



A-12/2/2024-Esstt-NMC(8295905)

National Medical Commission

राष्ट्रीय आयुर्विज्ञान आयोग
(Establishment Section)

006325

Pocket- 14, Sector-8,
Dwarka, Phase - 1, New Delhi-110077
Dated: 02.03.2026

CIRCULAR

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

The National Medical Commission (NMC) invites applications from eligible and willing retired Government officers for engagement as **Consultant (Finance/ Accounts)** on a full-time contractual basis. The engagement is intended for experienced officers who have served in Finance/ Audit/Accounts cadres under Central/State Governments, C&AG offices, or Autonomous Bodies and possess substantial experience in Government financial administration.

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

a) **Number of positions:** 02 (NMC retains the right to increase/ decrease the vacancy as per the requirement without any notice)

b) **Eligibility criteria:**

Service background: The applicant must be a **retired officer (Pay Level-9, Level-10, Level-11 or Level-12 of the 7th CPC)** from Central/State Government/Autonomous Bodies/PSUs/C&AG offices, having retired as Audit Officer (AO) / Senior Audit Officer (Sr. AO)/ Assistant Accounts Officer (AAO - Accounts)/ Accounts Officer (AO - Accounts)/ Senior Accounts Officer (Sr. AO - Accounts)/ Divisional Accountant / Divisional Accounts Officer/ Officers from Indian Audit & Accounts Department (IA&AD) under C&AG/ Officers from Organized Accounts Cadres such as Civil Accounts Organization, Defence Accounts Department, Railway Accounts Service, P&T Accounts & Finance Service, or any equivalent Accounts/ Audit cadre in Central/State Government/PSUs.

Experience required:

- The candidate should have knowledge of Government Financial Rules (GFR), Delegation of Financial Powers Rules (DFPR), Procurement procedures relating to Works, Goods and Services;
- Preparation and scrutiny of Balance Sheets and Financial Statements, Income Tax provisions relating to Salary, Contractors, Professional payments, Filing of statutory returns, GST Act and related compliance matters;
- Handling of Bank Guarantees (BGs), Fixed Deposit Receipts (FDRs), Financial securities and related documentation;
- Vetting and financial appraisal of proposals related to Execution of works, Procurement of goods, Consultancy and service contracts;
- Should have experience of atleast three years in field of Audit;

Amala
23/2026

vi. The applicants should be proficient in Computer and MS office.

3. **General Condition for all the posts:**

- i) **Period of engagement:** initially for a period of one year which may be further extended depending upon requirement of the Commission and the performance review of the Consultant, but shall not be extended beyond 5 years after superannuation.
- 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 Dearness Allowance. 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 which can change subject to exigencies of work, without any additional remuneration.
 - May be required to Work from Home beyond office hours, without any additional remuneration.
 - May also be required to attend office on holidays depending on exigencies of work, without any additional remuneration.
- viii) **Any other conditions as mentioned in Department of Expenditure's OM F. No. 3-25/2020-EIII dated 09.12.2020 will be followed.**
- ix) **How to apply:** Eligible retired Officers, in good health may submit their applications in the enclosed format (complete in all respects) along with copy of PPO, Educational Qualification and Last Pay Certificate before the closing date, on the following address. **Applications received with incomplete information or received beyond the closing date will not be considered.**

Under Secretary (Estt.),
National Medical Commission,
Pocket-14, Sector-8, Dwarka phase-I,
New Delhi-110077.

Applications can also be sent through Email on namrata.kumari@nic.in

x) Last date for receipt of application is 20.03.2026.

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


(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. The O/o Controller General of Accounts, Mahalekha Niyantrak Bhawan, Ministry of Finance, GPO Complex, Block E, Aviation Colony, INA Colony, New Delhi, Delhi -110023
3. The O/o Comptroller and Auditor General, Pocket-9 Pandit Deen Dayal Upadhyaya Marg Near Mata Sundari Railway College, New Delhi - 110002
4. Pay and Accounts Offices across Ministries/ Departments of GOI
5. The Director (IT Section), NMC with a request to upload this circular on NMC's website.
6. Guard file.

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

(Last date for receipt of application: 15.03.2026)

Applied for consultant as per mentioned in Circular dated 20.02.2026	
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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 since date of joining in Govt. services *	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: