



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

ADV/T/CNA/04/2024

30th May, 2024

EXTENSION OF THE ADVERTISEMENT FOR THE CONTRACTUAL POSITION UNDER CNA CELL (ACCOUNTS BRANCH)

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 on contract basis. The details of the positions, qualification & experience with the job description are as under:

S. No.	Name of the post & Monthly Emoluments	Qualification/Experience and desired Job Description	No. of post & age limit
1.	Senior Accountant Monthly consolidated emoluments upto Rs. 75,000/- (Fixed) shall be based on the relevant experience of the candidate.	Post-Graduate in Commerce with 07 years of work experience or Commerce graduate with 12 years of work experience in Govt. Accounting and handling grants, having proficiency in MS-Excel, PFMS, TSA and allied work is must have working knowledge of Tally ERP or any other accounting software will be an added advantage. Preference will be given to qualified Chartered Accountant with 3-5 years of working experience.	1 Post Age limit: 40 Years
2.	Accountant Monthly consolidated emoluments upto Rs. 50,000/- (Fixed) shall be 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	1 Post Age limit: 35 Years

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 by 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 which will be 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/Trade Test.
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) with requisite application fee, as applicable.
13. The incumbent will be entitled for leave as admissible to the contractual staff in the Institute. Un-availed leave shall not be carried forward or encashed.
14. 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.
15. The decisions of the Competent Authority, NII will be final and binding in all cases.
16. There is no provision for providing Govt. accommodation inside or outside the campus of the Institute.
17. **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.**
18. **Candidates must provide their email ID and phone number for communicating with them.**
19. 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 considered (**as per the Matriculation Certificate**), Aadhar card or Voter ID etc. to **“The National Institute of Immunology, Aruna Asaf Ali Marg, Near Old JNU Campus, New Delhi-110067”** within **21 days from the date of issue of advertisement in National 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).
20. **The applications completed in all respects must reach at the Institute within the stipulated date and time, the Institute will not be responsible for any postal delay etc.**

ADDRESS TO SEND THE APPLICATION FORM ALONGWITH REQUISITE DOCUMENTS BY SUPERSCRIBING THE NAME OF THE POST:

**THE SENIOR MANAGER
NATIONAL INSTITUTE OF IMMUNOLOGY
ARUNA ASAF ALI MARG, NEAR OLD JNU CAMPUS
NEW DELHI-110067**

21. Fee Structure:

S. No.	Category	Amount
1	Unreserved/OBC/Ex-Servicemen	Rs.300/- (Non-Refundable)
2	SC/ST/ Female candidates/EWS (SC/ST/EWS certificate to be enclosed in support of claim)	Exempted from Fee
	PWBD (Divyang) candidates submit certificate issued from Competent Authority with more than 40% disability.	

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:

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

**** The candidates must attach transaction (payment) receipt with the application form.**

THE LAST DATE OF RECEIPT OF APPLICATIONS: TILL 19th JUNE, 2024

NOTE: THE CANDIDATES WHO HAVE ALREADY APPLIED IN RESPONSE TO EARLIER NOTICE No. ADVT/CNA/04/2024 DATED 18.04.2024 NEED NOT TO APPLY AGAIN. THEIR CANDIDATURES SHALL BE CONSIDERED BASED ON THE PREVIOUS APPLICATION SUBMITTED BY THEM, HOWEVER, IF THEY ARE FOUND INELIGIBLE DURING THE SCRUTINY, THEY WILL NOT BE CALLED FOR TRADE TEST/INTERVIEW. HOWEVER, IN CASE THEY WANT TO UPGRADE THEIR CREDENTIALS SHALL BE PERMITTED TO DO SO.



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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.

APPLICATION FOR THE POSITION OF

Space for self
attested
photograph

1.	Full Name:
2.	Father's/ Husband Name:
3.	Mother's Name:
4.	Date of Birth (As per Matriculation Certificate) :
	Age (as on the last date of Applying):
5.	Gender:
6.	Category (SC/ ST/ OBC / PH): (Certificate to be attached)
7 (a)	Full Correspondence Address:
	(b) Permanent Address :
8.	Email address :
	Mobile No. :
	Telephone No. :
9.	Marital Status:

10. Education Qualifications							
Examination	University/Board	Year of Passing	Division	Percentage of marks grade	Subjects		
Matric/ 10 th 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 (Dates)			Nature of work	Reason for leaving (whichever applicable)
			From	To	Total period		
12.	Name and address of three persons (other than relatives) to whom references can be made:						
1.							
2.							
3.							

* In case space in found to be less, additional sheets may be attached.

13.	Any other relevant information you wish to give in support of your candidature:
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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)