

सी.एस.आई.आर.—राष्ट्रीय वनस्पति अनुसंधान संस्थान
CSIR-NATIONAL BOTANICAL RESEARCH INSTITUTE
राणा प्रताप मार्ग, लखनऊ—226001
Rana Pratap Marg, Lucknow-226001

विज्ञापन संख्या कंसलटेंट / 02 / 2023
ADVERTISEMENT No. CONSULTANT / 02 / 2023

पूर्ण रूप से भरे हुए आवेदन प्राप्ति की अंतिम तिथि : 31.03.2023 (अपराह्न 6:00 बजे तक)
Last Date of Receipt of duly filled applications : 31-03-2023 (6:00 PM)

सी.एस.आई.आर.—रा.व.अनु.सं., राणा प्रताप मार्ग, लखनऊ में कंसलटेंट के अंशकालिक अनुबंध के आधार पर आबंध हेतु सी.एस.आई.आर./केन्द्रीय स्वायत्त निकायों/केन्द्र सरकार/पी.एस.यू. से सेवा निवृत्त पात्र कर्मचारियों से अनुलग्नक-1 पर संलग्न प्रारूप में निम्न विवरण के अनुसार आवेदन पत्र आमंत्रित किये जाते हैं :-

Application in the prescribed format (As per Annexure-I) are invited from eligible retired employees of CSIR/Central Autonomous bodies/ Central Government / PSUs for engagement as Consultants in CSIR-NBRI, Rana Pratap Marg, Lucknow on short-term contract basis as per details given below: -

A. रिक्ति विवरण एवं पात्रता (Vacancy Details and eligibility) :

पोस्ट कोड / Post Code	पदों की संख्या / Number of post(s)	सेवा निवृत्ति के समय पदनाम / सातवें वेतन आयोग में वेतन लेवल Post held at the time of retirement/ Pay Level in 7 CPC	अनुभाग / प्रभाग Section/Division
A-01	01	Section Officer (F&A) or equivalent / Pay Level 8	Finance & Accounts

Scope of work/Experience required:

1. Compilation of replies of Audit Para's (Both CAG & Internal Audit), submission to CAG/CSIR Hqr. for consideration and continuous follow up for its settlement.
2. All activities related to Bank reconciliation viz. settlement of items of debits and credits.
3. Adequate knowledge of GoI/CSIR Rules & Regulations towards settlement of old standing advances

B. आबंध की नियम व शर्तें / Terms and Conditions for the engagement :-

1.	आबंध की अवधि 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 functional need. However, the maximum age upto, which a retired employee can be engaged, will be 65 years.
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2.	कार्यस्थल Job location	CSIR- National Botanical Research Institute, Rana Pratap Marg, Lucknow
3.	आयु सीमा Age Limit	(a) Candidate should not be more than 64 years of age on the last date of receipt of applications.
4.	पारिश्रमिक / Remuneration	Retired employees will be paid fix remuneration @ (Last Basic Pay Drawn – Basic Pension) as per Deptt. Of Expenditure OM dated 09/12/2020
5.	अवकाश / Leave	As per Deptt. Of Expenditure OM dated 09/12/2020 or any subsequent instructions issued on the subject.
6.	कार्य / Working	(a) The retired employees shall be required to observe the normal Hours office timing between 9:30 AM to 6.00 PM and may also be called upon to attend beyond working hours and also on Saturday/Sunday or any other holiday, in case of exigencies of work. No extra remuneration shall be paid for extra Hours/holidays. (b) They shall mark their attendance in Attendance Register mandatorily or on any applicable mode, failing which, it may result in deduction of remuneration.
7.	आबंध की शर्तें / 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.
8.	चयन प्रक्रिया / Selection procedure	(a) CSIR-NBRI through a Screening cum Selection Committee, who will first short list the applications, thereafter 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.
9.	सामान्य शर्तें / 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.

		<p>(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.</p> <p>(d) They must act, at all times in the interest of CSIR and render any advice /service with professional integrity.</p> <p>(e) They will maintain highest standards of integrity transparency, competitiveness, economy and efficiency while working as consultant in the Department.</p> <p>(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.</p>
10.	स्थान और दिनांक Venue & Date	Last date of receipt of duly filled application alongwith annexures is 31-03-2023. Thereafter, date and venue of interview will be informed to shortlisted candidates through NBRI website/e-mail.

C. आवेदकों के लिए निर्देश / Instructions for the Candidates :

1. Before filling 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. The application duly accompanied by attested copies of the certificates, mark sheets, testimonials in support of age, PPO, last Pay Slip alongwith one recent passport size self-signed photograph affixed on the specified place in the application form should be sent in an envelope superscribed “**ADVERTISEMENT NO. CONSULTANT / 02 / 2023**” by Speed Post / Registered Post in the office of Controller of Administration, CSIR-NBRI, Lucknow-226001 so as to reach on or before 31-03-2023.
3. Candidates will required to bring original of all their testimonials, educational qualification certificates at the time of selection process.
4. No TA/DA shall be paid to the candidates for appearing in the interview.

नोट / Note :-

सी.एस.आई.आर.-एन.बी.आर.आई. को बिना कोई कारण बताए इस विज्ञापन को निरस्त करने का अधिकार है।

CSIR-NBRI reserves the right to cancel this advertisement without assigning any reason.

किसी अन्तरिम पूछताछ का जवाब नहीं दिया जायेगा
NO INTERIM QUERIES WILL BE ENTERTAINED

नियंत्रक प्रशासन /  Controller of Administration