



सीएसआइआर-खनिज एवं पदार्थ प्रौद्योगिकी संस्थान

CSIR-INSTITUTE OF MINERALS AND MATERIALS TECHNOLOGY
(Council of Scientific & Industrial Research)

भुवनेश्वर/BHUBANESWAR -751013

No.16(63)/2020-E.I

Date: 28.04.2021

Advertisement No. 03/2021

Engagement of Retired Government Servants from Central/State Govt. / Autonomous bodies on short term contract basis in CSIR-IMMT , Bhubaneswar-Reg.

1. CSIR-IMMT invites applications from retired Govt. servants from Central / State Govt. / Autonomous bodies, for preparation of panel for engagement in the following grades:

| Sl No. | Name of the post | No. of incumbents to be empanelled | Age Limit (as on the last date of receipt of application) | Remuneration per month |
|--------|-------------------|------------------------------------|---|------------------------|
| 1. | Staff Car Driver* | 4 | Maximum 64 years | Rs.12,000/- |

*For Driver, applicants should possess light motor vehicle driving (Transport) license. Only employees retiring from Govt./Autonomous Bodies on attaining the age of superannuation after satisfactory completion of service are eligible to apply. The period will be valid for one year.

2. The details including eligibility criteria, terms & conditions of engagement are placed at Annexure-I.
3. Interested candidates, who fulfill the eligibility criteria may submit their application in the prescribed proforma (Annexure-A along with Annexure-B & C), in sealed cover-super scribed, "Engagement of retired drivers on contract basis in CSIR-IMMT" which should reach this office on or before **12.05.2021** from the date of notification, at the following address:- The Controller of Administration, CSIR-Institute of Minerals & Materials Technology, Acharya Vihar, PO:- RRL (Immt Campus) Bhubaneswar-751013, Dist Khurdha (Odisha).
4. In the event of any change like extension of the last date, cancellation of advertisement or date of interview or for any latest developments for receipt of application shall be notified on the Institute website: immt.res.in. Therefore, interested applicants are advised to regularly log on to the website for latest updates.

Sd/-

प्रशासनिक अधिकारी/Administrative Officer

ELIGIBILITY CRITERIA

The retired employees proposed for engagement shall be well acquainted with the functioning of Central Government Ministries/Departments. Retired persons in the grade/position as mentioned below, from Central Government Ministries/Departments/Central Autonomous bodies need to apply.

| Name of Position | No. of persons likely to be engaged | Eligibility Criteria | Desirable | Remuneration per month |
|--|-------------------------------------|--|--|------------------------|
| 1. | 2. | 3. | 4. | 5. |
| Staff Car Driver (Light Motor Vehicle) | 1** | Should have retired from Central Govt./State Govt./Autonomous Bodies as Staff Car Driver with valid Light Motor vehicle driving license, necessary Medical Fitness Certificate, not below the grade of post carrying GP of Rs.4200/- or Rs.4600/- in PB-2(6th CPC) & Pay Level-6 or 7 (7th CPC) on regular basis. | Having working experience in driving of staff car. (Light Motor Vehicle) | Rs.12,000/- |

**Out of the four empanelled retired drivers, initially one retired Driver will be engaged. The panel will be utilized for engagement based on actual requirement.

Terms & Conditions

1. Period of engagement

The engagement shall be purely on temporary basis and initially for a period of one year or till further orders whichever is earlier. The tenure of short term contract can be extended depending upon the performance or functional requirement of the Institute with the approval of the Competent Authority. The contract deemed to be ceased automatically the moment the driver attains the age of 65 years or date of notice of termination of contract whichever is earlier.

2. Selection procedure

The engagement will be purely on short term contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Retired employees 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 engagement, the retired drivers would be required to perform any work as assigned to them by the In-charge concerned/Branch Head to run the Office Staff Cars including maintenance and cleanliness of the vehicles.

5. Leave

The retired employees 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 in connection with the official work 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 an equivalent rank in CSIR-IMMT.

7. Office time and working hours

Engagement of retired employees would be on full time basis. Working hours shall be from 9.00AM 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. They 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 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 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 the office. They 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 retired employees 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 or retired drivers may be terminated at any time by the office without assigning any reason by giving a notice of 15 days. In case, he/she desires to leave the assignment, he/she is to give 15 days' notice which can be curtailed / extended depending upon the workload.

12. Guidelines for submission of the application

The duly completed applications in the prescribed proforma should be submitted so as to reach the office within 14 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 education qualification.

(The applicant shall self-certify the documents submitted with his application.)

Proforma**Application for engagement of Retired Employees in CSIR**

| | | | | | | |
|-----|--|------|------|----|---|--|
| 1. | Name in full (Block Letter) | | | | | Attested photograph to be posted |
| 2. | Father's/ Mother's Name | | | | | |
| 3. | Date of birth | | | | | |
| 4. | Date of appointment (DD-MM-YY) | | | | | |
| 5. | Date of superannuation from Govt. service | | | | | |
| 6. | Educational qualification | | | | | |
| 7. | Date of superannuation from Govt. service | | | | | |
| 8. | Mode of Retirement/Superannuation/VR/any other | | | | | |
| 9. | Last pay drawn | | | | | |
| 10. | Pay Band +GP/Pay Level(at retirement) | | | | | |
| 11. | PPO No. (Enclose Xerox Copy) self certified | | | | | |
| 12. | Compete residential Address with phone number/Mobile No. | | | | | |
| 13. | Office address at the time retirement | | | | | |
| 14. | E-mail id | | | | | |
| 15. | Phone/Mobile No. | | | | | |
| 16. | Aadhar No. | | | | | |
| 17. | Brief particulars of experience of Govt. service during last five years, just before retirement | Post | From | To | PB/GP (6 th CPC) Pay Level/Cell(7 th CPC) | Area of Experience |
| | | | | | | |
| 18. | Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary | | | | | |
| 19. | Name of two references preferably from the organization in which worked along with Address ad contact number | | | | | |
| 20. | Present Residential Address for correspondence with e-mail/Mobile No. | | | | | |

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further state 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 or retired employees.

(Signature of the Candidate)

Place:

Date:

Annexure-B
MEDICAL EXAMINATION REPORT

To be filled by Medical Officer/Practitioner

- 1. Name of the applicant :
- 2. Identification marks (1) :
- (2) :

Declaration:

- 3. (a) Does the applicant, to the best of your judgment, suffer from any defect of vision? If so, has it been corrected by suitable Spectacles? **Yes/No**

- (b) Can the applicant, to the best of your judgment, readily distinguish the pigmentary colours, red and green? **Yes/No**

- (c) In your opinion, is he able to distinguish with his eyesight at a distance of 25 meters in good day light a motor car number plate? **Yes/No**

- (d) In your opinion, does the applicant suffer from a degree of deafness which would prevent his hearing the ordinary sound signals? **Yes/No**

- (e) In your opinion, does the applicant suffer from night blindness? **Yes/No**

- (f) Has the applicant any defect or deformity or loss of member which would interfere with the efficient performance of his duties as a driver? If so, give your reasons in detail. **Yes/No**

- (g) Optional
 - (a) Blood Group of the applicant (if the applicant so desires that the information may be noted in his driving license.)

 - (b) RH factor of the applicant (if the applicant so desires that the information may be noted in his driving license).

Certificate of Medical Fitness

I certify that:-

- a) I have personally examined the applicant Shri/Smt/Kum.....
- b) That while examining the applicant I have ensure special attention to his/her vision;

2. While examining the applicant, I have ensured special attention to his/her hearing ability, the condition of the arms, legs, hands and joints of both extremities of the applicant.

And, therefore, I certify that, the best of my judgment, he is medically fit/not for the post of Staff Car Driver. The applicant is not medically fit for the post of Staff Car Driver for the following reasons:-

1. Name and designation of the medical Officer/Practitioner

(With Seal)

2. Registration Number of Medical Officer/Practitioner

Place: _____

Date: _____

Left hand thumb and finger impressions

| THUMB | FORE-FINGER | MIDDLE-FINGER | RING-FINGER | LITTLE-FINGER |
|-------|-------------|---------------|-------------|---------------|
| | | | | |

Attested photograph
to be pasted here.

Note: The Medical Officer/Practitioner shall affix his/her signature over the photograph affixed in such a manner that part of his signature is upon the photograph and part on the certificate.

Annexure-C

Ref. No.

Date:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr./Mrs.....Son/Daughter of
Mr..... has worked as in our
Ministry/ Department(Name and address of the Ministry/Department) from
..... to with our entire satisfaction. During the
period, he had worked officers of the level of Joint Secretary and above for a period of
..... years months.

Sincerely,

Name:

Designation:

Office Name & Seal: