

## Advertisement for engagement of consultants in CSIR

No. 02/2023/C

Dated: 03/02/2023

Application in the prescribed format (as per Annexure-I) are invited from eligible retired employees of CSIR/Central Autonomous bodies/ Central Government /PSUs for engagement as Consultants in CSIR, Anusandhan Bhawan, Rafi Marg-2, New Delhi-01 and its units situated in Delhi on short-term contract basis as per details given below:-

### A. Vacancy Details and eligibility:

Post Code	Number of post(s)	Post held at the time of retirement/ Level in 7 CPC	Section/Division
0102	01	Assistant Section Officer or equivalent/Level 7	DRC, CSIR HQ.
<b>Scope of work/Experience required:</b> Experience of work related to recruitment, may be able to draft advt., letters, prepare synopsis, etc.			
0202	02	Assistant Section Officer or equivalent/Level 7	HR-II, CSIR HQ.
<b>Scope of Work -</b> Work as a dealing hand in Central Government establishment.			
0302	01	Assistant Section Officer or equivalent/Level 7	Cash Section, CSIR HQ.
<b>Scope of Work</b> –15 years' experience to operate Impress programme (Currently operated in CSIR for salary) based on Fox pro. Exposure to functionality of ERP software (currently operated in CSIR). Knowledge of Public Financial Management System. Exposure to operation of programme based on "DOT NET" as introduce in CSIR in the upcoming Financial Year i.e. 2023-24.			
0402	01	Hindi Officer/Level 10	Rajbhasha, CSIR HQ.
<b>Scope of Work</b> -राजभाषा कार्यान्वयन, अनुवाद एवं पुनरीक्षण, संसद सत्र, सीएसआईआर-प्रयोगशालाओं/संस्थानों आदि से सम्बंधित विभिन्न कार्य			
0502	02	Assistant Section Officer or equivalent/Level 7	Rajbhasha, CSIR HQ.
<b>Scope of Work</b> - समस्त अनुभागों से प्राप्त विभिन्न प्रकार की वृहत्त आकारीय रिपोर्टें, प्रतिवेदन, संसद सत्र के दौरान प्रश्नोत्तरों, संसद के दोनों सत्रों में प्रस्तुत किए जाने वाले वक्तव्यों, रिपोर्ट अनुभाग से प्राप्त विभिन्न एटीएन, कार्यालय ज्ञापन, परिपत्र, मंत्री कार्यालय से प्राप्त विभिन्न सामग्री, इत्यादि के किए गए अनुवाद कार्य का टंकण एवं तत्पश्चात त्रुटि सुधार आदि संबंधी कार्य करना। विभिन्न पत्र-पत्रिकाओं हेतु भेजे जाने वाले संदेशों का प्रारूप का टंकण कार्य करना। समय-समय पर अधिकारियों द्वारा सौंपे जाने वाले अन्य कार्य करना परिषद की दिल्ली स्थित प्रयोगशालाओं/संस्थानों से हिंदी के प्रगामी प्रयोग से संबंधित तिमाही प्रगति रिपोर्ट प्राप्त करना उसकी समीक्षा कर सक्षम प्राधिकारी को प्रस्तुत करना। परिषद मुख्यालय के सभी अनुभागों/प्रभागों/यूनिटों आदि से हिंदी के प्रगामी प्रयोग से संबंधित तिमाही प्रगति रिपोर्ट प्राप्त करना और उन्हें समेकित एवं समीक्षा कर सक्षम प्राधिकारी को प्रस्तुत करना एवं राजभाषा विभाग को ऑन लाइन प्रस्तुत करना। हिंदी दिवस/पखवाड़ा/माह तथा हिंदी कार्यशाला के आयोजन से संबंधित समस्त कार्य। मुख्यालय की राजभाषा कार्यान्वयन समिति की बैठक संबंधी कार्य। केन्द्रीय राजभाषा कार्यालय समिति संबंधी; नगर राजभाषा कार्यान्वयन समिति (दिल्ली मध्य) से संबंधित कार्य। भारत सरकार के राजभाषा विभाग के साथ पत्र व्यवहार; अनुभाग में प्राप्त डाक डायरी; अनुभाग से बाहर जाने वाली डाक की डायरी आदि। परिषद के वार्षिक लेखाओं (Annual Accounts) के हिंदी अनुवाद का टंकण एवं मिलान कार्य। मुख्यालय के हिंदी संबंधी रोस्टर का रखरखाव/अद्यतनीकरण। राजभाषा नीति के प्रभावी कार्यान्वयन में अन्य विशेष सहयोग। वरिष्ठ अधिकारियों द्वारा समय-समय पर दिए जाने वाले अन्य कार्यों का टंकणादि कार्य सीएसआईआर की समस्त 33 (दिल्ली की प्रयोगशालाओं/संस्थानों को छोड़ कर) प्रयोगशालाओं की तिमाही हिंदी प्रगति रिपोर्ट प्राप्त			



