



No. JIP/Admn.I/Con./1(6)/2022

Date: 16.10.2022

### Advertisement Notice

Applications are invited by the Director, JIPMER, from Central / State / U.T. Govt. / Statutory or Autonomous bodies / Government Universities / Government Research and Development Organization retired persons for engagement as **Consultant (Finance) on contract basis** as per the terms and conditions mentioned in page no. 2. Eligible applicants may submit their application as per the instructions mentioned below.

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|---------------------------------------|---|
| <b>Name of the Post</b>               | Consultant (Finance) on contract basis  |
| <b>No. of post</b>                    | One (UR)  |
| <b>Remuneration</b>                   | (Last Basic Pay drawn minus Basic Pension) + Transport Allowance as applicable (fixed amount). No other allowances are admissible   |
| <b>Qualification &amp; Experience</b> | <p><b>Essential:</b> From Central / State / U.T. Govt. / Statutory or Autonomous bodies / Government Universities / Government Research and Development Organization. Retired Officers with Bachelor Degree in any discipline from recognized institution, and in Level-10 (as per 7<sup>th</sup> CPC) having sound knowledge of Financial rules, accounting and audit procedures as well as rich experience of handling matters related to Accounts and Audit.</p> <p><b>Desirable:</b> Experience in the relevant field (i.e., Finance, Accounts &amp; Audit) in Central Govt. Institutions / Govt. Medical College</p> |
| <b>Upper Age Limit</b>                | Not exceeding 63 years and should be in good health for discharging his/her duties effectively.   |
| <b>Work responsibility</b>            | Guiding for performing financial procedures, Audit, Budget & other accounts related works and any other duty assigned by the Competent Authority.   |
| <b>Period of consultancy</b>          | Initially for 6 months, further may be extended as per requirement of the Institute   |
| <b>Selection</b>                      | By interview  |

One set of filled-in application (Annexure-I) along with self-attested certificates/testimonials, Experience certificate, Last pay certificate and E-Receipt for Fee Payment through SBI COLLECT must be sent to the following address **on or before 05.11.2022 by 1:00 P.M.**

Shri Hawa Singh,  
Senior Administrative Officer,  
Room No. 210, II floor, Administrative Block,  
JIPMER, Puducherry 605006

The envelope containing the application should be super-scribed as:  
**"Application for the Post of Consultant (Finance) on contract basis at JIPMER, Puducherry"**

In addition to the above, the applicants are requested to fill the online application form by using this link: <https://bit.ly/3CFF2QI>

## **Terms and Conditions for contract appointment**

1. The appointment is purely on contract basis and will be initially for a period of 6 months with effect from the date of joining. Extension will be granted for further period, if it is required by the administration. If the contract is not extended further, the same will lapse automatically.
2. The engagement can be terminated at any time without assigning any reason. However, Consultant will have to give one month advance notice before resigning from the engagement.
3. The appointment will be subject to medical fitness from the competent medical board for which he/she will be sent to the designated Medical Authority.
4. The appointee shall perform the duties as assigned to him/her. The Competent Authority reserves the right to assign any duty as and when required. No extra/additional allowances will be admissible in case of such assignment.
5. The appointee shall be permitted to avail one and half-a-days' leave per month during the period of contractual appointment.
6. The contract appointee will not be eligible to get official accommodation/quarters allotment within the campus as applicable to the other regular employees of this Institute.
7. The appointee shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion, Allowances etc. or any other benefits available to the regular employees of this Institute.
8. The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Department will issue TDS Certificate/s.
9. The appointee shall not be granted any claim or right for regular appointment to any post of JIPMER Puducherry/JIPMER Karaikal.
10. The appointee shall be on a whole time appointment at JIPMER, Puducherry and shall not accept any other assignment, paid or otherwise and shall not engage himself/herself in a private practice of any kind during the period of contract.
11. No Travelling allowances or other allowances will be paid to the candidate for attending the interview or for joining the post.
12. The contract appointee shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Institute.
13. The contractually engaged person(s) should not have been convicted by any court of law.
14. Incomplete and unsigned applications in any aspect will be summarily rejected.
15. If any declaration given or information furnished by him/her proves false or if he/she is found to have willfully suppressed any material, information, he/she will be liable for removal from the service and also such other action as the Government may deem it necessary.
16. The Competent Authority reserves the right of any amendment, cancellation and changes to this Advertisement as a whole or in part without assigning any reason or giving notice.
17. The decision of the Competent Authority regarding selection of candidates will be final and no representation will be entertained in this regard.
18. Canvassing of any kind will lead to disqualification.
19. The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Ministry/organization shall remain with the Department.
20. The person shall not use, or publish, disclose or part with, to any third party, any part of the data or statistics or proceedings or information collected for the purpose of his/her assignment, either or during the course of assignment or even after termination of contract without express written consent of the Director, JIPMER.
21. The Consultant would be required to sign a non-disclosure undertaking as per Appendix, if selected.
22. Other conditions of service will be governed by relevant rules and orders issued from time to time.

For any queries, Contact no.: (0413)2296022; Email id: [jipmer.contract@gmail.com](mailto:jipmer.contract@gmail.com)

**Note:** Application Fee (₹500/- for UR & OBC and ₹250/- for SC & ST) must be paid through SBI Collect. No fee for PWD candidates.

### **Payment through SBI Collect**

1. Visit <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>
2. Click the Checkbox & Proceed
3. Select 'Puducherry' as State of Corporate/Institution and select 'Educational Institutions' as Type of Corporate/Institutions
4. Select 'JIPMER PONDICHERRY' as Educational Institutions Name and submit
5. Select 'RECT. OF VARIOUS POST ON CONTRACT BASIS' as Select Payment Category
6. Provide all the details which are mandatory and proceed with the payment
7. On completion of payment, save the e-Receipt.

**DIRECTOR**