

## Advertisement for engagement of consultants in CSIR

No.07/2023/C

Dated: 19/07/2023

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

### A. Vacancy Details and eligibility:

Post Code	Number of post(s)	Post held at the time of retirement	Section/Division
0107	01	Assistant Section Officer /Section Officer Level 7/8/9	HRDC, Gzbd.
<b>Scope of work</b> – Administrative work such as service matters related works (Personal files and service books), pay fixation and arrears			
0207	01	Senior Secretariat Assistant/Level 4	HRDC, Gzbd.
<b>Scope of work-</b> knowledge of Accounts, ERP, MS office, IMPACT etc.			
0307	02	Assistant Section Officer /Section Officer Level 7/8/9	HRDC, Gzbd.
<b>Scope of work-</b> work of stores & purchase			
0407	01	Assistant Section Officer /Section Officer Level 7/8/9	HRDG-General Section (CSIR Complex), Pusa
<b>Scope of work</b> – all matters related to contracts pertaining to manpower, security, hiring of taxis and other misc. matters being dealt with by the Gen. Section.			
0507	01	Assistant Section Officer /Section Officer Level 7/8/9	HRDG-Bill section (CSIR Complex), Pusa
<b>Scope of work</b> – all matters related to medical bills, pensions disbursement, salary and other payment related matters.			
0607	01	Assistant Section Officer /Section Officer Level 7/8/9	HRDG-Vigilance/Legal Section (CSIR Complex), Pusa
<b>Scope of work</b> – all matters related to drafting replies to legal cases/vig. related performa/maintenance of APARs etc.			
0707	02	Assistant Section Officer /Section Officer Level 7/8/9	HR-III, CSIR HQ.
<b>Scope of work</b> – to process receipts as per applicable rules in GoI/CSIR and to assist SOs.			
0807	04	Assistant Section Officer /Section Officer Level 7/8/9	Policy Division, CSIR Hq.
<b>Scope of work/experience required:</b> (a) providing assistance in dealing matters pertaining to Scientist, Technical and Administrative Staff. (b) Interpretation of instructions issued by various Ministries like DOPT, Ministry of Finance etc. (c) preference shall be given to			

candidates having the following experiences: (i) Dealt with Recruitment matters, (ii) dealt with establishment matter, (iii) dealt with legal matters, (iv) working experience in CSIR.			
0907	01	Lab. Asstt. / Level 5	Office of JS&FA, CSIR/DSIR
<b>Scope of work :</b> (i) Diarizing all Dak/Files on computer generated system, (ii)keeping records of movement of all internal physical files, (iii) deliver important/urgent communications at deptts./ministries, GoI offices located at different locations in delhi, (iv) attending all guests in a professional way and serve them as per the office needs, (v) attend official calls in the absence of regular/permanent staff,(vi) all misc. works assigned by the O/o JS &FA, CSIR/DSIR.			
1007	01	Canteen Bearer	Canteen, CSIR HQ.
<b>Scope of work :</b> To provide/facilitate canteen services at first floor, Golden Jubilee Block including JS office, DG, office and other VIP rooms at first floor.			
1107	01	Sr. SE Gr. III(7), Level -13	ESD, CSIR Complex
<b>Scope of work :</b> To provide assistance in facilitating of engineering activities, such as; structural repairs & rehabilitation works of CSIR MBSA buildings, processing the matter of disposal of old staff quarters of CSIR, and matter related to land acquisition, transfer and leasing.			
1207	01	Assistant Section Officer /Section Officer Level 7/8/9	HR-III, CSIR HQ
<b>Scope of work :</b> having experience in disciplinary cases.			

**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/NCR.
3.	<b>Age Limit</b>	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 Department 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.
6.	<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.
7.	<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.
8.	<b>General Conditions</b>	(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. (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. (c) Attention is drawn to Central Vigilance Commission's circular No. 01/0/2017 dated 23.1.2017 and circular No. 08.06.2011 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. (d) They must act, at all times in the interest of CSIR and render any advice /service with professional integrity. (e) They will maintain highest standards of integrity transparency, competitiveness, economy and efficiency while working as Consultant in the Department. (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 the interest of the Council, nor will they indulge in any activity outside the terms of the contractual assignment.
9.	<b>Venue &amp; Date</b>	CSIR HQ., Anusandhan Bhawan, 2 Rafi Marg, New Delhi-110001 on 31 <sup>st</sup> July, 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 31/07/2023 at the venue mentioned above alongwith duly filled application form(s).
4. 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.
5. Candidates are required to bring original of all their testimonials, educational qualification certificates at the time of Interview.
6. 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 \_\_\_\_\_