



सीएसआईआर-केन्द्रीय वैज्ञानिक उपकरण संगठन

सैक्टर - 30 सी, चंडीगढ़

विज्ञापन संख्या : 02 /2023

वॉक-इन-इंटरव्यू

सीएसआईआर-केन्द्रीय वैज्ञानिक उपकरण संगठन दिनांक 30.05.2023 at 09.00 am को पूर्ण रूप से शॉर्ट टर्म कांट्रैक्ट के आधार पर कंसल्टेंट (Consultant Administration and Consultant Finance & Accounts) के 04 पदों हेतु पैनल के लिए वॉक-इन-इंटरव्यू आयोजित किए जाएंगे। आवश्यक योग्यता, आयु, परिलब्धियाँ, आवेदन पत्र आदि की जानकारी के लिए विस्तृत विज्ञापन एवं पात्रता मानदंड को सीएसआईआर-सीएसआईओ की वेबसाइट www.csio.res.in पर दिनांक 30.05.2023 तक देखा जा सकता है। पदों की संख्या घटाई या बढ़ाई जा सकती है। इस संदर्भ में भविष्य में कोई भी अपडेट / सूचनाएँ केवल सीएसआईआर-सीएसआईओ की वेबसाइट पर प्रदर्शित की जाएंगी।

वरिष्ठ प्रशासन नियंत्रक

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SR.	DEPARTYMENT	NOS OF POSITIONS	ELIGIILITY CRITERIA	JOB REQUIREMENT	REMUNERATION PER MONTH
1.	प्रशासन (Administration)	02 (Two)	<p>Should have retired from Central Govt. / State Govt. /Autonomous Bodies not below the Grade of Section Officer (Pay Level-8/10) and Assistant Section Officer (Pay level-7) from the respective Department/Organisation/Institution.</p> <p>* The incumbent those who have superannuated/retired upto 30.04.2023, are eligible for applying the said positions.</p> <p>** Age should not exceed 63 years as on 30.04.2023.</p>	<p>The incumbent should be able to handle the following work :-</p> <ul style="list-style-type: none"> -Contract Management and Contract Law. -Tendering Process through CPPP Portal and GeM and Through Print Media. - check and pass bills of various contractors by following all mandatory requirements, as per law established. -Draft communications to various labour laws authorities in respect of contracts of the institute. - Proficient in MS Word, excel etc. - Prepare doc for various labour laws, bills of manpower Horti-culture, Housekeeping Guest-House and Security. - Prepare bills - Effecting GST-TDS, Income-Tax TDS and GST Paid. - Day to day process of bills for payment. - Handled Personal Files related to Service Matters, i.e. deputation, commutation, Family Pension, DCRG, GPF, Service rules, Seniority, Promotion, recruitment applicable in Centre Govt. offices, Pay fixation, Counting of past service matter. - Any other job/work as assigned by Competent Authority. 	<p>Fixed monthly amount shall be admissible arrived at by deducting the basic pension from the last pay drawn at the time of retirement, as per rules.</p>

SR.	DEPARTMENT	NOS OF POSITIONS	ELIGIBILITY CRITERIA	JOB REQUIREMENT	REMUNERATION PER MONTH
2.	वित्त एवं लेखा Finance & Accounts	02 (Two)	<p>Should have retired from Central Govt. / State Govt. /Autonomous Bodies not below the Grade of Section Officer (Pay Level-8/10) and Assistant Section Officer (Pay level-7) from the respective Department/Organisation/Institution.</p> <p>* Those incumbent who have superannuated/retired upto 30.04.2023, are eligible for applying the said positions.</p> <p>** Age should not exceed 63 years as on 30.04.2023.</p>	<p>The incumbent should be able to handle the following work :-</p> <p>i) To locate vouchers and documents for settlement of old pending advances & bank reconciliation.</p> <p>ii) To assist in accounting of adjustment vouchers of pending advances.</p> <p>iii) To help in reconciliation of various heads in balance – -sheet as per CSIR accounting rules & norms.</p> <p>iv) To prepare bills for settlement of old advances.</p> <p>v) To get records from bank and old files for settlement of outstanding bank reconciliations terms.</p> <p>vi) Settlement of old outstanding Audit Paras.</p> <p>vii) Any other job as assigned from time to time.</p>	<p>Fixed monthly amount shall be admissible arrived at by deducting the basic pension from the last pay drawn at the time of retirement, as per rules.</p>

वरिष्ठ प्रशासन नियंत्रक

TERMS AND CONDITIONS:

1. PERIOD OF ENGAGEMENT

The engagement shall be purely on temporary basis and initially for a period of 06 (six) months 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.

2. SELECTION PROCEDURE

Eligible candidates who appear in Walk-in-Interview would be interviewed by the Selection Committee at CSIR-CSIO, Sector 30-C, Chandigarh. The interview can be conducted on the next date for which the candidates should come prepared for their stay etc. at their own cost. The Selection Committee, after interview will select the candidate for empanelment.

3. HOUSE RENT ALLOWANCE

No HRA shall be admissible.

4. TRANSPORT ALLOWANCE

No TA/DA is admissible for joining the assignment or on its completion. They may 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-CSIO, Chandigarh.

5. 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 calendar year will not be allowed.

6. OFFICE TIME AND WORKING HOURS

Engagement of retired employees would be on full time basis. Working hours shall be from 9.00 AM 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.

7. TAX DEDUCTON 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.

8. 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 part, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course the assignment or 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.

9. 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.

10. TERMINATION OF SERVICE

The engagement 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.

HOW TO APPLY :

- i) Interested Retired Government Servants who fulfil the eligibility criteria may come with the prescribed application proforma available with this Advertisement along with all the following documents to Sr. Controller of Administration, CSIR-CSIO, Sector-30, Chandigarh or send through email on nishi.sharma@csio.res.in (in a single PDF file) with the subject mentioning “APPLICATION FOR ENGAGEMENT ON CONTRACT BASIS as Consultant (Admin/Finance & Accounts) ” or on the day of walk-in-interview by submitting the completed form at the time of interview i.e. **22.05.2023 :-**

- (a) Copy of retirement notification
 - (b) Copy of PPO
 - (c) Certificate in support of Education Qualification
 - (d) Area/Job work handled in service during last 10 years
 - (e) Copy of Aadhar Card & PAN
 - (f) Copy of Bank Account Pass Book
- (The applicant shall self-certify the documents submitted with his application)

- ii) For any developments in this matter would be notified on our website : www.csio.res.in .

Sr. Controller of Administration

PROFORMA –APPLICATION

Application for engagement of Retired Employees in CSIR-CSIO, Chandigarh against Advt . No. _____ /2023

1.	Name in full (Block Letter		<i>Attested photograph to be pasted</i>			
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.	Mode of Retirement/Superannuation/VR/any other					
8.	Last pay drawn					
9.	Pay Band + GP/Pay Level (at retirement)					
10.	PPO No. (Enclose self certified Xeros Copy)					
11.	Complete residential Address with pyone number/ Mob. No.					
12.	Office address at the time of retirement					
13.	E-mail id					
14.	Phone/Mobile No.					
15.	Aadhar No.					
16.	Brief particulars of experience of Govt. Service during the last five years, just before retirement.	POST	FROM	TO	PB/GP	AREA OF EXPERIENCE
17.	Additional relevant information, if any, in support of your suitability for the said engagement (attach a separate sheet, if necessary)					
18.	Name of two reference preferably from the organization in which worked along with Address and contact number					
19.	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 of retired employees.

Enclosure: As above.

(Signatures of the Candidate)

Place : _____

Date: _____