



**National Institute of Immunology**  
**Aruna Asaf Ali Marg, New Delhi-110067**

Add. No. Admn. (GA)/3.2.2.8

29<sup>th</sup> July, 2022

The National Institute of Immunology (NII), New Delhi is an autonomous Institute of the Department of Biotechnology, Ministry of Science and Technology, Govt. of India. The Institute is inviting applications for the following temporary positions purely contract basis. The details of the positions, qualification & experience with the job description are as under:

S. No.	Name of the post & Monthly Emolument	Qualifications & Experiences	Job Description	No. of post(s) & age limit
1	<b>Consultant (Coordinator)</b>  Monthly consolidated emoluments upto Rs.90,000/- based on the relevant experience of the candidate	<b>Essential:</b>  Graduate with two years' Post Graduate Diploma in Financial Management or MBA in Financial Management. Minimum Post qualification 15 years of experience in the requisite field. Knowledge of handling and controlling Govt. grants and accounting procedures is essential.  or  Officers retired as Section Officer or equivalent from Govt./ Govt. funded Institutions with 15 years' experience in the requisite field are also eligible to apply.	To Supervise, co-ordinate and execute smooth flow of funds under Central Sector Scheme as CNA. Communication with Ministry and sub agency as and when required. Furnishing various periodical reports as may be sought by the Ministry. Supervision and maintaining allied records of transection(s) and reviewing the same periodically	<b>01 Post</b>  <b>Age limit: 40 Years</b>
2.	<b>Sr. Accountant</b>  Monthly consolidated emoluments upto Rs.75,000/- based on the relevant experience of the candidate.	<b>Essential:</b>  Qualified Chartered Accountant with at least 5 years of experience in Govt. Accounting. Proficiency in Tally ERP, PFMS, TSA is essential.  or  Graduate with two years' Post Graduate Diploma in Financial Management or MBA in Financial Management. Minimum 5 years of experience in the requisite field. Knowledge of handling and controlling Govt. grants and accounting procedures is essential.	To monitor, execute and scrutiny of flow of funds under Central Sector Scheme to the sub agencies. Preparing various periodical reports and furnishing the same to the Ministry through NII. Monitoring smooth execution of funds flow.	<b>02 Posts</b>  <b>Age limit: 40 Years</b>
3.	<b>Accountant</b>  Monthly consolidated emoluments upto Rs.50,000/- based on the relevant experience of the candidate.	Post-graduate in Commerce with 05 year Experience or Commerce graduate with 10 year of working experience in Govt. Accounting and Handling Grants, having proficiency in PFMS, TSA and allied work, working knowledge of Tally ERP or any other accounting software will be an added advantage	Accounting, reconciliation, execution and maintaining the allied records of sanctions received from the Ministry. Maintaining allied physical files and recording transection(s) in the computer system/ PFMS/ Bank, for approval and execution.	<b>03 Posts</b>  <b>Age limit: 35 Years</b>

4	<b>Data Entry Operator</b>  Monthly consolidated emoluments upto Rs.30,000/- based on the relevant experience of the candidate.	Graduate from a recognized University (Commerce graduate shall be preferred) with more than 03 years' work experience in Govt. Accounting and handling Grants, having proficiency in Tally ERP, PFMS, TSA, etc.	Typing reports, recording entries of transaction(s) in PFMS/ Bank, etc. Maintaining allied records and trisection	<b>04 Posts</b>  <b>Age limit: 30 Years</b>
5	<b>Skilled Work Assistant</b>  Monthly consolidated emoluments upto Rs.20,000/- based on the relevant experience of the candidate.	12th pass. Preference will be given to those having 2 years relevant experience and working knowledge on computers. Preferably in Govt. Department.	Liasoning with the bank, recordkeeping, photocopy, and allied work in Cell	<b>03 Posts</b>  <b>Age limit: 30 Years</b>

### **TERMS AND CONDITIONS:**

1. The Selected Candidate(s) will be engaged purely on contract basis, initially for a period of one year which may be extended further upon satisfactory performance and on the requirement of the same in the Institute.
2. The positions are subject to periodic evaluation of the performance of the incumbent and if, on such evaluation the performance is not found to be satisfactory, the contract will be terminated by giving one-month notice.
3. The appointment will be on full-time basis and he/she will not be permitted to take up any other assignment during the period of contract. The contract may be terminated by either party by giving one-month advance notice in writing.
4. The consolidated emoluments shown above are only indicative and which shall be decided by the Competent Authority of the Institute, on the recommendation of the Selection Committee based on experience and qualification of the candidate. No other perks or allowances shall be admissible.
5. The incumbent will be required to accept and follow the terms of contractual engagement in the Institute and rules & regulations enforced and amended from time to time at NII, failing to do so, the contractual engagement shall be withdrawn at any point of time.
6. The incumbent will not be considered to be a permanent employee of the Institute and conferment of this contract will not imply any assurance or guarantee for regular employment in the Institute. The incumbent shall not claim for regularization or absorption in the Institute.
7. All educational, professional and other qualifications should be from recognized Board/University. Experience shall be counted for work done after the qualification acquired.
8. No TA/DA shall be paid for attending interview.
9. **Canvassing in any form will be a disqualification.**
10. Vacancy shown above is indicative only and the number may increase or decrease as per requirement and at the discretion of the Competent Authority in NII.
11. Mere fulfillment of the minimum prescribed qualification and experience will not vest any right on a candidate for being called for the selection process. Only the candidates shortlisted will be called for interview/ Trade Test. The decision of the NII in this regard will be final and binding. No interim inquiries in this regard will be entertained.
12. In case a candidate is eligible and applying for more than one post(s), he/ she should submit separate application for each post(s).
13. The incumbent will be entitled for leave as admissible to the contractual staff in the Institute. Un-availed leave cannot be carried forward or encashed.
14. Age relaxation as per GoI norms is available to eligible applicants. In all other cases, if a candidate is otherwise suitable, age/experience relaxation may be granted by the Competent Authority.

15. Candidates canvassing/ giving incorrect information/violating norms in any kind; detected at any stage, before or after the selection will be disqualified with immediate/retrospective effect, as the case may be.
16. The decisions of the Competent Authority, NII will be final and binding in all cases.
17. There is no provision for providing Govt. accommodation inside or outside the campus of the Institute.
18. **Candidates must ensure that application is complete in all respects and all the required documents are self-attested and enclosed with application and photograph is pasted on the application is signed. Applications which are incomplete in any manner or not in the prescribed format would be summarily rejected. No correspondence what so ever shall be entertained in this regard.**
19. **Candidates must provide their email ID and phone number for communicating with them.**
20. Eligible candidates should submit their application through speed post or registered post in the given prescribed Performa (**Annexure-I**) alongwith marks sheet(s), educational certificates, caste certificate, experience certificate, Date of Birth will be consider (**as per the matriculation certificate**), Aadhar card or Voter ID etc. to **“The Director, National Institute of Immunology, Aruna Asaf Ali Marg, near JNU Complex, New Delhi-110067”** on or before **16.08.2022 from the date of issue of advertisement in Newspapers.** (However, if last date for submission of applications falls on national holiday, Sunday or any other holiday declared by Government of India, the next working day will be assumed as last date for receipt of application(s).
21. **The applications must reach at the Institute within the stipulated date and time, any postal delay etc., the Institute will not be responsible.**
22. **Fee Structure:**

Sl. No.	Category	Amount
1	General	Rs.500/- (Rs. Five hundred only) for <b>Post Sl. No. 1 to 5.</b> <b>(Non-Refundable)</b>
2.	SC/ST/ OBC/female candidates/EWS/ESM PWBD (Divyang) candidates submit certificate issued from Competent Authority with more than 40% disability.	<b>Exempted from Fee</b>
<p>Note: The application fee is to be paid though NEFT/RTGS mode only and application fee once remitted shall not be refunded under any circumstances. The bank details are as under: :</p>		
Name of the Account Holder	Director, National Institute of Immunology	
Name of the Bank	Canara Bank, Jit Singh Marg Branch	
Account No.	1484101001636	
IFSC Code	CNRB0001484	
MICR Code	110015015	
<b>** The candidates must attach transaction (payment) receipt with the application form.</b>		



**ANNEXURE-I**

**National Institute of Immunology  
Aruna Asaf Ali Marg, New Delhi-110067**

Space for self  
attested  
photograph

**APPLICATION APPLIED FOR THE POSITION OF .....**

**PRESCRIBED FORMAT**

- Note: 1. Fill in all the information in block letters only.  
2. Attach separate sheet in case of insufficient space in any column.  
3. Attach copies of all education qualification and experience certificates only.  
4. For each category of post, separate application forms should be submitted and single Application form applied for more than one post will be summarily rejected.**

<b>1.</b>	Full Name:
<b>2.</b>	Father's/ Husband Name:
<b>3.</b>	Mother's Name:
<b>4.</b>	Date of Birth (As per matriculation certificate) :(DD/MM/YYYY)
	Age (as on the last date of Applying):
<b>5.</b>	Gender:
<b>6.</b>	Category (GEN / SC/ ST/ OBC / PH / ESM / EWS):
<b>7 (a)</b>	Full Correspondence Address:
<b>(b)</b>	Permanent Address :
<b>8.</b>	Email address :
	Mobile No. :
	Telephone No. :
<b>9.</b>	Marital Status:
<b>10</b>	<b>Education Qualifications:</b>

Examination	University/Board	Year of Passing	Division	Percentage of marks grade	Subjects
Metric/ 10 <sup>th</sup> Class					
10+ 2 Intermediate					
Graduation specify name of degree					
Post Graduation					
Any other					

11.		Experience (Please start with the latest)				
Name of the Institution/ Organization	Post held	Monthly remunerations	Period		Nature of work	Reason for leaving (whichever applicable)
			From	To		

12.	Name and address of three persons (other than relatives) to whom references can be made:
1.	
2.	
3.	

13.	<b>Any other relevant information you wish to give in support of your candidature:</b>
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**Declaration:** Certified that the information given by me in this application form is complete and correct to the best of my knowledge & belief and nothing has been concealed there form. I also understand that in case any information is found to be false my candidature-ship shall be liable to be terminated without notice.

I have read the instruction and guidelines issued for the candidates.

**Place :**

**Date :**

**(Signature of the Candidate)**

