

ICMR/NIRT/Jr. Consultant/2025-26/01 /598

Date: 25.08.2025

**VACANCY NOTIFICATION**

ICMR-NIRT invites applications for engagement of one Jr. Consultant (Hindi) from eligible candidates purely on contractual basis for a period of one year from the date of engagement. The details of requirement of the post and Terms and Conditions are as under;

Sl.No.	Details	Requirement / Information
1	Name of the Position	Junior Consultant (HINDI)
2	No. of Vacancies	1 (One)
3	Emoluments	Consolidated pay on a maximum of Rs.60,000/-pm arrived at by deducting the basic pension from the pay drawn at the time of retirement, for Govt. retirees. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period.
4	Upper Age limit	Up to the age of 62 Years
5	Essential Qualification and Experience	<ol style="list-style-type: none"> <li>1. Master's degree from a recognized university in Hindi with English as a compulsory or elective subject or as the medium of course at the degree level &amp; Working knowledge of Typing in Hindi and English on computer and knowledge of M.S. office applications</li> <li>(or)</li> <li>2. The Central Govt. officials retired from the post of Section Officer (Hindi) or Hindi Translator in the pay level-7 or above having considerable experience of translation work. He/she must have excellent command on both Hindi &amp; English languages. Also should have working knowledge of Hindi/English Typing.</li> </ol> <p><b><u>Desirable:</u></b></p> <ol style="list-style-type: none"> <li>1. The candidate should have the experience of translation from Hindi to English and vice-versa</li> <li>2. The candidate should have good communication and interpersonal skills.</li> </ol>
6	Duties / Responsibilities	<ol style="list-style-type: none"> <li>i. To translate English to Hindi and vice-versa</li> <li>ii. To co-ordinate with the Administration in usage of Hindi in all official communications.</li> <li>ii. To prepare Quarterly, Half-yearly and Annual Hindi progress reports of the TOLIC</li> <li>iii. Co-ordinating Hindi Committee meetings, Workshops, Hindi Diwas etc.</li> </ol>

*[Signature]*  
25/8/2025 -

व. प्रशासनिक अधिकारी  
Senior Administrative Officer  
राष्ट्रीय क्षयरोग अनुसंधान संस्थान  
ICMR-National Institute for Research in Tuberculosis  
चेन्नई, चेन्नई 600 031 /

## Terms & Condition for Engagement of Junior consultant (Hindi)

### 1 Period of Engagement :

- i. The Engagement of Junior Consultant (Hindi) will be purely on short term contract basis. The initial engagement as Junior Consultant (Hindi) would be for a period of one year, which may be extended depending upon the requirement of ICMR-NIRT after performance review of the incumbent.
- ii. The engagement of Junior Consultant (Hindi) would be on a full time basis and he/she would not be permitted to take up any other assignment during the period of consultancy with ICMR-NIRT.
- iii. The Engagement of consultants would be of temporary nature against the tasks assigned. The contract can be cancelled at any time by ICMR-NIRT without assigning any reason thereof.

### 2 Age limit:

- i. Not more than 62 years of age on the last date of receipt of application.

### 3. Other entitlements to consultants:

- i. **Leave:** Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service and this will be calculated on pro-rata basis. No leave will be credited in advance. Accumulation of leave beyond a calendar year shall not be allowed.
- ii. **TA/DA:** No TA/DA is admissible for either joining the assignment or on its completion.
- iii. The consultants shall not be entitled to any other honorarium or allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential accommodation, Personal staff, CGHS and Medical Re-imbursement etc.

### 4. Working Hours:

As per the working hours of the ICMR-NIRT which is from 9.00 Hrs.to17.30 Hrs. on weekly 5 days and required to mark the attendance in Bio-Metric system/Register regularly. However, depending on the exigency of work, the incumbent may be required to attend the duty at early or late hours to complete the time bound work or even to attend the office on holidays also. No extra remuneration or fee would be payable if he/she work requires to attend on Holidays.

The application form duly completed in all respects should reach to this office by speed post on or before **15<sup>th</sup> September 2025.**

  
Sr. Administrative Officer  
for Director.

बि. रे. प्रशासनिक अधिकारी  
Senior Administrative Officer  
राष्ट्रीय संस्था अनुसंधान पर  
ICMR-NIRT  
Chennai  
चेन्नई, चेन्नई 600 031 /  
Chennai, Chennai-600 031.

**ICMR-NATIONAL INSTITUTE FOR RESEARCH IN TUBERCULOSIS  
(INDIAN COUNCIL OF MEDICAL RESEARCH)**

No.1, MAYOR SATHIYAMOORTHY ROAD

CHETPUT, CHENNAI – 600 031

**APPLICATION FORM**

Photo

1. Name of the Candidate :
2. Applying for the Post of :
3. Name of the Candidate :  
(In Block Letters)
4. Date of birth / : \_\_\_\_\_ / \_\_\_\_\_ Yrs.  
Age in completed years
5. Sex : Male / Female
6. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Present/Correspondence- : \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_
- 08 Mobile Number and :  
E-mail ID :

**Educational Qualification**

**a) Essential Qualification**

Sl. No	Exam passed	Year of passing	Board /University	% of Marks

**Work Experience**

Sl No	Name of the Employer (Name of the office/Institution)	Period (Date/month/year)		Post held
		From	To	

09 Any other Experience

**DECLARATION**

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any of the information provided by me are found false or incorrect at any stage, my candidature / appointment shall be liable for cancellation / termination without notice or any compensation in lieu thereof.

Place:

Signature of the Candidate

Date: