



Advertisement for engagement of consultant in CSIR-NIScPR

Advt. No. NIScPR/II/8/2023 R&A

Application in the prescribed format (as per Annexure-1) are invited from eligible retired employees of CSIR/Central Autonomous Bodies/ Central Govt/ PSUs for engagement as Consultants as in CSIR-NIScPR, Dr. K.S. Krishnan Marg, Pusa, New Delhi-110012 on short- term contract basis as per details given below :-

Vacancy Details and eligibility:

Post Code	Number Of Post (s)	Post held at time of Retirement/level in 7 CPC	Section/Division
C01	01	Assistant Section Officer or equivalent/ Level 7 or 8	Recruitment and Assessment Section

Scope of Work/Experience:- Experience to deal the so many type of work related to Recruitment and Assessment which include recruitment of Project Staff, pre-paring & and communicating Manpower data compassionate appointment, maintaining seniority lists for DPC, RTI, ISC meeting, uploading of data on RAB website etc.

Post Code	Number Of Post (s)	Post held at time of Retirement/level in 7 CPC	Section/Division
C02	01	Assistant Section Officer or equivalent/ Level 7 or 8	Establishment Section

Scope of Work/Experience:- Experience to deal the so many type of work related to Establishment Section i.e. Service Books, LTC related work & to implement E-office Software.

Post Code	Number Of Post (s)	Post held at time of Retirement/level in 7 CPC	Section/Division
C03	01	Assistant Section Officer or equivalent/ Level 7 or 8	Store & Purchase

Scope of Work/Experience: - Experience to deal the so many type of work related to Store & Purchase section which include Management of store functions, Issuance of material, Able to maintain stock ledgers, adequate knowledge of procedure of unusual disbursal & passing of bills in purchase section.

Post Code	Number Of Post (s)	Post held at time of Retirement/level in 7 CPC	Section/Division
C04	01	Level 7 or 10	Rajbhasha Unit

Post Code	Number Of Post (s)	Post held at time of Retirement/level in 7 CPC	Section/Division
C05	01	Level 7 or 11	Director's Office

Scope of Work/Experience: - Experience to deal the so many type of work related to Director's Office. Candidate must having knowledge of,

- Briefing and putting up the files received from various sections to the Director and dispose them off,
- Checking of emails and forward/reply them,
- Provide logistical support for R.C/M.C meetings as well as other seminars and meetings,
- To receive telephone calls and reply them.
- To arrange vehicles as and when required,
- Able to do dairy and dispatch work of Director's office,
- Arranging meeting with staff as well as with other institute's dignitaries,
- Typing/Formatting job, replying routine correspondence & Miscellaneous Work.

Terms and Conditions for the engagement:

1.	Period of engagement	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.	Job location	CSIR-NIScPR, Vihyan Sanchar Bhawan, Dr. K.S. Krishnan Marg, Pusa, New Delhi-110012.
3.	Age Limit	Candidate should not be more than 64 years of age on the last date of receipt of applications.
4.	Remuneration	Retired employees will be paid fix remuneration @ (Last Pay drawn - Basic Pension) as per Deptt. Of Expenditure OM dated 09/12/2020
5.	Leave	As per Deptt. Of Expenditure OM dated 09/12/2020 or any subsequent instructions issued on the subject.
6.	Working Hours	(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.	Terms of engagement	(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.	Selection procedure	(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.	General Conditions	(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 NIScPR. (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. 01/01/17 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. (d) They must act, at all times in the interest of NIScPR 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 interest of the NIScPR, nor will they indulge in any activity outside terms of the contractual assignment.
10	Venue & Date	Candidates are advised to check CSIR-NIScPR Website regularly for any update on the venue and date of interview.

Instructions for the Candidates:

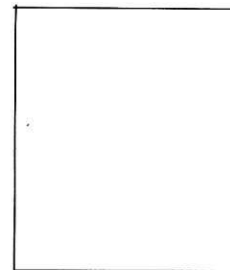
1. Before filling up the application form, candidates are advised to check their eligibility as per the Advertisement and also suitability for the scope of work mentioned against each post code.
2. Separate application form should be filled for each post code.
3. Duly filled application form along with all the relevant documents (in triplicate) should be sent to Controller Of Administration, National Institute of Science Communication and Policy Research (NIScPR), Vigyan Sanchar Bhawan, Dr. K. S. Krishnan Marg, New Delhi- 110012 or email to coa@niscpr.res.in the last date of receipt of application is 26.9.2023.
4. Please write APPLICATION FOR ENGAGEMENT OF RETIRED EMPLOYEES, on the envelope containing the Application form.
5. Candidates are required to check their-mail/ CSIR-NIScPR website (under Notification) for further update on the Selection process.
6. For any queries please contact at Ph. no. 011-25841630 or can send an e-mail to coa@niscpr.res.in

Sd/-

Controller of Administration

Encl: As above

Application Form
Engagement of Retired Employees as Consultant
CSIR-NIScPR,
Vigyan Sanchar Bhawan Dr. K.S. Krishnan Marg, New Delhi-110012



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 _____