

## Advertisement for engagement of consultants in CSIR

No. 03/2023/C

Dated: 10/04/2023

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, 2 Rafi Marg, New Delhi-01 and its units situated in Delhi/NCR 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 7th CPC	Section/Division
0103	01	Assistant Section Officer/Section Officer or equivalent/Level 7 or 8/9	HR-II, CSIR HQ.
<b>Scope of Work - Work as a dealing hand in Central Government establishment.</b>			
0203	02	Assistant Section Officer/Section Officer or equivalent/Level 7 or 8/9	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 लिए 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 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 वृहत्त आकारीय अनुवाद कार्य की तात्कालिकता एवं परिमाण के अनुसार टंकण कार्य करना तथा समय-समय पर यथा आवश्यकता अन्य कार्यों में सहायता करना।			
0303	02	Hindi Translator	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 का अनुवाद कार्य, विभिन्न पत्र-पत्रिकाओं आदि हेतु भेजे जाने वाले संदेशों का प्रारूप तैयार करना एवं यथा आवश्यकता पुनरीक्षण एवं प्ररूप रीडिंग इत्यादि कार्य। राजभाषा कार्यान्वयन कार्य में हिंदी अधिकारी को सहयोग देना।			

0403	02	Assistant Section Officer/Section Officer or equivalent/Level 7 or 8/9	Legal Section, CSIR HQ.
<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.			
0503	01	Under Secretary or Deputy Secretary or equivalent/ Level 11 or 12	Legal Section, CSIR HQ.
<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.			
0603	01	Technical Assistant or equivalent/Level 5	Maintenance Division, MBSA
<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.			
0703	01	Lab.Asstt./Level 4 or 5	CPD, CSIR Hqrs.
<b>Scope of Work</b> –works like annual reports, DSIR reports, demands for grants, parliament reports, photocopy of different types of confidential matters etc.			
0803	01	Sr. Technician/Level 8	Maintenance Division, CSIR Science Centre
<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 Science Centre, Lodhi Road, New Delhi.			
0903	01	Section Officer/ level 8 & 9	HRDC, Gzbd.
<b>Scope of Work</b> –Administrative work such as Income tax filing, & Challan, Form 16, Salary, Tender work (GEM & CPP).			
1003	01	Assistant Section Officer/ Level 7/ Section Officer/ level 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			
1103	02	Assistant Section Officer/ Level 7/ Section Officer/ level 8/9	HRDC, Gzbd.
<b>Scope of Work</b> –Knowledge of Accounts, ERP, MS office, IMPACT etc.			
1203	01	Senior Secretariat Assistant/Level 4	HRDC, Gzbd.
Scope of Work - Knowledge of Accounts, ERP, MS office, IMPACT etc.			
1303	02	Assistant Section Officer/Level 7 / Section Officer / level 8 or 9	HRDC, Gzbd.
<b>Scope of Work</b> –work of Stores & Purchase Section.			

1403	01	Assistant Section Officer or equivalent/Level 7 / Section Officer/ level 8 or 9	HRDG-Estt. Section (CSIR Complex), Pusa
<b>Scope of Work</b> —all matters related to service of employees, pension cases, joining/relieving etc.			
1503	01	Assistant Section Officer or equivalent/Level 7/ Section Officer/ level 8 or 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			
1603	01	Assistant Section Officer or equivalent/Level 7/ Section Officer/ level 8 or 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.			
1703	01	Assistant Section Officer or equivalent/Level 7/ Section Officer/ level 8 or 9	HRDG- Vigilance/Legal Section (CSIR Complex), Pusa
<b>Scope of Work</b> – all matters related to drafting replies to legal cases/Vig. Related proforma /maintenance of APARs etc.			
1803	01	Principal Technical Officer/Level 12	SCDD, CSIR Hqrs.
<b>Scope of Work</b> – for planning & execution of exhibitions, liasoning with the event organizers for smooth logistics, compilation of daily news bulletin, org. of mega events, mgt. and coordination of both regular and mega events like Indian Science Congress, India International Science Festival etc.			
1903	02	Assistant Section Officer/ Section Officer/ Level 7 or Level 8/9	HR-III, CSIR Hqrs.
<b>Scope of Work</b> —to process receipts as per applicable rules in GoI/CSIR and to assist SOs.			
2003	04	Assistant Section Officer/ Section Officer/Level 7/8 or 9	Policy Division, CSIR Hqrs.
<b>Scope of work/Experience required:</b> (a) providing assistance in dealing matters pertaining to Scientists, 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.			
2103	01	Lab. Assistance/Level 5	Library, CSIR Hqrs.
<b>Scope of work-</b> having expertise/experience of stock verification of books/journals, arranging/filing of journals/books, binding of journals and accessioning of binded journals.			

2203	01	Senior Technician (Grade-II(5)/Level 8	HRDG, CSIR Complex, Pusa
<b>Scope of work-</b> assisting in various misc. nature site activities w.r.t. sanitation, plumbing and housekeeping works at MBSA.			
2303	01	ASO/SO or equivalent/Level 7/8/9	EMR Finance, HRDG CSIR Complex, Pusa
<b>Scope of Work</b> – To manage the receipts and payments and assist the Section Officer (F&A) in all the related matter of Extra Mural Research. Experience required : He/she should have a knowledge and experience of 10 years for handling of govt. schemes, research grant scheme, travel grant/symposium grant and pool scheme. He/she should have a knowledge of handling of PFMS, New FMS and AMS software.			

**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 up to which a retired employee can be engaged, will be 65 years.
2.	<b>Job location</b>	CSIR, Anusandhan Bhawan, 2 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 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 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>	(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

	<p>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>	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 up for each post code.
3. Duly filled application form alongwith all the relevant documents (in triplicate) should be sent to Section Officer, Central Office (Admn.), Council of Scientific & Industrial Research, Anusandhan Bhawan, 2 Rafi Marg, New Delhi-110001 or email to [harinath@csir.res.in](mailto:harinath@csir.res.in) The last date of the receipt of application is 01.05.2023.
4. Please write APPLICATION FOR ENGAGEMENT OF RETIRED EMPLOYEES, on the envelope containing the application form.
5. Candidates are advised to check their e-mail/CSIR Website (under Notification) for further update on the selection process.
6. For any queries please contact at Ph. no. 011-23470527 or can send an e-mail to [harinath@csir.res.in](mailto:harinath@csir.res.in)

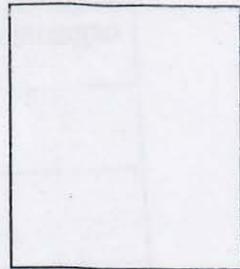
Sd/-

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 \_\_\_\_\_