<p>करना, उनकी समीक्षा तैयार करना, तिमाही रिपोर्ट प्राप्त न होने की स्थिति में अनुस्मारक जारी करना, उक्त सभी प्रयोगशालाओं/संस्थानों में संसदीय राजभाषा समिति की दूसरी उप-समिति द्वारा निरीक्षण किए जाने संबंधी आद्योपान्त समस्त कार्य करना, उक्त प्रयोगशालाओं/संस्थानों से संबंधित समस्त कार्य एवं पत्राचार के साथ-साथ उक्त प्रयोगशालाओं/संस्थानों का मुख्यालय द्वारा राजभाषा विषयक निरीक्षण किए जाने पर तत्संबंधी समस्त कार्य करना। अनुभाग में होने वाले वृहत्ताकारीय अनुवाद कार्य की तात्कालिकता एवं परिमाण के अनुसार टंकण कार्य करना तथा समय-समय पर यथाआवश्यकता अन्य कार्यों में सहायता करना।</p>			
<b>0602</b>	<b>02</b>	<b>Hindi Translator</b>	<b>Rajbhasha, CSIR HQ.</b>
<p><b>Scope of Work</b> - समस्त अनुभागों से प्राप्त विभिन्न प्रकार की वृहत्त आकारीय रिपोर्टें, प्रतिवेदन, संसद सत्र के दौरान प्रश्नोत्तरों, संसद के दोनों सत्रों में प्रस्तुत किए जाने वाले वक्तव्यों, रिपोर्ट अनुभाग से प्राप्त विभिन्न एटीएन, कार्यालय ज्ञापन, परिपत्र, मंत्री कार्यालय से प्राप्त विभिन्न सामग्री, इत्यादि का अनुवाद कार्य, विभिन्न पत्र-पत्रिकाओं आदि हेतु भेजे जाने वाले संदेशों का प्रारूप तैयार करना एवं यथा आवश्यकता पुनरीक्षण एवं प्रूफ रीडिंग इत्यादि कार्य। राजभाषा कार्यान्वयन कार्य में हिंदी अधिकारी को सहयोग देना।</p>			
<b>0702</b>	<b>02</b>	<b>Assistant Section Officer or equivalent/Level 7</b>	<b>Legal Section, CSIR HQ.</b>
<p><b>Scope of Work</b> – To examine the receipts viz. OAs, WPs, notices and such other letters/communication from labs./Instts. and to assist the SO for preparing and submitting the case file for consideration and approval of the competent authority.</p>			
<b>0802</b>	<b>01</b>	<b>Under Secretary/Deputy Secretary/Level 11//Level 12</b>	<b>Legal Section, CSIR HQ.</b>
<p><b>Scope of Work</b> –To examine the issues, which involve higher level of administrative and legal intricacies and facilitate the authorities to arrive at a viable solution and workable course of action. To make case study with a views to find the nature and causes of litigation in CSIR and suggest the ways and means for effective disposal of the cases and to find the possibilities to reduce litigation/legal cases. To provide guidance to the junior level functionaries for better and effective disposal of day-to-day work. To co-ordinate between labs and CSIR-Hqrs. officers concerned and the advocate(s) wherever may be so required.</p>			
<b>0902</b>	<b>01</b>	<b>Junior Secretariat Assistant &amp; Equivalent/Level 2</b>	<b>General Section, CSIR HQ.</b>
<p><b>Scope of Work</b> – Dispatch Rider</p>			
<b>1002</b>	<b>01</b>	<b>Assistant Section Officer or equivalent/Level 7</b>	<b>RTI Cell, CSIR HQ.</b>
<p><b>Scope of Work</b> - To manage and assist the Section Officer (RTI Cell) in all the related RTI work as Asstt. Level.</p>			
<b>1102</b>	<b>01</b>	<b>Technical Assistant or equivalent/Level 5</b>	<b>Maintenance Division, MBSA</b>
<p><b>Scope of Work</b> - Assisting in various misc. nature site activities in addition to sending various types of correspondences bills etc. from CSIR Hqrs./complex to MBSA.</p>			
<b>1202</b>	<b>01</b>	<b>Assistant Section Officer or equivalent/Level 7</b>	<b>Central Budget Division, CSIR HQ.</b>
<p><b>Scope of Work</b> –Processing of various proposals received from Central Planning Directorate etc. for release of funds under different budget heads/projects of CSIR. Processing of various proposals received from all the CSIR Labs./Instts./Units for release of funds under different heads etc.</p>			



