



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(365)/2023-EI

Date: 06.03.2023

Notification No.01/2023

Engagement of retired employees of CSIR / Central Autonomous bodies / Central Government 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 a Consultant on contract basis from amongst retired employees of CSIR/ Central Autonomous Bodies / Central Government 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	Post held at the time of retirement / Pay Level in 7 CPC	Tenure*/ Monthly emoluments/ Upper age limit
Consultant 01 Position	Private Secretary/ Section Officer Pay Level 8	06 months Fixed remuneration @ (Last Basic Pay drawn minus Basic Pension) 64 years (not exceeding as on the last day of receipt of applications)

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 (if any), Graduation certificate (if any), Post-Graduation certificate (if any), 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 **17.03.2023** 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:**

- a) The applicant should not have exceeded the age of 64 years on the last date of receipt of applications i.e. 17.03.2023 and should be in good health for discharging his/her official duties effectively.
- b) The applicant should have retired from the post of Private Secretary / Section Officer or equivalent from CSIR/ 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. **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

4. **Period of Engagement:**

The engagement of Consultant shall be purely on temporary basis initially for a period of Six Months 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.

5. **Job Location:**

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

6. **Remuneration** Fixed remuneration @ (Last Basic Pay drawn – Basic Pension) as per Department of Expenditure OM No. F. No. 3-25/2020-E.IIIA dated 09.12.2020.

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

9. **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.

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) Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. 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. **Selection Procedure:**

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

11. **General Conditions:**

- a) 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.
- b) Attention is drawn to Central Vigilance Commission's circular No. 01/01/17 dated 23.1.2017 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.
- c) They must act, at all times in the interest of CSIR and render any advice /service with professional integrity.
- d) They will maintain highest standards of integrity transparency, competitiveness, economy and efficiency while working as consultant in the Department.

12. **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.

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

14. **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.
15. The consultant shall not be entitled to any TA/DA for joining to the position.
16. 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.
17. 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.

Administrative Officer, CLRI