recent Passport size photograph

1.	Full Name (in Block Letters)	
2.	Date of Birth	
3.	Email Id	
4.	Mobile No.	
5.	Residential Address	
6.	Educational Qualification (Attach self attested copies of certificate)	
7.	Date of superannuation/retirement	
8.	PPO Number (enclose a copy)	
9.	Post held at the time of retirement	
10.	Last Pay Drawn (Pay Level & Pay)	
11.	Transport allowance (basic) at the time of retirement	
12.	Organisation superannuated from	
13.	Organisation currently working (if any)	
14.	Working Knowledge of MS Office, e-office and Internet browsing (yes/No)	

15.	Brief particulars of experience of last 10 years *	Post held	from	to	Experience/nature of work

*Please attach separate sheet if required.

Undertaking:

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this circular and accept all the terms and conditions for engagement of consultants.

Place:

Date:

(Signature of the applicant)

Mobile:

Email ID: