



CSIR-INDIAN INSTITUTE OF INTEGRATIVE MEDICINE

CANAL ROAD, JAMMU – 180001 (J&K), INDIA

ADVERTISEMENT NO. 07/2023

Engagement of Retired Govt. Servants of Central/State Govt./Central Autonomous Bodies (CABs) on short term contract basis in CSIR-IIIM, Jammu – reg.

Application in the prescribed format (as per Annexure-I) are invited from eligible Retired Govt. Servants of Central/State Govt./Central Autonomous Bodies (CABs) for engagement as Consultant in CSIR-Indian Institute of Integrative Medicine, Canal Road, Jammu-180001, on short-term contract basis as per details given below: -

A. Vacancy Details and eligibility:

S.No.	Post Code	Number of Post (s)	Post held at the time of retirement	Section/Division
1.	0001	01	Section Officer (Gen) or equivalent/Pay Level-8	Bill/Works (Admin), CSIR-IIIM, Jammu
<u>Scope of works/Experience required:</u> Experience of works relating to ITRs, Form-16, GST, E-Tendering, processing of salary bills, maintaining of entire data in r/o contractual staff etc.				
2.	0002	01	Private Secretary or equivalent/Pay Level 8	Director's Secretariat CSIR-IIIM, Jammu
<u>Scope of works/Experience required:</u> Experience of taking dictation in shorthand and its transcription in the best manner possible, fixing up of appointments, screening the telephone calls, keeping accurate lists of engagements, meetings etc.				

B. Terms and Conditions for the engagement:

1. Period of Engagement

The engagement shall be purely on temporary basis and initially for a period of six months or till further orders whichever is earlier. The engagement period may be extended depending upon the performance or functional requirement of the Institute with the approval of the Competent Authority. However, the maximum age up to which a retired officer can be engaged, will be 65 years.

2. Job Location

CSIR-Indian Institute of Integrative Medicine, Canal Road, Jammu -180001 (UT of J&K).

3. Age Limit

Candidates should not be more than 64 years of age on the last date of receipt of applications.

4. Remuneration

The Consultant will be paid fixed remuneration @ (Last Basic Pay drawn-Basic Pension) as per Department of Expenditure OM dated: - 09/12/2020)

5. Leave

As per Department of Expenditure OM dated: 09/12/2020 or any subsequent instructions issued on the subject.

6. Working Hours

- (a) The Consultant shall be required to observe the normal office timing between 9:00 AM to 5:30 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. They will not be allowed to take any other assignment during the period contractual engagement. No extra remuneration shall be paid for extra Hours/Holidays.
- (b) The Consultant will mark his/her attendance in Attendance Register mandatorily or on any applicable mode, failing which, it may result in deduction of remuneration.

7. Tax deduction 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 payment for which the official will issue TDS Certificate.

8. Terms of Engagement

- (a) The Consultant 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, HRA, transport facility, residential accommodation, residential telephone facilities, etc.
- (b) The engagement of the Consultant can be terminated at any time by the office without assigning any reason by giving one month's notice.

9. Selection Procedure

- (a) A screening cum selection committee will arrange Walk-in-Interview of the eligible candidates.
- (b) The decision of the Competent Authority on selection of candidate(s) will be final and no correspondence on this subject will be entertained.

10. General Conditions

- (a) The selected candidate(s) 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 his/her notice during the period of his/her engagement in the Department. All such documents will be the property of the Council.
- (b) The Consultant 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 his/her assignment or during the course of, assignment for the Department without the express written consent of the Department.
- (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. The Consultant will be completely accountable for any advice or any service rendered by them during his/her engagement in this department in view of norms of ethical business and professionalism.
- (d) The Consultant must act, at all times in the interest of CSIR-IIIM, Jammu and render any advice/service with professional integrity.
- (e) The Consultant will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as consultant in the Department.
- (f) The Consultant so engaged shall in no case represent or give opinion or advice to others in any matter, which is adverse to the interest of the Council, nor will he/she indulge in any activity outside terms of the contractual assignment.

How to apply

Interested Retired Government Servants who fulfill the eligibility criteria may send their applications in the prescribed proforma available with this advertisement (Annexure – I) along with all the following documents through Speed/Registered Post to **Controller of Administration, CSIR- Indian Institute of Integrative Medicine, Canal Road, Jammu – 180001 (J&K)** or through e-mail at manojkumar.sh@iiim.res.in, abhishek.iiim@iiim.res.in (in single PDF file) with the subject mentioning **“Application for Engagement of Consultant on Contract basis”** latest by 12-04-2023.

- (a) Copy of Retirement Notification.
- (b) Copy of PPO.
- (c) Copy of Aadhar Card.
- (d) Copy of PAN Card.
- (e) Certificates in support of DOB and Educational Qualification
(The Applicant shall self-certify the documents submitted with his/her application)

Date of interview

Walk-in-Interview of the eligible candidates will be held on 08.04.2023.

Venue

Board Room- CSIR-Indian Institute of Integrative Medicine, Canal Road, Jammu- 180001 (J&K)

C. Instruction 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 the post.
2. Candidates are advised to report for interview at 10:00 AM on the Date of Interview at the venue mentioned above.
3. The Walk-in-Interview for the eligible candidates will start from 10:00 AM on 08.04.2023 onwards and can be extended to next day (09.04.2023), in case all the candidates appearing for Interview could not be assessed on Date of Interview.
4. Candidates are advised to make their arrangements for stay and travel accordingly. No assistance/accommodation will be provided by CSIR-IIIM, Jammu, in this regard.
5. The Venue, Date and Time of Interview may change due to administrative reasons. If so, the same will be notified on CSIR-IIIM, Jammu, website. Candidates are advised to check the CSIR-IIIM, Jammu, website regularly for updates regarding this.
6. Candidates are required to bring original of all their testimonials, educational qualification certificates at the time of selection process.
7. For any queries please contact at Ph. No. 0191-2585006, 2585007, 2585008 (Ext. 459) and write on e-mail manojkumar.sh@iiim.res.in, abhishek.iiim@iiim.res.in

Sd/-
Controller of Administration

Encl: As above

Annexure I - Application Form**ENGAGEMENT OF RETIRED EMPLOYEES AS CONSULTANT IN CSIR-IIIM, JAMMU.**

Advertisement No. _____ Post Code: _____

1. Name in full (Block Letters): _____

2. Educational Qualification: _____

3. Date of Birth: _____ (DD/MM/YYYY) Age (as on date): _____

4. Gender: _____

5. Date of superannuation from Central/State Govt./CABs: _____

6. AADHAR No. (Enclose Self-attested Xerox Copy): _____

7. PAN No. (Enclose Self-attested Xerox Copy): _____

8. PPO No. (Enclose Self-attested Xerox Copy): _____

9. Correspondence Address: _____

10. Mobile No. _____

11. E-mail ID: _____

12. Last Office's address (at the time of retirement): _____

<p>Please affix your Photograph here</p>

13	Brief particulars of experience in Govt. service during last five years, just before retirement	Post held	From	To	Pay Level	Area of Experience*	Last Pay Drawn and Basic Pension

14	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.	
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*As regard Area of Experience, if required, separate sheets may be attached.

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. I have read this document and ready to accept all the terms & conditions for engagement of Consultant.

(Signature of the Candidate)

Place: _____

Date: _____