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पॉकेट -14, सेक्टर-8, द्वारका,
फेस-1, नई दिल्ली-110077
Pocket- 14, Sector- 8,Dwarka,
Phase – 1, New Delhi-110077

राष्ट्रीय आयुर्विज्ञान आयोग
National Medical Commission
(Administration Section)

F. No. A-11017/2/2021/NMC/Admin

Date: 28th September, 2022

CIRCULAR

Subject: Engagement of retired Central Government officers as Consultant on contract basis in National Medical Commission - inviting applications thereof- reg.

National Medical Commission, a sub-cadre unit of Ministry of Health and Family Welfare invites applications from eligible and desirous candidates retired from Central Government having considerable experience of functioning of Central Government Ministries/Departments for engagement as Consultant on contractual full time basis.

2. The details of five (05) number of Consultants to be engaged are as under:

Sr. No.	Name of the Position	Applicants retired from the post	Number of vacancies	Job Description
i.	Consultants (Accounts)	DDO/Cashier/retired from Central Govt./ Audit and accounts of CAG	2	• Handling all types of payment of NMC and erstwhile MCI. • Reconciliation of payment with bank. • Depositing the TDS collected under Income Tax Act and GST act to respective authorities and submission of Monthly/Quarterly/yearly returns thereof in consultation with CA agency. • Furnishing of required reports and returns. • Up-keeping maintenance of required basic accounting records, Bill register, Cash-Book, Ledgers, Cheque issued register, Valuable register etc. • Co-ordination with other dealing hands of AB. • Replying to queries of Audit in connection with Accounts
ii.	Consultants (at SO/US level)	SO/US	1	In addition to duties/responsibilities as assigned to US/SO level officer as per CSMOP, the Consultant may be required to perform work as assigned by his/her officer concerned
iii.	Consultants (at ASO level)	ASO/at par with ASO	2	In addition to duties/responsibilities as assigned to ASO level officer as per CSMOP, the Consultant may be required to perform work as assigned by his/her officer concerned.

3. General Condition for all the posts:

- ✓ **Period of engagement:** initially for a period of one year which is extendable for further period(s) subject to satisfactory performance.
- ✓ **Job location:** National Medical Commission, Pocket-14, Sector-8, Dwarka, phase-I, New Delhi-110077.

- ✓ **Age:** Age should be less than 64 years as on 01st November, 2022. Officers due for retirement in the month of October, 2022 are also eligible to apply.
- ✓ **Pay:** Last pay drawn minus pension plus TA in accordance with the instructions of Govt. of India issued from time to time.
- ✓ **Mode of Selection:** It will be decided on the basis of number of applications received on the NMC website.
- ✓ **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.
- ✓ Department of Expenditure's OM F. No. 3-25/2020-EIII dated 09.12.2020 will be followed.
- ✓ **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.

- ✓ **Last date for receipt of application: 14th October, 2022.**

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.

5. NMC retains the right to curtail vacancy without any notice.



(A. K. Vashist)

Deputy Secretary (Estt.)

All Ministries/Departments of the Govt. of India.

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. NIC/DMMP for uploading this circular on NMC website.
3. Under Secretary, Medical Education-I, MoH&FW with a request to publish this Circular on website of MoH&FW.
4. Guard file.

Application for the post of Consultant on contract basis in National Medical Commission
(Last date for receipt of application: 14th October, 2022)

Applied for consultant at the level of	Tick
Consultants (Accounts)	
Consultants (at SO/US level)	
Consultants (at ASO level)	

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				
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)