



CSIR- NATIONAL INSTITUTE OF SCIENCE COMMUNICATION

&

POLICY RESEARCH (NIScPR)

Dr. K.S. Krishnan Marg, New Delhi-110012



Advertisement for engagement of consultant in CSIR-NIScPR

Advt. No. NIScPR/01/VII/2024 R&A

CSIR- National Institute Of Science Communication & Policy Research invites applications for Walk-in - interview from eligible retired employees of CSIR/Central Autonomous Bodies/ Central Govt/ PSUs for engagement as Consultants 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	Finance and Accounts

Scope of Work/Experience:- Experience to deal with multiple kinds of Work related to Finance and Accounts, Knowledge of processing of OBs and Bank Reconciliation, Settlement of Outstanding Balance Items, Pending paras of Internal Audit Reports, Pending paras CAG Audit, Timely preparing and submission of various reports to CSIR, Reconciliation of subsidiary records, Requirements related to AMS and All the above work requires experienced and trained staff who has handson experience of working in the above area with specific reference to rules and regulations of CSIR.

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 maximum age up to which a retired employee can be engaged will be 65 years.
2.	Job location	CSIR-NIScPR, Vigyan 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 fixed remuneration@ (Last Basic Pay drawn – Basic Pension) as per Deppt. 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 from 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 mandatory on any applicable mode failing which may result in deduction of remuneration.
7.	Terms of Engagement	(a) Selected Candidate will be engaged purely on a contractual basis initially for 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-NIScPR through a Screening cum Selection Committee will arrange Walk-In interview of the eligible candidate. (b) The decision of the Competent Authority on the selection of candidate will be final and correspondence on this subject will not be entertained.

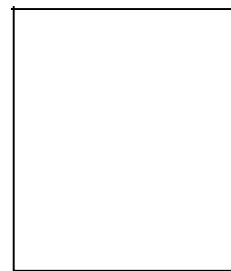
9.	General Conditions	(a) The selected Candidate will be governed by the Official Secrets Act, 1923, as amended from time-to-time and will not disclose to any unauthorized person(s) any information/data that may come to his/her notice during the period of his/her engagement in the Department. All Such documents will be the property of the CSIR-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) Attentions drawn to Central Vigilance Commission's circular No. 01/01/17 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 advisory 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-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 employee so engaged shall in no case represent or give opinion or advise to others in any matter, which is adverse to interest of the CSIR-NIScPR, nor will they indulge in any activity outside terms of the contractual assignment.
10	Venue & Date of interview	CSIR- NATIONAL INSTITUTE OF SCIENCE COMMUNICATION & POLICY RESEARCH (NIScPR) Dr. K.S. Krishnan Marg, New Delhi-11001. Date of Interview: 23/07/2024

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.
2. Duly filled application form along with all the relevant documents should submit at time of Walk in Interview.

Sd/-
Controller of Administration

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



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 PayLevel: _____ (enclose as 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 be terminated without notice.

Place:

Signature of applicant_____

Date:

Name of the Applicant _____