



सीएसआईआर - राष्ट्रीय रासायनिक प्रयोगशाला
CSIR - NATIONAL CHEMICAL LABORATORY
डॉ. होमी भाभा रोड, पुणे - 411 008
Dr. Homi Bhabha Road, Pune - 411 008

No. NCL/C&P/Consultant/001/2024

Date: 30.01.2024

CIRCULAR

Date of commencement of applications: 30.01.2024

Last date for receipt of applications: 15.02.2024

Sub: Engagement of Retired CSIR/Central Government/CAB Employees on Contract basis in CSIR-National Chemical Laboratory, Pune -reg.

CSIR-National Chemical Laboratory, Pune invites applications from Retired CSIR/Central Government/CAB Employees for engagement on contract with the following job description and experience:

1. Job Description :

Sl. No.	Post Code	Position & No.	Essential Qualification	Work Experience/Job Profile
1.	PC01	Consultant-PPS 1 (One)	Retired at the Level of Principal Private Secretary or equivalent in Level 11 of Pay Matrix	<ol style="list-style-type: none">1. Organising meetings of Purchase Committee, Technical Purchase Committee, Standing Disposal Committee and Pre-bid Conference.2. Scheduling and organising meeting with CSIR IEMs.3. Maintaining Leave Record of Regular and Contractual Staff.4. Handling daily dak/official correspondence.5. Keep track of proposals/Custom Duty Certificates.6. Keep track of periodic reports (GEM, Hindi Work, Vigilance Statement, etc.)7. Dissemination of Orders, Instructions, Circulars to S&P Officials.8. Assist CoSP in disposing RTI matters related to S&P Division on time and maintaining record of RTIs.9. Centralized co-ordination for Audit (CAG/CSIR) of S&P Division.10. Recording of the Minutes of the Meetings and taking dictations.11. Any other work assigned by the Competent Authority/Reporting Officer.
Period of Engagement: Six Months but not beyond 5 years after superannuation				

2. **General Requirements for Engagement:** The candidate should have retired from CSIR/Central Government/CAB having experience of functioning in Govt. bodies preferably in the concerned fields.

3. **Period of Engagement: Six Months (extension as per CSIR Rule)** but shall not be extended beyond 5 years after superannuation. The engagement would be on full-time basis and they would not be permitted to take up any other assignment during the period

of engagement with other office. The engagement would be of a temporary nature and can be cancelled at any time by CSIR-NCL without assigning any reason.

4. **Remuneration Payable:** A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/percentage increase during the contract period.
5. **Transport Allowance:** An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.
6. **House Rent Allowances:** No HRA shall be admissible.
7. **Leave of absence:** Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
8. **Term of Appointment:** The term of appointment shall ordinarily be for an initial period not exceeding six months. The consultant shall sign an agreement of confidentiality with CSIR-NCL containing a clause on Ethics and Integrity. Further extension of agreement, if any, would be considered as per CSIR Guidelines with consent of engaged employee.
9. **Working Hours:** The appointee shall have to work as per the working hours of CSIR-NCL. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra remuneration or fee would be payable if work requires late sitting or coming on holidays. No compensatory leave will be given either.
10. **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 which the office will issue TDS Certificate.
11. **Mode of Recruitment:** Duly constituted Screening-cum-Selection Committee shall first shortlist the applications on the basis of criteria decided by it. Thereafter, the committee may hold personal interactions/Interviews with the shortlisted candidates, if required. Further, engagement will be subject to receipt of vigilance clearance/vigilance inputs as per CVC guidelines. Following procedure will be followed for obtaining the Vigilance Clearance of the retired personnel selected to be engaged on temporary contractual basis as per Central Vigilance Commission letter No. 21-VGL-024 dated 03.06.2021.
 - i. Vigilance Clearance should be necessarily obtained from the Govt. Office/Lab/Instt., from where the employee has retired.
 - ii. In case a retired personnel had served in more than one Govt. Office/Lab/Instt., Vigilance Clearance should be obtained from all Lab/Instt. where the retired personnel had served during a period of 5 years prior to his retirement.
 - iii. In case of the retired CSIR employee Vigilance Clearance from CVO, CSIR may also be obtained based on the Lab/Instt. Level Vigilance Clearance. He shall only be considered for temporary contractual engagement on the receipt of Vigilance Clearance from CVO, CSIR.
12. **How to apply:** Intended retired employee from CSIR/Central Government/CAB having good health, willing to work as consultants in CSIR-NCL and fulfils the eligibility criteria

