

ICMR-NATIONAL AIDS RESEARCH INSTITUTE
73, G BLOCK, MIDC,
BHOSARI 411026

Dated : 05.04.2024

Advertisement for Engagement of Consultant (Estate Manager) in ICMR-NARI, Pune

ICMR-NARI, under the aegis of Indian Council of Medical Research, which is an autonomous organization under Department of Health Research, M/o H&FW, Govt. of India invites **ONLINE applications** in the prescribed proforma (Annexure-1) from willing retired Central/State/ Autonomous/PSU employees for engagement as Consultants (Estate Manager) in ICMR-NARI, Pune, as per details given below

Sl.No.	Name of Position	No. of Position
1.	Consultant (Admin – Estate Manager)	01

2. The last date of receipt of online applications is upto 26th April, 2024.
3. For essential eligibility criteria and other general terms and conditions, please visit website of ICMR-NARI i.e. www.icmr-nari.res.in & www.icmr.nic.in and for applying online please visit www.icmr-nari.res.in

Director
ICMR-National AIDS Research Institute, Pune

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Advertisement for Engagement of Consultant (Admin – Estate Manager) in ICMR-NARI, Pune, under the aegis of India Council of Medical Research, an autonomous organization under Department of Health Research, M/o H&FW, Govt. of India invites ONLINE applications in the prescribed proforma (Annexure-1) from willing retired Central/State/Autonomous/PSU employees for engagement as Consultant (Estate Management) in ICMR Hqrs. Office, New Delhi, as per details given below

Sl.No.	Name of Position	No. of
1.	Consultant (Admin - Estate Manager)	01

2. The last date of receipt of online applications is up to 26th April, 2024
3. The selected candidates shall be posted at ICMR-NARI, Pune.
4. Age: Not more than 63 years as on last date for receiving of applications.
5. Eligibility Criteria. Retired Government employees with Bachelor degree in any discipline and in the level-7 (pre-revised Grade Pay of Rs.4600/-) and above with 15 years' experience in relevant field.

Desirable: Should have first-hand knowledge and experience in management of hostels, guest houses, canteen and institutional grounds and should be able to work independently.
6. Remuneration & Entitlements. The remuneration will be payable as per O .M. No.3- 25/2020-E.IIIA dated, 9th Dec.,2020 issued by DoE, M/o Finance. (Last pay drawn minus pension).
7. Period of Consultancy. The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years where adequate justification is exists, the term may be extended based on a review of the task and the performance of the contract appointee.
8. The Consultants shall not be entitled to any other honorarium or allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement etc.

9. No TA/DA shall be admissible for joining the assignment or on its completion. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work as per his/her entitlement at the time of retirement in case of Govt. servant. For external professionals class/mode or journey would be by economy class only as per rules. Consultant will be provided transport facilities for local official duty.
10. Scope of work for above positions are as under:

Sno.	Name of position	No. of position	Details of Scope of work/ assignment
(i)	Consultant (Admin – Estate Manager)	01	<p>Role would be crucial in ensuring that the institute's physical infrastructure supports its research and operational objectives effectively and efficiently. He/ She will be responsible for managing a wide range of tasks related to property management, facilities maintenance, safety and security, environmental sustainability and ongoing works.</p> <p>General overview of scope of work</p> <ol style="list-style-type: none"> 1. Property Management – Hostel, Guest house, Quarters, Institutional buildings 2. Safety and Security – Supervision 3. Utilities Management 4. Space Planning and Management 5. He / She will report to AO and support AO in her duties <p>Any other duty assigned by the competent authority from time to time.</p>

PROCEDURE FOR RECRUITMENT:

11. Candidates meeting the age criteria and possessing the required qualifications and experience, may apply online in the prescribed application. All related educational documents, photograph/experience certificates, Pension Pay Order/Salary slip should be uploaded online failing which application shall be rejected.
12. Applications received through email or in physical will not be considered
13. The shortlisted candidates will be informed about the interview via e-mail or candidates may check our website for updates related to the advertisement.
14. Shortlisting of candidates for interview shall be done on basis of educational qualification and experience. However, if the number of shortlisted candidates are high and it is not feasible to call all of them, the appointing authority may fix a suitable criteria for shortlisting the candidates.
15. Selection of Candidate will be based on the performance in the interview.
16. Candidates have to submit the duly self-attested copies of proof of their age, educational qualifications, experiences, testimonials etc. at the time of joining, if selected.

17. Selected candidates have to bring all the documents as mentioned above in Original for verification.

Terms and Conditions:

1. Incomplete applications or application not submitted in prescribed format or without photo and signature or received after last date shall be summarily rejected.
2. Submission of incorrect or false information shall disqualify the candidature at any stage of recruitment process.
3. The benefit of Provident Fund, Leave Travel Concession, Medical claim, CCA etc. will not be available to the project employee.
4. Qualification and experience should be in relevant discipline/field and from a reputed institution/organization recognized by competent authority.
5. The experience will be counted only after completion of minimum essential educational qualification prescribed for the post.
6. Cutoff date for age limit will be considered as on the last date of submission of Application Form.
7. The Director, ICMR-NARI reserves the right to accept/ reject any application without assigning any reason thereof and no correspondence/recommendation will be entertained in this matter
8. The Director, ICMR-NARI reserves right to fill up or not fill up any of the post advertised on website.
9. Candidates have to submit the duly self-attested copies of proof of their age, educational qualifications, experiences, testimonials etc. at the time of joining, if selected.
10. Canvassing and bringing outside influence in any form for short listing or employment will be treated as disqualification and the candidate will be debarred from selection process.
11. Mere fulfillment of the essential qualification/experience does not guarantee for shortlisting and selection.
12. Since the posts are filled-up on purely temporary and contractual basis, the candidate will have no right to claim for any type of regular/permanent employment under ICMR or continuation of his/her services in any other project.
13. The Director, ICMR-NARI reserves the right to prepare/frame a panel of waitlist candidates which shall be valid for one year.
14. No TA/DA will be paid to attend the interview or joining the post and candidates should make his/her own arrangement for stay for the duration of interview as well after joining the post, in case of selection.
15. Candidates already in regular service under any central/state govt/Autonomous/dept/PSU are not eligible to apply.
16. Any Addendum/Corrigendum in respect of above vacancies, notice shall be issued on websites <https://icmr-nari.res.in> only and no separate notification shall be issued in the press. Applicants are requested to regularly visit the websites (<https://icmr-nari.res.in>) to keep themselves updated. For Applying online please visit (<https://icmr-nari.res.in>)

Director
ICMR-National AIDS Research Institute, Pune