1302	01	Manager Cafeteria/Level 7	Cafeteria, CSIR HQ.
<b>Scope of work/Experience required:</b> have experience in supervising canteen staff as a Manager, can maintain inventory of supplies, safety standards in food items etc.			
1402	01	Sr. Technician/Level 8	Maintenance Division, CSIR HQ.
<b>Scope of work/Experience required:</b> to assist executive engineer (electrical) for supervision of day to day electrical operated equipments and also preventive and breakdown electrical works at CSIR Hq.			

**B. Terms and Conditions for the engagement:**

1.	<b>Period of engagement</b>	Initially for six months or until the regular incumbent joins the post. The engagement period may be extended at the discretion of the Competent Authority subject to functional need. However, the maximum age upto which a retired employee can be engaged, will be 65 years.
2.	<b>Job location</b>	CSIR, Anusandhan Bhawan, Rafi Marg, New Delhi And its units situated in Delhi
3.	<b>Age Limit</b>	(a) Candidate should not be more than 64 years of age on the last date of receipt of applications.
4.	<b>Remuneration</b>	Retired employees will be paid fix remuneration @ (Last Basic Pay drawn – Basic Pension) as per Deptt. of Expenditure OM dated 09/12/2020
5.	<b>Leave</b>	As per Deptt. of Expenditure OM dated 09/12/2020 or any subsequent instructions issued on the subject.
6.	<b>Working Hours</b>	(a)The retired employees shall be required to observe the normal office timing between 9.00 am to 5.30 pm and may also be called upon to attend beyond working hours and also on Saturday/Sunday or any other holiday, in case of exigencies of work. No extra remuneration shall be paid for extra Hours/holidays. (b) They shall mark their attendance in Attendance Register mandatorily or on any applicable mode, failing which, it may result in deduction of remuneration.
7.	<b>Terms of engagement</b>	(a) Selected Candidates will be engaged purely on contractual basis initially for a period of six months and will not confer any right for regular appointment in the Department including any allowance such as DA, transport facility residential accommodation, residential telephone facilities, etc. (b) The engagement of the contractual position can be terminated at any time by giving one month's notice.
8.	<b>Selection procedure</b>	(a)CSIR through a Screening cum Selection Committee will arrange Walk-In interview of the eligible candidates. (b) The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.



