



A-12/2/2024-Esstt-NMC(8295905) 1012595-600

National Medical Commission

राष्ट्रीय आयुर्विज्ञान आयोग  
(Establishment Section)

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

Dated: 08.05.2025

**CIRCULAR**

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

National Medical Commission invites applications from eligible and desirous candidates retired from Government Service, having considerable experience of functioning of Government/ Ministries/Departments, for engagement as Consultant (Accounts) on contractual full time basis.

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

Sr. No (1)	Position (2)	Number of Positions (3)	Qualification and Eligibility Condition (4)
I.	Consultant (Accounts)	01*	Retired Government Officer belonging to Central/ State Government/ Autonomous Bodies, at the Pay Level 8, or Level 9 or Level 10 of 7 <sup>th</sup> CPC having <b>05 years of experience</b> in Finance, Accounts and Budget matters.  OR Retired Government Officer belonging to Central/ State Government/ Autonomous Bodies, at the Pay Level 11 and Level 12 of 7 <sup>th</sup> CPC having <b>03 years of experience</b> of Finance, Accounts and Budget matters.
II.	Consultant (Audit & Accounts)	02*	i) Retired Asst. Audit Officer (AAO)/ Account Officer / Sr. AO/ Audit Officer/ Sr. Account Officer belonging to Central/ State Government/ Autonomous Bodies, retired at the Pay Level -9/10/11 or Level-12 of the 7 <sup>th</sup> CPC.  ii) Should have experience of atleast three years in field of Audit

*Namrata*  
8/5/2025  
नम्रता कुमार / Namrata Kumari  
अवर सचिव / Under Secretary  
राष्ट्रीय आयुर्विज्ञान आयोग / National Medical Commission  
पॉकेट-14, सेक्टर-8, द्वारका, फेज-1, नई दिल्ली-110077  
Pocket-14, Sector-8, Dwarka, Phase-1, New Delhi-110077

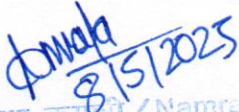


			<p>iii) Well -versed in purchase procedure (Works/Goods/Services)</p> <p>iv) Should have Good Knowledge of Balance Sheet.</p> <p>v) Should have knowledge of Income Tax rules on Salary/ contractors/ Professionals and returns related to Income Tax.</p> <p>vi) Should have knowledge of GST Act and related issues.</p> <p>vii) Handling of BG's and FDR's and related issues</p> <p>viii) Vetting of Financial Proposal relating to execution of Works, procurement of Goods and services.</p>
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\* NMC retains the right to increase/ decrease the vacancy as per the requirement without any notice.

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

- i) **Period of engagement:** initially for a period of one year which is extendable for further period(s) subject to satisfactory performance.
- 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 DA. 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. Selection will be made from shortlisted candidates on the basis of personal interaction.

  
 8/5/2025  
 नम्रता कुमारी / Namrata Kumari  
 अवर सचिव / Under Secretary  
 राष्ट्रीय आयुर्विज्ञान आयोग / National Medical Commission  
 पॉकेट-14, सेक्टर-8, द्वारका, फेज-1, नई दिल्ली-110077  
 Pocket-14, Sector-8, Dwarka, Phase-1, New Delhi-110077



vii) **Working hours:**

- Office timings are from 9:30AM to 6:00PM, however the same may vary depending upon exigencies of work without additional remunerations.
- May be required to Work from Home beyond office hours without additional remunerations.
- May also be required to attend office on holidays depending on exigencies of work without additional remunerations.

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 (completed in all respects) along with copy of PPO and Last Pay Certificate before the closing date on the address given below. **Applications received with incomplete information or received beyond closing date will not be considered.**

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

x) **Last date for receipt of application: 19.05.2025.**

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

*Namrata*  
8/5/2025  
(Namrata Kumari)

नम्रता Under Secretary (Estt.)  
अवर सचिव/Under Secretary  
राष्ट्रीय आयुर्विज्ञान आयोग/National Medical Commission  
पॉकेट-14, सेक्टर-8, द्वारका, फेज-1, नई दिल्ली-110077  
Pocket-14, Sector-8, Dwarka, Phase-1, New Delhi-110077

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 Deputy Secretary (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: 19.05.2025)**

Applied for consultant (please mention post with Sr. No. ) as per mentioned in Circular dated 08.05.2025	
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<b>Recent Passport size photograph</b>
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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 of last 10 years *	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: