

CSIR-NATIONAL INSTITUTE FOR INTERDISCIPLINARY SCIENCE AND TECHNOLOGY
THIRUVANANTHAPURAM-19

Advt. No.PA/02/2020

Dated: 19-03-2020

Engagement of Retired Government Servants from Central/Central Autonomous bodies on short term contract basis in CSIR-NIIST, Thiruvananthapuram - reg.

Director, National Institute for Interdisciplinary Science and Technology (NIIST), Thiruvananthapuram invites applications from Central Govt./Central Autonomous bodies servants retired from the post of Section Officer for preparation of panel for engagement as Consultant in NIIST in the following grade:-

Sl. No.	Name of the post	No. of incumbents proposed to be empaneled	Age Limit (as on the last date of receipt of applications)	Remuneration per month
1	Consultant (Section Officer)	01	Should not have attained the age of 65 years	₹25,000/-

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 superscribed "Engagement for the post of Consultant (SO) on contract basis in CSIR-NIIST" which should reach this office within 10 working days from date of notification, at the following address:-

The Controller of Administration,
CSIR-National Institute for Interdisciplinary Science and Technology,
Industrial Estate P.O.,
Thiruvananthapuram - 695 109.

ELIGIBILITY CRITERIA

The Consultant proposed for engagement shall be well acquainted with the functioning of Central Government Ministries/Department/Central Autonomous bodies. 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
Consultant (Section Officer)	01	Should have passed M.Com and retired from not below the rank of Section Officer i.e. not below the post carrying pay in Level 8 on regular basis. Should have experience in monitoring Project Accounts, Maintenance & re-conciliation of General Deposits & Advances, Receipts and Payments of Conferences/institutions other than CSIR.	Experience and knowledge in CSIR accounting software (IMPACT). Should have worked as S.O. (F&A) in CSIR Hqrs. or any of its Labs.	₹25,000/-

Proforma

Annexure-II

Application for engagement of Consultant in CSIR-NIIST

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 of retirement					
8	E-mail id					
9	Brief particulars of experience in Govt. service during last five years, just before retirement.	Post	From	To	Pay Level	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 organization 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 angle 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 candidate)

Place:

Date:

Terms & Conditions1. Period of engagement

The engagement shall be initially for a period of six months 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 Heads in CSIR-NIIST 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 Thiruvananthapuram in connection with the work of NIIST 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 any equivalent rank in CSIR/NIIIST.

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 publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of this 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. Guideline 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 educational qualification.