

Annexure-1
DRAFT ADVERTISEMENT

F.No. R-4/193/Recruitment/Admin/NOTTO/18
National Organ and Tissue Transplant Organization
4th & 5th Floor, NIOP Building
VMMC & Safdarjung Hospital,
New Delhi-110029

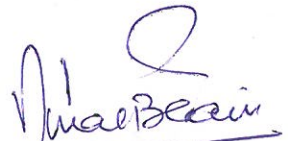
Applications are invited from the candidates fulfilling the eligible criteria for the post of Administrative Officer at NOTTO for a period of one year or till a regular officer is posted purely on contract basis which will be extended further, if needs be, by the competent Authority. The walk- in-interview for selection is scheduled to be held on the date shown against the post.

S.No.	Name of Post	No. of Post	Maximum Age	Monthly Remuneration	Date of walk-in Interview
1.	Administrative Officer	01	63 years	Rs. 50,000/-	06.06.2018

2. The details of post and terms and conditions for contractual appointment and other relevant rules, may be seen at www.notto.gov.in

3. Candidates accepting the terms and conditions and fulfilling the qualifications and experience may walk-in interview to appear before the selection committee on 06.06.2018 along with original certificates/testimonials, one set of attested photocopy of all documents including age, educational qualification, experience and 2 passport size photographs. The registration of the candidates will be from 09:00 to 11:00 A.M.

5. No TA/DA is admissible for attending the walk-in- Interview.


(Dr. Vimal Bhandari)
Director, NOTTO
18, May, 2018

Annexure-2

NOTTO proposes to fill up the following post purely on contract basis for a period of one year or till a regular officer is posted.

S.No.	Name of Post	No. of Post	Maximum Age	Monthly Remuneration	Date of walk-in Interview
1.	Administrative Officer	01	63 years	Rs. 50,000/-	06.06.2018

Eligibility Criteria and Requisite Qualification:-

Educational Qualification:-

Graduate Degree

Experience in Administration and establishment matters and also preferably in Accounts matters. Officers Possessing MBA or PG Diploma in Personnel Management shall be given preference.

The officers with the experience in a Health related institution would be preferred.

Responsibilities/Job Description of Administrative Officer

The Administrative Officer shall be responsible for all work relating to the Administrative and establishment matters in accordance with Government rules and procedures.

Consolidated Remuneration

Consolidated remuneration will be Rs. 50,000/- per month. The contractual appointee will be governed by the terms & conditions and relevant rules of Government of India. Income tax will be deducted at source on monthly basis.

No TA/DA is admissible for attending the Interview or for joining the post.

The leave entitlement of the appointee shall be governed in terms of instructions contained of DOPT & TOM No. 12016/3/84-Estt.(L) Dated 05.07.1990.

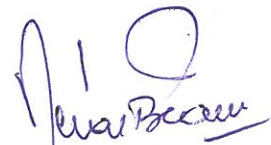
The post is to be filled up purely on contractual basis for a period of ~~one year~~ with effect from the date of joining which will be extended further, if needs, be by the competent authority. The appointment can also be terminated at any time by giving one month's notice or by paying one month's salary without assigning any reason or failure to complete the period of three months of the satisfaction of the competent authority. The candidate will not have any right to claim for regularization of their services under any circumstances. Candidate accepting the above said terms & conditions and fulfilling the qualifications and experience are required to appear walk-in interview as mentioned against the post, and report to the National Organ and Tissue Transplant Organization, 4th & 5th Floor, NIOP building, VMMC & Safdarjung Hospital Campus at 09:00 am positively along with all original relevant testimonials/documents, two photographs & one set of attested copy of all documents including age, educational qualification, experience etc.

The appointee shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion, LTC, conference allowance, government accommodation, travel allowance, telephone allowance etc. or any other benefits available to the Government servants appointed on regular basis.

Non-practicing allowance will not be admissible.

The appointee will not be granted any claim or right for regular appointment to any post under Government of India.

The appointee shall be on the whole time appointment of the Institution and shall not accept any other appointment, paid or otherwise and shall not engage himself/herself in private practice of any kind during the period of contract.



(Dr. Vimal Bhandari)

Director, NOTTO

18, May, 2018