



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(358)/2022-EI

Date: 29.09.2022

Notification No.12/2022

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

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 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 01 Position	Should have retired from not below the rank of Private Secretary / Principal Private Secretary i.e. not below the post carrying Pay Level 8 (Rs. 47,600/- to Rs.1,51,100/-)	01 year Rs.20,000/- (Consolidated) 63 years

Interested candidates, who fulfil the eligibility criteria, may apply in the prescribed proforma 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 on temporary basis in CLRI**” which should reach this office on or before **14.10.2022** to 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:

- 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.
- The applicant should have retired from the post of Private Secretary or equivalent from any Central Government Ministries/ Departments/ Autonomous Bodies.

2. **Scope of Work:**

- (i) Activities of Laboratory Specific Strategy Group
- (ii) Activities related to Pre-Business process.
- (iii) Creating and maintaining various important databases
- (iv) Preparing reports and digitalization of documents
- (v) Documentation of video files
- (vi) Digitalization/ Scanning of documents
- (vii) Maintenance of digitized database for future retrieval.
- (viii) Any other work assigned from time to time by the HOD.

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. **Selection Procedure:**

The engagement will be purely on short term contract basis. Applications received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Consultants will be selected from shortlisted candidates, may be after interview.

6. **Remuneration** is Rs.20,000/- per month (consolidated).

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

8. 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.

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

10. **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.

11. **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 the allocated work independently.
- c. Should have working knowledge of computer applications such as MS Word, MS Excel, PowerPoint etc.
- d. The applicant should have substantive secretarial experience e.g. noting/drafting and have expertise in office procedure

12. **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.

13. **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.

14. **Conflict of interest:**

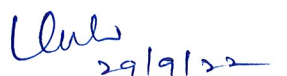
The consultant engaged by this office, shall not represent or give opinion or advice to others in any matter which is adverse to the interest of this office.

15. The Consultant shall not claim any benefit / compensation / absorption / regularization of service with this office.

16. The consultant shall not be entitled to any TA/DA for joining to the position.

17. The Director, CSIR-CLRI reserves the right to cancel the notification without assigning any reason thereof or reserves the right not to fill up the positions. The number of positions indicated against each position is provisional and may increase or decrease at the time of selection.

18. 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.


29/9/22
Controller of Administration

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Application form for engagement as Consultant

Affix a recent
passport size
photograph

1.	Name in full (Block Letter)	
2.	Educational qualification	
3.	Date of Birth	
4.	Date of superannuation from Govt. service	
5.	PPO No. (Enclose Photocopy)	
6.	Complete residential address with phone number/mobile no.	
7.	Office address at the time of retirement	
8.	E-mail I.D	
9.	Brief particulars of experience in Govt. service during last five years, just before retirement	
	Post held and Pay Level at the time of retirement	From To Area of experience
10.	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.	
11.	Name of two references preferably from the organization in which worked along with Address and contact number	

Documents to be enclosed along with the application form:

- a) Copy of retirement notification
- b) Copy of PPO
- c) Certificate in support of education qualification.

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare 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 term & conditions for engagement of Consultant.

(Signature of the Candidate)

Place:

Date: