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फेस-1, नई दिल्ली-110077

Pocket- 14, Sector- 8,Dwarka,

Phase - 1, New Delhi-110077

राष्ट्रीय आयुर्विज्ञान आयोग
NATIONAL MEDICAL COMMISSION

F.No. A-12034/03/2021/NMC/ADMIN

Date: 4th February, 2022

NOTIFICATION

Subject: - Filling up of various posts of National Medical Commission and its four Autonomous Boards on contractual basis – regarding

Madam/Sir,

The undersigned is directed to say that National Medical Commission (NMC), a statutory body set up by an Act of Parliament (National Medical Commission Act, 2019), proposes to fill up the posts in its headquarters and its four Autonomous Boards at New Delhi. Applications are invited for hiring of various positions on contractual basis for a period of three years (subject to annual performance review). The details of the posts, qualifications and experience prescribed and other terms and conditions are as specified in the Annexures.

2. The eligible and desirous candidates may send their application and biodata along with self-attested copies of the ID proof, educational qualification certificates and experience certificates by the employer concerned. Candidates applying for the post of Legal Officer have to submit a self-attested copy of the Bar Council Registration certificate and candidates applying for the post of Staff Car Driver have to submit self-attested copy of their driving license along with the above mentioned documents. Applications are to be sent to the Under Secretary(Admn.), National Medical Commission, Pocket-14, Sector 8, Dwarka, Phase I, New Delhi-110077 so as to reach the Commission **on or before 4th March 2022.**

3. In case of any change in the notice, the same will be displayed on NMC website nmc.org.in and as such the interested officers are requested to visit the NMC website regularly. The shortlisted candidate will be called to appear for interview before a selection committee.

4. Applications received after the due date or otherwise found incomplete will not be considered.



(Samir Sinha)
Under Secretary (Admn).

DETAILS OF THE POST

1.	Name of the Post	Legal Officer
2.	Number of Post	04
3.	Qualification, Experience and Age Limit prescribed for the post	<p>(i) Graduate Degree in LLB with at least 55% marks;</p> <p>(ii) At least 10 years standing in the profession after registration with Bar Council of India.</p> <p>Note 1: Experience of working in law department in Central Government or State Government / Autonomous organisation is desirable.</p> <p>Note 2: The maximum age limit for appointment shall be not exceeding 40 years as on the closing date of receipt of applications.</p>
4.	Brief Description of Duties	<ol style="list-style-type: none">1. Represent NMC before Hon'ble Courts/Tribunals and other forums.2. Advice the commission on legal and administrative issues.3. Drafting and vetting of legal documents such as counter affidavits, replies, briefs, notes, circulars, notices, orders etc.4. Prepare instructions for the standing counsels of the commissions.5. Monitoring litigation and co-ordinate with the concerned Board/Section and standing counsels of the commission at various courts across the country.6. Aid in legal research and maintaining MIS.7. Handle grievances and complaints related to legal matters.8. Any other matter/work assigned by competent authority.
5.	Period of Contract	For 3 years

DETAILS OF THE POST

1.	Name of the Post	Manager (IT)
2.	Number of Post	03
3.	Qualification, Experience and Age Limit prescribed for the post	<p>(i) Master of Business Administration/Post Graduate Diploma in Management and Bachelor of Engineering/ Bachelor of Technology or Master of Computer Application;</p> <p>(ii) Eight years of experience of handling IT and Egovernance projects; and</p> <p>(iii) knowledge of government domain is desirable.</p> <p>Note 1: Qualification are relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified.</p> <p>Note 2: The aforesaid educational qualification & experience is the basic eligibility criteria.</p> <p>Note 3: The maximum age limit for appointment shall be not exceeding 40 years as on the closing date of receipt of applications.</p>
4.	Brief Description of Duties	<ol style="list-style-type: none">1. Ownership of complete software development life cycle and designing the structure of new technology systems, overseeing the implementation of programs, and liaising with the relevant teams.2. Study the status of IT Infrastructure of commission and assist in coming up with a robust IT infrastructure for better security, disaster recovery and business continuity.3. Ensure that individual project level initiatives are interoperable, standardized, scalable and secure

		<p>across various areas of software, hardware and infrastructure.</p> <p>4. Partner with the vendors and help them in adhering to technical standards/ architecture/ product and strategic control, specifications for the e - governance projects.</p> <p>5. Any other matter/work assigned by competent authority.</p>
5.	Period of Contract	For 3 years

DETAILS OF THE POST

1.	Name of the Post	Computer Programmer
2.	Number of Post	01
3.	Qualification, Experience and Age Limit prescribed for the post	<p>(i) Bachelor of Engineering/ Bachelor of Technology in Computer Science /Information Technology/Electronics and Communication or Master of Computer Application;</p> <p>(ii) having five years of experience in advisory services for IT Technologies/software background with experience of handling of IT and Egovernance projects; and</p> <p>(iii) knowledge of government domain is desirable.</p> <p>Note 1: Qualification are relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified.</p> <p>Note 2: The aforesaid educational qualification & experience is the basic eligibility criteria.</p> <p>Note 3: The maximum age limit for appointment shall be not exceeding 35 years as on the closing date of receipt of applications.</p>
4.	Brief Description of Duties	<ol style="list-style-type: none">1. Define, develop, test, analyze, and maintain new software applications in support of the achievement of business requirements.2. Create and install updates for existing programs and install updates for existing software programs in the commission.3. Write code in a different language so that programs and applications can be

		<p>compatible with different operating systems.</p> <ol style="list-style-type: none"> 4. Identify malicious software and fix software that could be vulnerable to potential hacks. 5. Prevents security breaches and data leaks. 6. Any other matter/work related to IT systems and software assigned by competent authority.
5.	Period of Contract	For 3 years

DETAILS OF THE POST

1.	Name of the Post	Staff Car Driver
2.	Number of Post	04
3.	Qualification, Experience and Age Limit prescribed for the post	<p>(i) Matriculation or equivalent pass;</p> <p>(ii) holding valid driving license issued by the licensing authority; and</p> <p>(iii) five years' experience of driving in a Central Government / State Government / Autonomous Organisation.</p> <p>Note 1: Qualification are relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified.</p> <p>Note 2: The maximum age limit for appointment shall be not exceeding 35 years as on the closing date of receipt of applications.</p>
4.	Brief Description of Duties	<ol style="list-style-type: none">1. To drive official cars of senior officials of NMC.2. To do simple repairs & cleanliness of the vehicles.3. To attend other duties as may be assigned.
5.	Period of Contract	For 3 years

DETAILS OF THE POST

1.	Name of the Post	Hindi Typist
2.	Number of Post	01
3.	Qualification, Experience and Age Limit prescribed for the post	<p>(i) Bachelor of Arts (Hindi);</p> <p>(ii) three years of hindi typing experience preferably in a Central Government / State Government / Autonomous Organisation.</p> <p>Note 1: Qualification are relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified.</p> <p>Note 2: The maximum age limit for appointment shall be not exceeding 35 years as on the closing date of receipt of applications.</p>
4.	Brief Description of Duties	<ol style="list-style-type: none">1. Typing of various letters, orders, training material, annual reports, write up of acts and regulations, technical terminology used in various sections of NMC.2. To attend other duties as may be assigned.
5.	Period of Contract	For 3 years

APPLICATION FORM

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1.	Name in Full (IN BLOCK LETTERS)					
2.	Post Applied For					
3.	Father's/Husband's Name					
4.	Contact Number					
5.	Email Id:					
6.	Permanent Address					
7.	Address for correspondence					
8.	Date of Birth/Age					
9.	Nationality					
10.	Educational and Professional Qualifications:					
	Qualification	Name of the Institution/Board /University	Years of Passing	Subjects Studied	Division/Percentage of Marks obtained	
11.	Details of Employment/Experience in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Name of the Organization	Designation	Start Date	End Date	Gross Salary	Brief Description of Duties
12.	A brief write-up indicating the relevance of past experience to the post applied for,					

DECLARATION

I hereby, declare that all the statements made in this application are true to the best of my knowledge. I understand that this position is purely on contract basis. If any of the particulars furnished by me are found to be incorrect, my candidature is liable to be rejected at any stage during or after selection process. If it is found after my appointment that the particulars furnished by me are incorrect, my services are liable to be terminated without any notice.

Place: -

Signature:

Date: -

Name: