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सत्यमेव जयते

भारत सरकार

विज्ञान और प्रौद्योगिकी मंत्रालय
वैज्ञानिक और औद्योगिक अनुसंधान विभाग
टेक्नोलॉजी भवन, नया महरौली मार्ग,
नई दिल्ली - 110 016

GOVERNMENT OF INDIA
MINISTRY OF SCIENCE AND TECHNOLOGY
Department of Scientific and Industrial Research
Technology Bhavan, New Mehrauli Road,
New Delhi - 110 016

No. A.12023/3/2015-Estt.

Dated the 2nd September, 2015.

Office Memorandum

Subject: *Engagement of Consultants on contract basis - inviting applications thereof.*

It is proposed to engage two retired Government servants to work as full time Consultants in the Department of Scientific & Industrial Research with the following terms and conditions:

A. Eligibility:

- (i) Applicants must have retired from Central Government Service at the level of **Section Officers or above**;
- (ii) Applicants should possess minimum educational qualification of graduation in any discipline and should have adequate proficiency and knowledge of computer;
- (iii) Applicants should have good communication and interpersonal skills with a strong flair for in depth handling of work relating to **Administration/ Establishment /RTI etc.**; and
- (iv) He/she should not be more than 62 years of age on the closing date of application.

B. Conditions:

- (i) Consultants will be engaged purely on contractual basis, initially for a period of six months. Further extension on year to year basis will be considered based on the incumbent's work performance. However, the maximum period of engagement as consultant will be for a period of three years or 65 years of age, whichever is earlier;
- (ii) The engagement may be terminated without giving any reason.
- (iii) The engagement may be terminated or dispensed with by the Competent Authority in the following circumstances:
 - The consultant fails in the timely achievement of the milestones fixed for him / her by the Department;

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- Quality of the assigned works is not to the satisfaction of the Department;
 - He /she is found lacking in honesty and integrity;
- (iv) Termination shall be effected by written notice served on the Consultant and shall take effect in 5 days of delivery of such notice;
 - (v) The work profile and responsibility would be equivalent to that of an Assistant/Section Officer in Central Government;
 - (vi) Working hours shall normally be from 9.00 AM to 5.30 PM during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to sit late and he/she may be called on Saturday/Sunday and other Gazetted Holidays;
 - (vii) Consultants shall be eligible for 8 days leave during the period of one year. However, un-availed leave cannot be carried forward, in case of extension beyond one year;
 - (viii) The monthly fee to Consultants would be worked out based on the formula, *Fee = [last pay drawn + DA] minus [Pension + DR thereon]*. No other payment /allowance will be payable by the Department in this regard;
 - (ix) 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 Department will issue TDS Certificate(s). Service Tax, as applicable shall be payable extra, at the prevailing rates;
 - (x) The Consultants will be required to maintain decorum and discipline as expected of a regular Central Government employee;
 - (xi) The Consultants appointed by the Department, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department;
 - (xii) The Intellectual Property Rules (IPR) of the data collected as well as the deliverables produced for the Department shall remain with the Department. 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 during the course of the assignment of the Department, without the express written consent of the Department; The Consultants shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract;
 - (xiii) Retired Government servants, against whom criminal or disciplinary proceedings are pending before any Competent Authority need not offer their candidature for engagement as Consultant; and
 - (xiv) Services of a candidate who secured selection for his/her engagement as Consultant will be dispensed with summarily if information furnished by him/her is found to be false on a later date.

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- (xv) The Department reserves the rights to cancel this advertisement, and not to proceed in the matter at any stage or accept or reject any or all applications, without giving any explanation, whatsoever.


2. Basis for Evaluation:

The scrutiny of applications will be carried out by the Department on the basis of required qualification and experience of individuals based on past work experience.

3. Guidelines for submission of application:


- i. Persons who fulfill the eligibility criteria and are willing to offer their services as Consultant, may send their applications by SPEED POST in the prescribed proforma annexed, so as to reach the Department on or before 11.00 A.M. on 24.9.2015 to Under Secretary (Admn.), Department of Scientific & Industrial Research, Room No. 38, TIFAC Building, Technology Bhawan, New Mehrauli Road, New Delhi-110016. Those desiring to deliver their applications by hand can do so by obtaining a duly signed receipt from the authorised officer.
- ii. Application received after the due date will be rejected summarily and no correspondence will be entertained in this regard.

4. It is requested that Ministries/Departments may give this circular a wide publicity among their staff and may bring it to the notice of their subordinate/ attached offices.



 (D.C.Sharma)
 Under Secretary to the Govt. of India
 Tel. No. 26868607

To

All Ministries / Departments of the Government of India.

Copy to: (i)  Shri V.K.Varun, Sc.F, DSIR for uploading the circular on DSIR Website.

(ii) US, CS.I Division, DoP&T for uploading the circular on DoP&T website.


 (D.C.Sharma)
 Under Secretary to the Govt. of India

ANNEX.PROFORMAENGAGEMENT AS CONSULTANT IN THE DEPARTMENT OF SCIENTIFIC & INDUSTRIAL RESEARCH.

Recent passport size photo [self-attested] to be pasted here.

1. Name	
2. Date of Birth	
3. Address for communication	
4. Tel /Mob. Nos.	
5. e.mail id.	
6. Date of Joining Government Service	
7. Date of superannuation	
8. Name and address of the Ministry / Department from which superannuated	
9. Last Pay drawn (Pay in Pay Band & Grade Pay)	
10. Amount of Pension [drawn as on date] [Copy of PPO to be annexed.]	
11. Educational Qualification	

12. whether possesses knowledge of working on Computer	
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13. Brief particulars of experience:

Ministry / Department.	Post	Period	Subjects handled
(i)			
(ii)			
(iii)			
(iv)			
(v)			
14. Aadhar Card No. [if allotted]			
15. Whether any criminal or disciplinary proceedings are pending before any competent authority as on date? If so give details in this regard.			

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 superannuation

Place:

Date:

(Signature of the Applicant)