

Advt. No.: R&C/Administrative Consultant/2026

Date of Advertisement: 18/02/2026

Last date of submission of application: 17/03/2026

CSIR-Indian Institute of Chemical Biology, Kolkata, a premier Institute under the aegis of Council of Scientific and Industrial Research (CSIR), is inviting applications in prescribed format (as per Annexure – I) from eligible retired employees of CSIR / Central Autonomous Bodies / Central Government for **engagement of Administrative Consultant** on short term contractual basis as detailed below:

A. Vacancy Details and eligibility:

Number of the position	Post held at the time of retirement / Pay Level in 7 th CPC	Section / Division
01	Deputy Secretary / Controller of Administration or equivalent, Pay Level 12 and above	Administration
Scope or work: Any administrative work as assigned by the Director, CSIR-IICB		

B. Terms and conditions for engagement:

1.	Period of engagement	The tenure of engagement shall be initially for six months. The engagement period may be extended at the discretion of the Competent Authority subject to satisfactory performance of the candidate and as per functional need. However, the maximum age up to which a retired employee can be engaged, will be 65 years as per GOI / CSIR norms.
2.	Job Location	CSIR-Indian Institute of Chemical Biology, Kolkata
3.	Age Limit:	Candidate should not be more than 64 years of age as on the last date of receipt of applications.
4.	Remuneration	A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. Retired employee who have superannuated under NPS will be paid the fixed monthly remuneration @ (Last Basic Pay drawn – 30% of the Last Basic Pay drawn) as per Deptt. Of Expenditure OM No. 3-25/2020-E.III (A) / Pt dated 18.10.2023. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period.
5.	Leave	Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service is admissible. Accumulation of leave beyond a calendar year may not be allowed.
6.	Working Hours	The Consultant shall be required to observe the normal office timing between 9.30 am to 6.00 pm and may also be required to work beyond office hour and on Saturday / Sunday or any other holiday, in case of exigencies of work. No extra remuneration shall be paid for extra hours / holiday.
7.	Tenure of engagement	a. Selected candidate will be engaged purely on contractual basis initially for a period of six months and will not confer any right for regular appointment in CSIR-IICB including any allowance such as DA, transport facility, residential accommodation, residential telephone facilities etc. b. The engagement of contractual position can be terminated at any time by giving one month's notice by either side.
8.	Tax Deduction at source	The income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS certificate will be issued to him.
9.	General Condition	a. The selected candidate 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 his notice during the period of his engagement in CSIR-IICB. All such documents will be the property of the Council. He will sign an agreement of confidentiality with the Council containing a clause of Ethics and Integrity. b. He 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

		<p>purpose of their assignment or during the course of assignment for this Institute without the express written consent of the Competent Authority, CSIR-IICB.</p> <p>c. Attention is drawn to Central Vigilance Commission's Circular No. 01.01.2017 dated 23.01.2017 and Circular No. 08/06/2011 dated 24.06.2011 regarding engagement of Consultants. He 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. He must act at all times in the interest of CSIR and render any advice / service with professional integrity.</p> <p>e. He will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in CSIR-IICB.</p> <p>f. The retired employees so engaged shall neither represent or give opinion or advice to others in any matter which is adverse to interest of the Council / Institute, nor will he indulge in any activity outside the terms of the contractual assignment.</p>
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C. Eligibility criteria for engagement of Consultant: Candidates who have retired from CSIR / Central Autonomous Body / Central Government from Pay Level 12 and above (as per 7th CPC) from the rank of Deputy Secretary or above with minimum 5 years of experience in that post.

D. Selection Procedure: A duly constituted Screening-cum-Selection Committee shall shortlist the applications based on the eligibility criteria and hold a personal interview to assess his / her suitability for the engagement. The decision of the Competent Authority on selection of candidate will be final and no correspondence on this subject will be entertained.

E. Instructions for the candidates:

1. Before filling up the attached application form, candidates are advised to check their eligibility as per the advertisement and suitability.
2. Candidate must send self-attested copy of his / her Pension Payment Order (PPO) and last salary slip and Aadhar Card alongwith the filled in application form.
3. Duly filled-in application form along with all the relevant documents should be sent through **email only** to recruitment.iicb@csir.res.in .The last date of receipt of application is **17.03.2026**.
4. All applicants should have a valid email id, all communication such as Call Letter / Result of Personal Discussion, Offer of Engagement, all kind of notices will be communicated through email only. Communication forwarded through email will be treated as served. Therefore, candidates are required to check their email regularly.
5. Non-receipt of application within the stipulated time or application received without relevant documents will be rejected.
6. The number of retired employees to be engaged as Consultant as indicated above is provisional and may vary at the time of selection.
7. The decision of the Director, CSIR-IICB, in all matters relating to eligibility, acceptance or rejection of application, mode of selection, not to fill up post etc will be final and binding on the candidates and no interim inquiry or correspondence will be entertained in this connection from any individual.
8. Please write APPLICATION FOR ADMINISTRATIVE CONSULTANT AT CSIR-IICB, KOLKATA in subject of the email at the time of application.
9. Candidates are advised to check their email / CSIR-IICB website for further update on the selection process.
10. For any queries please contact recruitment.iicb@csir.res.in

Controller of Administration

Enclosure: As above



CSIR-Indian Institute of Chemical Biology

4, Raja S.C. Mullick Road, Kolkata 700032



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Application Form for the position of Administrative Consultant

To,

The Director

CSIR-Indian Institute of Chemical Biology

4, Raja S.C. Mullick Road, Kolkata 700032

Recent Passport size
Photograph

1. Name of the applicant (in capital letter): _____

2. Father's Name: _____

3. Date of Birth (DD/MM/YY): _____

4. Sex: Male / Female / Others (✓ on appropriate option)

5. Marital Status: Married / Unmarried (✓ on appropriate option)

6. Nationality: _____

7. Present Address: _____

8. Permanent Address: _____

9. Mobile Number: _____

10. Alternate Mobile Number: _____

11. Email id: _____

12. Basic Pension: _____ (enclose copy of PPO)

13. Last Pay Drawn & Pay Level: _____ (enclose last Pay Slip)

14. Educational Qualification (starting from 10th upto highest qualification):

Sl. No.	Name of Examination	Subjects	Board University /	Percentage of marks	Year of passing

15. Experience details:

Sl. No.	Name of organization	Position held	From	To	Pay details

16. Details of present engagement along with pay (if any): _____

17. Whether any prosecution / detention / conviction against you by any court, if yes give details: _____

18. Are you related to any employee of CSIR. If yes, give details: _____

19. Additional relevant information if any:

Declaration

I, _____ hereby declare that I have carefully read and fully understood all the terms & conditions and details pertaining to the position of Administrative Consultant and all statements made and information furnished in the application are true and complete to the best of my knowledge and belief.

Place:

Signature

Date:

Name in full