9.	<b>General Conditions</b>	<p>(a) The selected Candidates will be governed by the Official Secrets Act, 1923, as amended from time-to-time and will not disclose to any unauthorized person(s) any information/data that may come to their notice during the period of their engagement in the Department. All Such documents will be the property of the Council.</p> <p>(b) They will not utilize or publish or part with, to a third party, any part of the data or statistics or proceedings on information collected for the purpose of their assignment or during the course of, assignment for the Department without the express written consent of the Department.</p> <p>(c) Attention is drawn to Central Vigilance Commission's circular No. 01/01/17 dated 23.1.2017 and circular No. 08/06/11 dated 24.06.2011 regarding engagement of Consultants. They will be completely accountable for any advice or any service rendered by them during their engagement in this department in view of norms of ethical business and professionalism.</p> <p>(d) They must act, at all times in the interest of CSIR and render any advice /service with professional integrity.</p> <p>(e) They will maintain highest standards of integrity transparency, competitiveness, economy and efficiency while working as consultant in the Department.</p> <p>(f) The retired employees so engaged shall in no case represent or give opinion or advice to others in any matter, which is adverse to interest of the Council, nor will they indulge in any activity outside terms of the contractual assignment.</p>
	<b>Venue &amp; Date</b>	CSIR Hqrs., 2 Rafi Marg, Anusandhan Bhawan, New Delhi-110001 on 23 <sup>rd</sup> & 24 <sup>th</sup> February, 2023. Candidates are advised to check CSIR Website regularly for any update on the venue and date.

**C. Instructions for the Candidates:**

1. Before filling up the application form, candidates are advised to check their eligibility as per the advertisement and also suitability for the scope of work mentioned against each post code.
2. Separate application form should be filled for each post code.
3. Candidates are advised to report for selection process at 10.00 AM on 23/02/2023 at the venue mentioned in the advertisement.
4. The selection process will start from 10.00 AM on 23/02/2023 and can be extended to 24/02/2023, in case all the candidates appearing for selection process could not be assessed on 23/02/2023.

5. Candidates are advised to make their arrangements for stay and travel accordingly. No assistance will be provided by CSIR in this regard.
6. The venue, date and time of selection process may change due to administrative reasons. If so, the same will be notified on CSIR website. Candidates are advised to check CSIR Website regularly for updates regarding this.
7. Candidates are required to bring original of all their testimonials, educational qualification certificates at the time of selection process.
8. Willing candidates can also inform about their participation in the selection process through e-mail on [pramodkc@csir.res.in](mailto:pramodkc@csir.res.in)
9. For any queries please contact at Ph. no. 011-23470527 & write on e-mail [pramodkc@csir.res.in](mailto:pramodkc@csir.res.in)

Sd/-

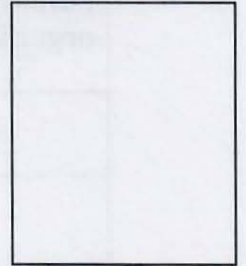
Sr. Deputy Secretary (CO)

Encl: As above



**Annexure 1- Application Form**

**Engagement of Retired Employees as Consultant in CSIR Rafi Marg ,New Delhi-01**



Advertisement No. \_\_\_\_\_ Dated \_\_\_\_\_

1. Post Code: \_\_\_\_\_
2. Full Name: \_\_\_\_\_
3. Father's Name: \_\_\_\_\_
4. Date of Birth: \_\_\_\_\_ (DD/MM/YYYY) Age (as on date): \_\_\_\_\_
5. Gender: Male/ Female
6. Full Address (PIN code): \_\_\_\_\_  
\_\_\_\_\_
7. Mobile No. \_\_\_\_\_
8. E-mail Address: \_\_\_\_\_
9. Basic Pension: \_\_\_\_\_ (enclose copy of PPO)
10. Last Pay Drawn and Pay Level: \_\_\_\_\_ (enclose last pay slip)
11. Details of the Education Qualification held by the Applicant.

S. No.	Education Qualification	Passing Year	Marks	Percentage

12. Employment History in chronological order.

(Attach separate sheet in following format, if necessary)

Name and Address of employer/ organization	Period of service	Designation of the Post held	Remuneration	Detailed description of work	Reason of leaving each post

13. Professional Trainings/ Certifications

Organization	Details of Training/ Certificate	Period	
		From	To

**Declaration:** I hereby solemnly declare that all the above-mentioned statements are true and correct to the best of my knowledge and belief. Nothing is false or has been concealed/ distorted. If at any time I am found to have concealed/ distorted any material/ information, my appointment shall be liable to termination without notice.

Place: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date: \_\_\_\_\_

Name of the Applicant \_\_\_\_\_
