

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
Anusandhan Bhawan, Rafi Marg, New Delhi-110001

Dated: 25/08/2017

Engagement of Retired Government Servants from Central/ Central Autonomous bodies on short term contract basis in Council of Scientific & Industrial Research, Hqrs - reg

Council of Scientific & Industrial Research invites applications from Govt. servant's from Central / Central Autonomous bodies, who have retired after 30/06/2017 from the post of Sections Officer/ Private Secretary/ Protocol Officer, for preparation of panel for engagement as Consultant in CSIR in the following grades:

S.No.	Name of the post	No. of incumbents proposed to be empanelled	Age Limit (as on the last date of receipt of applications)	Remuneration on per month
1.	Consultant (Section Officer)	01	Should not have attained the age of 65 years	Rs.20.000/-
2.	Consultant (Private Secretary)	01	Should not have attained the age of 65 years	Rs.20.000/-
3.	Consultant (Protocol Officer)	01	Should not have attained the age of 65 years	Rs.20.000/-

2. The details including eligibility criteria, term of reference etc. of the above engagement are placed at Annexure-I.
3. Interested candidates, who fulfill the eligibility criteria may submit their application in the prescribed proforma in sealed cover-super-scribed "Engagement for the post of Consultant (SO) Consultant (PS) and Consultant (Protocol Officer) 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
2, Rafi Marg, New Delhi-110001

(Ram Sarup)

Deputy Secretary

ELIGIBILITY CRITERIA

The Consultant proposed for engagement shall be well acquainted with the functioning of Central Government Ministries/Department. Retired Persons as mentioned in Col.3/4 below, from Central Government Ministries/Department/Central Autonomous bodies need to apply.

Name of Position	No. of persons likely to engaged	Eligibility Criteria & Experience	Desirable	Remuneration per month
1	2	3	4	5
1.Consulant (Section Officer)	01	a. Should have retired from not below the rank of Section Office i.e. not below the post carrying GP of Rs.4800/- in PB-2 (6th CPC) & Pay Level and cell (7th CPC) on regular basis.	Having working knowledge of computer or application of computer in the day to day functioning of office and dealing with service/Establishment matters.	Rs.20,000/-
2.Consulant (Private Secretary)	01	b. Should have retired from not below the rank of Private Secretary i.e. not below the post carrying GP of Rs.4800/- in PB-2 (6th CPC) & Pay Level and cell (7th CPC) on regular basis.	Having good stenographic and typing skills and proficiency in handling computers. Fixing appointments, Screening telephone calls/visitors, arranging meetings, collecting information, handling correspondence.	Rs.20,000/-
3.Consulant (Protocol Officer)	01	c. Should have retired from not below the rank of Protocol Office i.e. not below the post carrying GP of Rs.4800/- in PB-2 (6th CPC) & Pay Level and cell (7th CPC) on regular basis.	Having working experience in protocol and hospitality work, particularly relating to foreign guests and delegations and airlines formalities etc.	Rs.20,000/-

Proforma

Annexure -II

Application for engagement of Consultant in CSIR

1.	Name in full (Block letter)					
2.	Educational qualification					
3.	Date of birth					
4.	Date of 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 retirement					
8.	E-mail id					
9.	Brief particulars of experience in Govt. service during last five years, just before retirement	Post	From	To	PB/GP (6 th CPC) Pay Level/Cell (7 th CPC)	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 organisation in which worked alongwith Address and contact number					

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 angel 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 Consultant.

(Signature of the Candidate)

Place:

Date:

Terms & Conditions

1. Period of engagement

The engagement shall be initially for a period of one year 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 terms contract basis. Application 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

As stated in column 5 of the eligibility criteria.

4. Scope of Duties

During the period of such engagement, the Consultants would be required to perform any work as assigned to them by concerned Branch Heads in the 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, if required for office work, as per normal rules as applicable to any serving Officer of an equivalent rank in CSIR

7. Office time and working hours

Engagement of Consultants 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 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 Source

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 published or disclose or part with, to a third

party, any part of the data or statistics or proceedings or information collected for the purposed of this assignment or during the course of the 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 in no case 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 desires to leave the assignment, he/she is to give 15 days' notice which can be curtailed /extended depending upon the workload.

12. Guidelines for the submission of the application

The duly completed applications in prescribed proforma should be submitted so as to reach the office within 10 working days from the date of notification. Any application received after the above date will not be entertained. The application should be submitted with the following documents:-

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