

Council of Scientific & Industrial Research
Anusandhan Bhawan, 2, Rafi Marg
New Delhi – 110 001.

Sub: Engagement of retired Government Servants on short term contract basis
Advertisement No.CO/06/2016.

CSIR invites applications from Government servants from Central/ Central Autonomous bodies, who have retired or will retire by August, 2016 from the grades of Section Officer or Assistants, for preparation of panel for engagement as Consultant in CSIR in the following grades:

| Name of Position and Number of position | Eligibility Criteria, Experience | Desirable | Remuneration Per Month & upper age limit |
|---|--|---|--|
| 1 | 3 | 4 | 5 |
| 1. Consultant (SO) (In General Administration & in Finance Division) 10 positions | a. Should have retired from not below the rank of Section Officer i.e. not below the post carrying Grade Pay of Rs.4800/- in PB-2 on regular basis b. Must have at least 02 years' experience of working as Section Officer under Central Govt./ Central Autonomous body | Having working knowledge of computer or application of computer in day to day functioning of office | Rs. 20,000/- 65 years |
| 2. Consultant (Asstt. Gr.I) (In General Administration & in Finance Division) 20 positions | a. Should have retired from not below the rank of Assistant i.e. not below the post carrying Grade Pay of Rs.4600/- in PB-2 on regular basis b. Must have at least 02 yrs. experience in processing cases on Establishment related work and other policy matters work under Central Govt. / Central Autonomous body | a. Having working knowledge of computer or application of computer in the day to day functioning of office b. Proficiency in typing on computer in English or in Hindi | Rs.15,000/- 65 years |

Number of positions may vary.

Interested candidates, who fulfill the eligibility criteria, may apply in the prescribed proforma appended herewith and submit the same in an envelope super-scribed "Engagement as Consultant (SO)/ (Asstt. Gr.I) on contract basis in CSIR" which should reach this office within 10 working days from date of notification, at the following address:

The Deputy Secretary (Central Office)
Council of Scientific & Industrial Research
Anusandhan Bhavan, 2, Rafi Marg,
New Delhi – 110 001.

Deputy Secretary (CO)

Application form for engagement as Consultant (S.O/Assistant Gr.I).

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|-----|---|----------------------------|
| 1. | Name in full (Block Letter) | |
| 2. | Educational qualification | |
| 3. | Date of Birth | |
| 4. | Date if superannuation from Govt. service | |
| 5. | PPO No. (Enclose Xerox Copy) | |
| 6. | Complete residential address with phone number/mobile no. | |
| 7. | Office address at the time of retirement | |
| 8. | E-mail I.D | |
| 9. | Brief particulars of experience in Govt. service during last five years, just before retirement | |
| | Post held and Pay Band/Grade pay at the time of retirement | From To Area of experience |
| | | |
| 10. | Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary. | |
| 11. | Name of two references preferably from the organization in which worked along with Address and contact number | |

Documents to be enclosed along with the application form:

- a) Copy of retirement notification
- b) Copy of PPO
- c) Certificate in support of education qualification.

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 and I am medically fit to perform office work. I have read this document and ready to accept all the term & conditions for engagement of Consultants.

(Signature of the Candidate)

Place:

Date:

Terms & Conditions

1. Period of engagement

The engagement shall be initially for a period of six months or till further orders whichever is earlier.

The tenure of short term contract can be extended depending upon the performance of the consultant or functional requirement of the Department with the approval of the Competent Authority.

2. Selection Procedure

The engagement will be purely on short term contract basis. Applications received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Consultants will be selected from shortlisted candidates, may be after interview.

3. Remuneration

Rs.20,000/- for Consultant (S.O) and Rs. 15,000/- for Consultant (Assistant Gr.I)

4. Scope of Duties

During the period of such engagement, the Consultants would be required to perform any work as assigned to them by the concerned Branch Head in CSIR in which they would be posted to work as Consultant.

5. Leave

The Consultant would not be entitled to any kind of regular leave. However, they would be entitled to Casual Leave of 8 days in a calendar year, to be calculated on pro-rata basis.

6. TA / DA

No TA/ DA is admissible for joining the assignment or on its completion. Should they be required to travel outside Delhi in connection with the work of the CSIR during the period of their engagement, they will be entitled to draw TA/ DA as per normal rules as applicable to any serving officer of an equivalent rank in CSIR.

7. Office time and working hours

Engagement of Consultant would be on full time basis. Working hours shall be from 9:00 AM to 5:30 PM during working days including half an hour lunch break in between. They will not be allowed to take up any other assignment during the period of contractual engagement. The Consultant may be called on Saturday/Sunday/other Gazetted holidays, if required.

8. Tax Deduction at Sources

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

9. Confidentiality of data and documents

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

10. Conflict of interest

The Consultant engaged by this office, shall not represent or give opinion or advice to others in any matter which is adverse to the interest of this office.

11. Termination of service

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 15 days. In case, a Consultant desired to leave the assignment, he/she is to give 15 days' notice which can be curtailed/ extended depending upon the workload.

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