



सीएसआइआर-खनिज एवं पदार्थ प्रौद्योगिक संस्थान
CSIR – INSTITUTE OF MINERALS & MATERIALS TECHNOLOGY

(Formerly Regional Research Laboratory)

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्

Council of Scientific & Industrial Research

भुवनेश्वर-751013, ओडिशा, भारत, Bhubaneswar – 751 013, Odisha, INDIA

Advt. No. 02/2023 Dated 27.07.2023

Advertisement for engagement of Retired Government Employees as Consultant in CSIR-IMMT, Bhubaneswar

CSIR-Institute of Minerals and Materials Technology, Bhubaneswar under the aegis of Council of Scientific and Industrial Research (CSIR), Ministry of Science and Technology, Govt. of India invites applications in the prescribed format (as per Annexure-1) from eligible candidates from retired employees of CSIR/Central Autonomous bodies/Central Government /PSUs/State Government/State PSU on short term contractual basis as per details given below: -

A. Vacancy Details and eligibility:

Post Code	Number of Post(s)	Post held at the time of retirement/ Level in 7 th CPC	Section/Division
A01	01	Assistant Section Officer/Assistant in the pay level 6 or above as per 7 th CPC (pre-revised Grade Pay 4200/- or above as per 6 th CPC) with 5 years' continuing Service in the same position and experience in the field of Recruitment, Assessment and Vigilance in Administration.	Administration (R&A)
Scope of Work: Recruitment and Assessment, noting, drafting, recording/weeding out of old records/files, applications, manpower data base of employees, any other jobs as assigned from time to time.			
A02	01	Assistant Section Officer/Assistant in the pay level 6 or above as per 7 th CPC (pre-revised Grade Pay 4200/- or above as per 6 th CPC) with 5 years' continuing Service in the same position and experience in the field of Legal Matters in Administration.	Administration (Legal Cell)
Scope of Work: Deal with all types of legal cases, examine receipts viz. OAs, WPs, drafting of Para wise replies to all court cases and letters, obtaining and supply of records, attending court cases, visiting advocates as and when required, recording and maintenance of legal files dealing cases independently and any other jobs as assigned from time to time.			
A03	01	Assistant Section Officer/Assistant in the pay level 6 or above as per 7 th CPC (pre-revised Grade Pay 4200/- or above as per 6 th CPC) with 5 years' continuing Service in the same position and experience in the field of General Section of Administration.	Administration (General)
Scope of Work: Administrative matters related to Works & Services, tendering on GeM & CPP Portal for outsourcing manpower/Security contracts, transport, catering service for canteen and guest house including maintenance. Allotment of staff quarters, shops, rent agreement etc to outside party on contract basis and any other jobs as assigned from time to time.			
A04	01	Assistant Section Officer/Assistant in the pay level 6 or above as per 7 th CPC (pre-revised Grade Pay 4200/- or above as per 6 th CPC) with 5 years' continuing Service in the same position and experience in the field of Service Matter related work (Personal Files and Service Books) in Administration.	Administration (Personal Files)
Scope of Work: Pay fixation, Yearly Increment, Deputation abroad, foreign service, leave entry, LTC, Salary Certificate/Service Certificate, Preparation of retirement list and Booking, Air Tickets Payment and any other jobs as assigned from time to time.			

A05	01	Assistant Section Officer/Assistant in the pay level 6 or above as per 7 th CPC (pre-revised Grade Pay 4200/- or above as per 6 th CPC) with 5 years' continuing Service in the same position and experience in the field of Salary and all types of Bills	Administration (Bill Section)
Scope of Work: Preparation of Salary Bill of regular employees, Preparation of Income Tax Calculation Sheet, Deposit of TDS on Quarterly Basis, Preparation of Adjustment of LTC and Tour Report, Stipend Bill of JRF, SRF, Project Assistant and any other Job as assigned from time to time.			
A06	02	Assistant Section Officer/Assistant in the pay level 6 or above as per 7 th CPC (pre-revised Grade Pay 4200/- or above as per 6 th CPC) with 5 years' continuing Service in the same position and experience in the field of Stores and Purchase.	Stores and Purchase
Scope of Work: Indent of Items, inviting tenders and placing of purchase orders on GeM Portal, etc. and any other job as assigned from time to time.			
A07	01	Assistant Section Officer/Assistant in the pay level 6 or above as per 7 th CPC (pre-revised Grade Pay 4200/- or above as per 6 th CPC) with 5 years' continuing Service in the same position and experience in the field of Finance and Accounts.	Finance and Accounts
Scope of Work: Audit of Vouchers as per Rules and passing of bills pertaining to TA, LTC, Medical claims, pay fixation and other personal claims which require knowledge of Rules and any other job as assigned from time to time			
S01	01	Section Officer in the pay level 8 or above as per 7 th CPC (pre-revised Grade Pay 4800/- or above as per Sixth CPC) with 5 years' continuing Service in the same position and experience in the field of General Administration.	Administration (R&A and Legal)
Scope of Work: Deal all matters/files pertaining to recruitment, assessment, legal matters, CR Cell, apprentice, weeding out of old records and any other job, as assigned from time to time.			
S02	01	Section Officer in the pay level 8 or above as per 7 th CPC (pre-revised Grade Pay 4800/- or above as per Sixth CPC) with 5 years' continuing Service in the same position and experience in the field of General Administration, Personal File and Bill Section.	Administration
Scope of Work: Deal all matters/files pertaining to pay fixation, yearly increment, fellowship, deputation of employees, leave entry, LTC, salary certificate/service certificate, preparation of retirement list, medical bill, salary section, income tax calculation and any other jobs, as assigned from time to time.			
S03	01	Section Officer in the pay level 8 or above as per 7 th CPC (pre-revised Grade Pay 4800/- or above as per Sixth CPC) with 5 years' continuing Service in the same position and experience in the field of Store and Purchase.	Store and Purchase
Scope of Work: Placing of Indents of Items, Inviting Tenders and placing purchase orders on GeM Portal etc. and any other job as assigned from time to time.			
S04	01	Section Officer in the pay level 8 or above as per 7 th CPC (pre-revised Grade Pay 4800/- or above as per Sixth CPC) with 5 years' continuing Service in the same position and experience in the field of Finance and Accounts.	Finance and Accounts
Scope of Work: Audit of Vouchers as per Rules and passing bills pertaining to TA, LTC, Medical claims, pay fixation, and other personal claims which require knowledge of Rules and any other job as assigned from time to time by the Competent Authority.			

B. 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 satisfactory performance of the candidate and functional need. However, The maximum age up to which a retired employee can be engaged, will be 65 years.
2.	Job location	CSIR-Institute of Minerals and Materials Technology, Bhubaneswar- 751013
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 Deptt. of Expenditure OM dated 09/12/2020. No other payment will admissible to them.
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 required to work beyond office hour and on Saturday/Sunday or any other holiday, in case of exigencies of work. No extra remuneration shall be paid for extra Hours/ holidays.
7.	Attendance	Selected candidates will report to SO/AO/FAO/CoFA/SPO depending on their place of posting and mark their attendance in the Attendance Register mandatorily or on any applicable mode, failing which, it may result in deduction of remuneration.
8.	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 by either side.
9.	Selection Procedure	(a) CSIR-IMMT through a Screening-cum-Selection Committee will arrange 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. (c) Retired Central Govt. employees will be given preference.
10.	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 Council. (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 23.01.2017 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, all times in the interest of CSIR 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 Council, nor will they indulge in any activity outside terms of the contractual assignment.
11.	Venue & Date	Candidates are advised to check CSIR-IMMT Website regularly for any update on the venue and date. Any corrigendum/addendum/notification etc. or updates with regard to this advertisement shall be made available on our website: www.immt.res.in only.

C. Instructions for the Candidates:

1. Before fillings 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 up for each post code.
3. Duly filled application form along with all the relevant documents (in triplicate) should be sent to the following address or email to recruitment@immt.res.in . The last date of the receipt of application is **25.08.2023**.

Section Officer-E.I
CSIR-Institute of Minerals and Materials Technology
Council of Scientific and Industrial Research
Bhubaneswar-751013, Odisha, India

4. All Applicants should have a valid Email ID. All communication such as Call Letter/Result of Personal Discussion, offer of engagement, all kind of notices will be communicated through email only. Communication forwarded through email will be treated as served. Therefore, Candidates are required to check their email from time to time.
5. Any application received after the last date will be rejected.
6. All applicants should submit their Service cum Experience Certificate as per Annexure 2.
7. The number of retired employees to be engaged as consultants as indicated above is provisional and may vary at the time of selection.
8. The decision of the Director, CSIR-IMMT in all matters relating to eligibility, acceptance or rejection of application, mode of selection, not to fill up all or any of the posts will be final and binding on the candidates and no interim inquiry or correspondence will be entertained in this connection from any individual or his/her agency.
9. Please write APPLICATION FOR ENGAGEMENT OF RETIRED EMPLOYEES on the envelope containing the post code.
10. Candidates are advised to check their e-mail/CSIR-IMMT Website (under Notification) for further update on the selection process.
11. For any queries please contact at Ph. No. 0674-2379225 or can send an e-mail to recruitment@immt.res.in

Administrative Officer

Encl: As above

Annexure 1- Application Form

Engagement of Retired Employees as Consultant in CSIR- IMMT, Bhubaneswar

Affix your recent colour passport size photo
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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. Category (UR/SC/ST/OBC/EWS/PWD/Ex-Serviceman):

7. Present Address (PIN code):

8. Permanent Address (PIN code):

9. Mobile No. _____

10. E-mail Address: _____

11. Basic Pension: _____ (enclose self-certified copy of PPO)

12. Last Pay Drawn and Pay Level: _____ (enclose self-certified last pay slip)

13. Whether any disciplinary proceedings initiated against him/her: Yes/No.

14. Details Address of Employer:

S. No	Name of Office/Dept./Organisation	Office Address	Office Phone No.	Office Email ID

13. Details of the Education Qualification held by the Applicant.

S. No	Education Qualification	Passing Year	Marks	Percentage

14. 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 Grade Pay/Pay Level	Detailed Description of work	Reason of Leaving Each post

15. Professional Trainings/ Certifications

Organization	Details of Training/Certificate	Period	
		From	To

16. Name of two referees: (Not below the rank of Under Secretary/Deputy Secretary)

S. No	Name	Designation	Name of Office/Dept./Organisation	Known for (No. of Years)	Mobile No.	Email ID
1.						
2.						

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 engagement shall be liable to termination without notice.

Place: _____

Signature of Applicant _____

Date: _____

Name of the Applicant _____



Annexure 2- Application From

Service cum Experience Certificate

Certified that Mr/Mrs..... was employed in the office of the.....in the position of/ post heldin the pay level..... (7th CPC)/Grade Pay..... (6th CPC) for the period from to which is a CSIR/Central/CAB/Central PSUs/State Govt/State PSUs/State Autonomous.

His/her nature of duties includes establishment, personal file, handling of service records, study leave, foreign deputation, pay fixation, pay bill arrear, handling of legal matter in ALC/RLC/CGIT/Session Court/district court/ CAT/ High Court, Vigilance Matter, recruitment of Non-technical, Technical and Scientist, Drafting Noting, Compilation of Man power data, Tender on GeM and CPP portal, Medical Bill, Salary Bill, Income Tax, GST calculation with working Knowledge in Word/Excel/Power Point, Store and Purchase, Finance and Accounts. *(delete or strike out which is not applicable)*

Signature of the officer (with seal)

Name:

Designation:

Address:

Place:

Date: