



CSIR-National Geophysical Research Institute
Uppal Road, Hyderabad – 500 007



CSIR-NGRI Advertisement No. 1/2016, Date: 21-11-2016

Applications are invited from CSIR pensioners, who have retired from the grades of Section Officer and/ or Assistant Gr.I, for preparation of panel for engagement as Consultant in CSIR-NGRI in the following grades:

Post Code	Name of the Position	Essential Qualification	Desirable	Remuneration per month & upper age limit
1	Consultant (Section Officer)	a. Should have retired from not below the rank of Section Officer i.e. not below the post carrying Grade Pay of Rs. 4800/- in PB-2 on regular basis. b. Must have at least 02 years experience of working as Section Officer under Central Govt./ Central Autonomous body.	a. Having working knowledge of computer or application of computer in day to day functioning of office. b. having working knowledge of affairs related to Medical Section or General Section.	Rs. 20,000/- 65 years
2	Consultant (Assistant)	a. Should have retired from not below the rank of Assistant Gr.I i.e. not below the post carrying Grade Pay of Rs. 4600/- in PB-2 on regular basis. b. Must have at least 02 years experience of working as Assistant in processing cases on General Administration related work and other policy matters work under Central Govt./ Central Autonomous body.	a. Having working knowledge of computer or application of computer in day to day functioning of office. c. Proficiency in typing on computer in English. b. having working knowledge of affairs related to Medical Section or General Section.	Rs. 15,000/- 65 years

Interested candidates, who possess the essential qualification as detailed above, may apply in the prescribed proforma appended herewith and submit the same in an envelope super-scribed “Engagement as Consultant (SO)/(Asst.Gr.I) on contract basis in CSIR” which should reach this office on or before 12-12-2016, at the following address: **The Section Officer, Recruitment, CSIR-National Geophysical Research Institute, Uppal Road, Hyderabad – 500 007, Telangana.**

The above advertisement and application format can be downloaded from www.ngri.org.in also.

Sd/-
Controller of Administration

CSIR-NGRI Advt. NO. 01/2016

Application form for engagement as Consultant (S.O. / Assistant)
(Please tick the relevant box)

1.	Name in full (Block Letters)		Affix the Latest Passport Size Photograph and sign across it		
2.	Educational Qualification				
3.	Sex	Male / Female / Transgender			
4.	Category	UR / OBC / SC / ST / PWD			
3.	Date of Birth				
4.	Date of superannuation from CSIR (attach copy of retirement notification)				
5.	PPO No. (Attach photocopy)				
6.	Complete address for correspondence with phone number/ mobile no.				
7.	Office address at the time of retirement				
8.	E-mail ID				
9.	Brief particulars of experience in council service during last five years, just before retirement				
	Post held and Pay Band +Grade Pay	From	To	Lab/ Institute	Area of experience
10.	Additional relevant information, if any, in support of suitability for the said engagement, a separate sheet may be attached, if need be				
11.	Names of two persons preferably from the Lab/ Institute in which worked along with 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 terms & conditions for engagement of consultants.

Place:

Date:

(Signature of the Candidate)

Terms & Conditions

1. Period of engagement

The engagement shall be initially for a period of six months.

The tenure of short term contract can be extended depending upon the performance of the consultant or functional requirement at CSIR-NGRI with the approval of the Competent Authority.

2. Selection Procedure

The engagement will be purely on short term contract basis. Applications received in response to this advertisement will be shortlisted on the basis of relevant experience and qualification of applicants. Consultants will be selected from shortlisted candidates, may be after interview by the Selection Committee.

3. Remuneration

Rs.20,000/- for Consultant (Section Officer) and Rs. 15,000/- for Consultant (Assistant Gr.I).

The Selection Committee, on its discretion, may recommend for additional grant of 25% of remuneration as House Rent Allowance in case of only those candidates who are not residents of Hyderabad.

4. Scope of Duties

During the period of such engagement, the Consultants would be required to perform any work as assigned to them by the concerned Sectional Head 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 eligible for one day Leave for each completed month.

6. TA / DA

No TA/ DA is admissible for joining the assignment or on its completion. Should they be required to travel outside Hyderabad in connection with the work of the CSIR-NGRI during the period of their engagement, they will be entitled to draw TA/ DA as per normal rules as applicable to any serving officer of an equivalent rank in CSIR.

7. Office time and working hours

Engagement of Consultant would be on full time basis. Working hours shall be from 9:30 AM to 6:00 PM during working days including half an hour lunch break in between. They will not be allowed to take up any other assignment during the period of contractual engagement. The Consultant may be called on Saturday/Sunday/other Gazetted holidays and beyond working hours, if required.

8. Tax Deduction at Sources

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 assignment for the office, without the express written consent of the 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

10. Conflict of interest

The Consultant engaged by this office, shall not 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 discretion of the Competent Authority.
