



सीएसआईआर-केन्द्रीय वैज्ञानिक उपकरण संगठन  
सैक्टर - 30 सी, चंडीगढ़

विज्ञापन संख्या :Contractual Consultant/04/2023

### वॉक-इन-इंटरव्यू

सीएसआईआर-केन्द्रीय वैज्ञानिक उपकरण संगठन में पूर्ण रूप से शॉर्ट टर्म कांट्रैक्ट के आधार पर कंसल्टेंट (Consultant) के 02 पदों हेतु पैनल के लिए वॉक-इन-इंटरव्यू 02.01.2024 को 9:00 बजे आयोजित किए जाएंगे। आवश्यक योग्यता, आयु, परिलब्धियाँ, आवेदन पत्र आदि की जानकारी के लिए विस्तृत विज्ञापन एवं पात्रता मानदंड को सीएसआईआर-सीएसआईओ की वैबसाइट [www.csio.res.in](http://www.csio.res.in) पर देखी 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 वैबसाइट [www.csio.res.in](http://www.csio.res.in) पर प्रदर्शित की जाएंगी।

Walk-in-interview will be conducted to empanel for 02 posts of Consultant in CSIR-Central Scientific Instruments Organization purely on short term contract basis on 02.01.2024 at 9:00 am. For information regarding essential qualifications, age, emoluments, application form etc., detailed advertisement and eligibility criteria can be seen on CSIR-CSIO website [www.csio.res.in](http://www.csio.res.in). The number of posts can be increased or decreased. Any future updates/notifications in this regard will be displayed only on CSIR-CSIO website [www.csio.res.in](http://www.csio.res.in).

**वरिष्ठ प्रशासन नियंत्रक**

**सीएसआईआर-केन्द्रीय वैज्ञानिक उपकरण संगठन**  
**सैक्टर - 30 सी, चंडीगढ़**

**विज्ञापन संख्या : Contractual Consultant/04/2023**

**वॉक-इन-इंटरव्यू**

सीएसआईआर-केन्द्रीय वैज्ञानिक उपकरण संगठन में पूर्ण रूप से शॉर्ट टर्म कांट्रैक्ट के आधार पर कंसल्टेंट (Consultant) के निम्नलिखित 02 पदों हेतु पैनल के लिए वॉक-इन-इंटरव्यू आयोजित किए जाएंगे।

सीएसआईआर/केन्द्रीय स्वायत्त निकायों/केंद्र सरकार/पीएसयू सेवानिवृत्त कर्मचारियों को वॉक-इन-इंटरव्यू हेतु आमंत्रित किया जाता है।

Walk-in-interview will be conducted to empanel for the following 02 posts of Consultant in CSIR-Central Scientific Instruments Organisation purely on short term contract basis.

Retired employees of CSIR/Central Autonomous Bodies/Central Government/PSU are invited for walk-in-interview.

<u>Sr. No.</u>	<u>Position</u>	<u>No. of positions</u>	<u>Eligibility Criteria</u>	<u>Job Requirement</u>	<u>Remuneration</u>
1.	कंसल्टेंट (कैन्टीन) Consultant (Canteen)	01 (One)	<ul style="list-style-type: none"> <li>The applicant should have retired from Central Govt. / State Govt. /Autonomous Bodies at the Pay level-7.</li> <li>The incumbent those who have superannuated / retiring upto 31.12.2023 are eligible for applying the said positions.</li> <li>Age should not exceed 63 years as on 31.12.2023.</li> </ul>	<p>The incumbent should be able to handle the following work -</p> <ul style="list-style-type: none"> <li>To maintain coupons sale and keep daily records of the same.</li> <li>To maintain chart for daily sale through coupons as well as bills basis.</li> <li>To maintain Stock Register by putting input / output articles in respective columns.</li> <li>To maintain stores for the smooth functioning of CSIR-CSIO Canteen.</li> <li>To arrange official meals as per orders received from</li> </ul>	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.

<u>Sr. No.</u>	<u>Position</u>	<u>No. of positions</u>	<u>Eligibility Criteria</u>	<u>Job Requirement</u>	<u>Remuneration</u>
				<p>the party concerned.</p> <ul style="list-style-type: none"> <li>• To make arrangement for procurement of goods required in the canteen for day-to-day use.</li> <li>• In addition to above, incumbent should be able to perform the following tasks:-</li> <li>• To make Special arrangements for Breakfast, Lunch, High Tea and Dinner during seminars and symposiums held in CSIR-CSIO.</li> <li>• To attend to foreign guests visiting CSIR-CSIO, Chandigarh to attend Training Programme under ITEC/SCAPP thrice in a year, etc.</li> <li>• To make special arrangements for functions within the Organisation such as retirement/fare well parties etc.</li> </ul>	

<u>Sr. No.</u>	<u>Position</u>	<u>No. of positions</u>	<u>Eligibility Criteria</u>	<u>Job Requirement</u>	<u>Remuneration</u>
2.	कंसल्टेंट (प्रशासन) Consultant (Administration)	01 (One)	<ul style="list-style-type: none"> <li>The applicant should have retired from Central Govt. / State Govt. /Autonomous Bodies at the Pay level-5.</li> <li>The incumbent those who have superannuated / retiring upto 31.12.2023 are eligible for applying the said positions.</li> <li>Age should not exceed 63 years as on 31.12.2023</li> </ul>	<p>The incumbent should be able to handle the following work: -</p> <ul style="list-style-type: none"> <li>To prepare of bills of CSIR-CSIO Staff and temporary staff like Apprentice Trainee, Junior Research Fellow, Senior Research Fellow, and other temporary staff.</li> <li>Preparation of of salary bills of CSIR-CSIO regular staff with deductions.</li> <li>Deduction of Income Tax and other deductions with maintenance of proper records.</li> <li>To maintain records for future reference in respect of CSIR--CSIO Staff and temporary staff like Apprentice Trainee, JRF, SRF and other temporary staff.</li> </ul>	<p>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.</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. 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 may 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**

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.

**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. 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.

**10. 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 averse to the interest of this office.

**HOW TO APPLY**

Interested Retired Government Servants who fulfil the eligibility criteria may walk-in with the prescribed application proforma available with this Advertisement along with all the required documents to the Administration Block, CSIR-CSIO, Sector-30, Chandigarh or send the application through email to [recruitment@csio.res.in](mailto:recruitment@csio.res.in) in a single PDF file (attached) with the subject mentioning “APPLICATION FOR ENGAGEMENT ON CONTRACT BASIS as Consultant”.

The applications are required to be accompanied with self-certified copies of the the following documents: -

- a) Copy of retirement notification
- b) Copy of PPO/Employer certificate
- c) Date of Birth Certificate
- d) Certificate in support of Education Qualification
- e) Area/Job work handled in service during last 10 years
- f) Copy of Aadhar Card & PAN
- g) Copy of Bank Account Pass Book

NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.

Any updates shall be displayed only on CSIO official website: <https://www.csio.res.in> from time to time

**Sr. Controller of Administration  
CSIR-CSIO, Chandigarh**

**APPLICATION PROFORMA**

Application for engagement of Retired Employees in CSIR-CSIO, Chandigarh against Advt. No. Contractual Consultant/02//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 copy)/Employer Certificate					
11.	Complete residential Address with phone number/ Mob. No.					
12.	Office address at the time of retirement					
13.	E-mail id					
14.	Phone/Mobile No.					
15.	Aadhar No. (with copy)					
16.	PAN No. (with copy)					
17.	Brief particulars of experience of Govt. Service during the last five years, just before retirement.	<b>POST</b>	<b>FROM</b>	<b>TO</b>	<b>PB/GP</b>	<b>AREA OF EXPERIENCE / Department / Organisation</b>
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 as on date and I am medically fit to perform office work. I have read and accept all the terms & conditions for engagement of retired employees in CSIR-CSIO, Chandigarh.

Place : \_\_\_\_\_

(Signatures of the Applicant)

Date : \_\_\_\_\_