may submit their application (in the format annexed as A) through speed post to the undersigned at the following address with self-attested copy of PPO, LPC and other relevant documents. **Last date for receipt of the application complete in all respect is 15.02.2024 by 05:30 P.M.**

Controller of Administration

CSIR - National Chemical Laboratory
Dr. Homi Bhabha Road
Pune - 411008 (Maharashtra)

Incomplete applications (i.e. unsigned, without photograph) will not be entertained and will be summarily rejected. Candidates should specifically note that the applications received after the closing date (last date for receipt of hard copy applications), for any reason whatsoever (such as envelopes wrongly addressed, delivered elsewhere, postal delay etc.) will not be entertained

13. **Right of CSIR-NCL:** CSIR-NCL reserves the right to cancel and not to proceed in the matter for engagement of consultants at any stage without giving any reason, whatsoever.
14. **Termination of Engagement:** CSIR-NCL may terminate the services of the consultants, if:
 - a) The Consultant is unable to accomplish the assigned works.
 - b) Quality of the accomplished work is not to the satisfaction of office. The Consultant fails in timely achievement of the milestones as decided by office.
 - c) The consultant is found lacking in honesty and integrity.
 - d) Posting of a government official who could do the consultant's job.
 - e) The requirement of consultant for the work assigned ceased to exist.
 - f) The undertaking given by the candidate is found false.
 - g) The consultant completes 5 years of retirement.
15. The candidate may ensure that they fulfil the Essential Qualification and having work experience / profile mentioned in the Advertisement.
16. No TA/DA will be paid to the candidates to appear for the interview.
17. The services can be terminated by giving fifteen days' notice in writing from either side. The termination will be without prejudice to either party's rights accrued before termination.
18. The decision of the Director, CSIR-National Chemical Laboratory (CSIR-NCL), Pune / CSIR in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination/interview will be final and binding on the candidates.
19. NO INTERIM ENQUIRY OR CORRESPONDANCE WILL BE ENTERTAINED.

-Sd-
(Controller of Administration)
CSIR-National Chemical Laboratory



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 CSIR - NATIONAL CHEMICAL LABORATORY
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 Dr. Homi Bhabha Road, Pune - 411 008

To,
 The Director
 CSIR-National Chemical Laboratory
 Dr. Homi Bhabha Road, Pune - 411 008

Recent passport
 size colour
 photograph

Sub: Application for the Post of Consultant (PPS) on temporary basis - reg.
Ref: Circular No. Advt. No. NCL/C&P/Consultant/001/2024 dated 30.01.2024

Sl. No.	Particulars	To be filled in by the applicant
1.	Full Name (In BLOCK LETTERS):	
2.	Father's /Husband's Name:	
3.	Date of Birth (DD/MM/YYYY):	
4.	Address for communication:	
5.	Permanent Address:	
6.	Mobile No.:	
7.	Email ID:	
8.	Date of Joining of Govt. Service/CSIR Service:	
9.	Age as on 30.01.2024(YY/MM/DD):	
10.	Category(SC/ST/OBC/UR):	
11.	Whether physically handicapped: Category of PWBD:	
12.	Date of Superannuation/retirement and the post from which superannuated/	

	retired(enclose copy of retirement order):				
13.	Name and address of Department from which superannuated /retired:				
14.	Last Pay Drawn(Please enclose copy):				
15.	PPO No.(enclose copy):				
16.	Brief particulars of experience of the last 10 years (assignment-wise). Other relevant experience may also be provided.(Separate sheet may be annexed)				
	POST	From	To	PB/GP/Pay Level/Cell	Area of Experience

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the CSIR-NCL. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Place: _____

Date: _____

(Name & Signature of the Candidate)