

**VACANCY NOTICE FOR ADMINISTRATIVE OFFICER/CONSULTANT ON
TEMPORARY BASIS FOR 3 MONTHS**

The National Academy of Medical Sciences (NAMS) an autonomous organization under the Department of Health Research, Ministry of Health & Family Welfare, Government of India invites applications from eligible regular NAMS employees to fill up the vacant position of Administrative Officer, purely on Adhoc basis for a period of 3 months or the date on which regular person joins.

The departmental candidates may apply on deputation.

Candidates from NAMS and other organizations may also apply on a deputation basis.

Please apply online upto 31st December at NAMS Official email ID: nams_aca@yahoo.com, with your brief bio-data.

Last date for submission of the application is 31st December, 2024 upto 05:00 PM

S.No.	Name of post & pay level	Tentative position
1	Administrative officer/Consultant Pay level -9 (Rs 15600-39100)	01

Eligibility: Condition for the post of Administrative Officer/Consultant:

Educational Qualification	Graduate
Age	UPTO 58 YRS
Experience	10 yrs. in general administration/finance in supervising capacity.

Working knowledge of:

- Rules & Regulation of NAMS.
- Functioning of autonomous organisation.
- Establishment matters (recruitment, promotions, MACP, APAR, resignation, conduct rules, leave, maintenance of service record etc).
- Correspondence with the Ministry and other agencies.
- Organising meetings, preparation of agenda and minutes.
- Compilation and preparation of Annual Report.

A hard copy of the application as per format enclosed should be submitted in a closed envelope addressed to Secretary NAMS before the last date i.e. 31.12.2024.

If needed the candidate will be called by the selection committee for personal discussion.

Application Form for Administrative Officer on Contract Basis/Deputation

Name:

DOB:

Category: Gen/SC/ST/OBC

Educational Qualification:

Experience:

Last Post Held:

Contact Details – Email/Mobile:

Date:

Signature
Name of Candidate

Address: _____

Please attach your brief Bio-data.