



सीएसआईआर – केन्द्रीय चर्म अनुसंधान संस्थान
CSIR – CENTRAL LEATHER RESEARCH INSTITUTE
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् Council of Scientific & Industrial Research
अडयार, चेन्नै, तमिलनाडु, भारत Adyar, Chennai – 600 020, Tamil Nadu, India

No.23(353)/2022-EI

Date: 16.08.2022

Notification No.07/2022

Engagement of retired Government Servants from Central/ Central Autonomous bodies as Consultant (ASO)

CSIR-Central Leather Research Institute (CLRI), Chennai is a National Laboratory under the aegis of Council of Scientific & Industrial Research (CSIR). It is one of the World's premier Institute engaged in Research & Development in the area of Leather Science & Technology and associated with several National & International Program.

CSIR-CLRI proposed to engage Consultant on contract basis from amongst retired employees from Central Government Service/ Central Autonomous Bodies service to render service as Consultant (ASO) on temporary basis as per qualification, age etc., detailed in the table below:

Name of the position/ No. of positions	Qualification	Tenure/ Monthly emoluments/ Upper age limit
Consultant (ASO) 01 Position	a. Should have retired from not below the rank of Assistant Section Officer i.e. not below the post carrying Pay Level 7 (Rs.44900 to Rs.142400) b. Must have at least 02 years' experience on Stores & Purchase related work.	01 year Rs.15,000/- (Consolidated) 63 years

Interested candidates, who fulfil the eligibility criteria, may apply in the prescribed profoma appended herewith along with self-attested photocopies of requisite certificates/ documents (viz. Date of Birth certificate, 10th or equivalent certificate, XII or equivalent certificate, Graduation certificate, Post-Graduation certificate, experience proof, copy of retirement notification, copy of PPO and Biodata etc. and 02 passport size colour photographs in the envelope super-scribed “**Engagement as Consultant (ASO) on temporary basis in CLRI**” which should reach this office on or before **26-08-2022**, at the following address:

**Section Officer (Recruitment),
CSIR-Central Leather Research Institute,
Sardar Patel Road, Adyar, Chennai – 600020**

The terms and conditions of Consultants to be engaged are as under -

1. **Eligibility:**

- a. The applicant should not have attained the age of 63 years on the closing date of applications and should be in good health for discharging his/her official duties effectively.
- b. The applicant should have retired from the post of Assistant Section Officer/Section Officer from any Central Government Ministries/ Departments. Preference will be given for the employees who have retired from Stores & Purchase cadre.

2. **Scope of Work:**

- (i) Overall supervision of stores.
- (ii) Responsible for replenishment of General Stocks (Stationery, Chemicals, Glassware & Plastic ware)
- (iii) Implementation of stock reference in capital item.
- (iv) Implementation & verification of room wise inventory.
- (v) Co-ordination of GeM Procurement.
- (vi) Any work as assigned to him/her by the concerned Division Head.

3. **Period of Engagement:**

The engagement of Consultant shall be purely on temporary basis initially for a period of one year which may be extended or curtailed as per the requirement and satisfactory performance of the Consultant or till the time regular incumbents are available in this Department against the vacancies and will not confer any right for regular appointment in the Department. The term of appointment shall not be extended beyond 65 years.

4. **Job Location:**

CSIR-Central Leather Research Institute, Sardar Patel Road, Adyar, Chennai – 600 020.

5. **Remuneration** is Rs.15,000/- per month (consolidated).

6. No DA, HRA, PF, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion, etc. or any other benefits as available to the regular Government servant.

7. The amount of remuneration so fixed shall remain unchanged for the term of contract. Release of monthly remuneration is subject to production/submission of satisfactory performance certificate from the controlling officer.

8. The Income Tax or other tax will be deducted at source as per Government instructions.

9. **Working Hours and Leave:**

- a. The Consultant shall be required to observe the normal office timing from 9:00 AM to 5:30 PM (Monday to Friday). He/She may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work, However, no extra compensation will be paid if a person attends office beyond normal office timings.
- b. They shall mark their attendance in the attendance register kept in the Section/Division.

- c. The Consultant 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. Accumulation of leave beyond a Calendar year may not be allowed.
- d. "No work no pay" will be applicable during the period of engagement.
10. **Working Experience:**
- a. The applicant must be well acquainted with the functioning of Government Ministries/Departments.
- b. Should be well aware of various rules/ regulations of Government of India, capable to handle independently Stores & Purchase matters.
- c. Should have working knowledge of computer applications such as MS Word, MS Excel, PowerPoint & ERP etc.
- d. The applicant should have substantive secretarial experience e.g. noting/drafting and have expertise in office procedure
11. **Termination:** The Competent Authority may terminate the consultant to which these terms apply, if: -
- a. The Consultant is unable to address the assigned work.
- b. Quality of the assigned work is not to the satisfaction of the Controlling Officer/ Competent Authority in the Department.
- c. The Consultant is found lacking in honesty and integrity.
- d. The Competent Authority may also terminate at any time without giving any notice and also without assigning any reason.
12. **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 third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for the office, without the express written consent of the office before the expiry of the contract, and before the final payment is released by the office.
13. **Conflict of interest:**
- The consultant engaged by this office, shall not represent or give opinion or advice to others in any matter which is adverse to the interest of this office.
14. The Consultant shall not claim any benefit / compensation / absorption / regularization of service with this office.
15. The consultant shall not be entitled to any TA/DA for joining to the position.
16. The decision of the Director, CSIR-CLRI in all matters relating to eligibility, acceptance or rejection of applications will be final and binding on candidates.

Ushu 16/8/22

Controller of Administration