



सी.एस.आई.आर. – राष्ट्रीय भौतिक प्रयोगशाला
CSIR-NATIONAL PHYSICAL LABORATORY
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्)
(Council of Scientific & Industrial Research)
डा. के.एस. कृष्णन् मार्ग, नई दिल्ली – 110012
Dr. K.S. Krishnan Marg, New Delhi – 110012



“Walk in Interview for Consultant Staff on 15/09/2023.”
Advertisement No. - Rectt.02/2023

CSIR- NPL, New Delhi (a constituent laboratory of CSIR) desires to have eligible retired employees of CSIR/Central Autonomous bodies/ Central Government/PSUs for engagement as Consultants in CSIR-NPL, Dr. K.S.Krishnan Marg New Delhi-110012 on short-term contract basis as per detail given below:-

A. Vacancy Details and eligibility:

Post Code	Number of Post (s)	Post held at the time of retirement/ Level in 7 th CPC	Section/Division
1.0	01	Assistant Section Officer or equivalent/ Level 8 to 10	Finance & Account Section
Scope of work- To work as a dealing hand having expertise in handling OB/BR issues. Settlement of OB/BR items etc.			
Post Code	Number of Post (s)	Post held at the time of retirement/ Level in 7 th CPC	Section/Division
2.0	01	Assistant Section Officer or equivalent/Section Officer or equivalent/ Level 8 to 10	Legal Section
Scope of Work –1. Should possess sufficient exposure of at least 10 years of handling court cases. The incumbent would require to visit courts on regular basis for monitoring development of court cases. He/ She would be required to visit offices / chambers of Lawyers for collection/ handing over of draft replies and for carrying out corrections therein, if any and to coordinate/ arrange meetings between the office and the Counsels as and when required. 2. To give legal input for projects and technology management like legal vetting of agreements; to pursue cases of royalty recovery through legal channel.			
Post Code	Number of Post (s)	Post held at the time of retirement/Level in 7 th CPC	Section/Division
3.0	01	Assistant Section Officer or equivalent/Section Officer or equivalent in Level 8 to 10	Stores and Purchase
Scope of work – To work as a dealing hand having experience in the field of Procurement in import and Indigenous purchases and accounts to settlement of OBs, Audit Paras, Logistics etc.			
Post Code	Number of Post (s)	Post held at the time of retirement/Level in 7 th CPC	Section/Division
4.0	01	Assistant Section Officer or equivalent in Level 7 to 10	PME
Scope of work – To work as a dealing hand having experience in the field of handling meetings like RC, PRC and HOD’s meetings. Also day to day work of PME related to Projects, Indents and Priority list.			

Post Code	Number of Post (s)	Post held at the time of retirement/Level in 7 th CPC	Section/Division
5.0	01	Jr. Hindi Translator or equivalent/ Level 10	Rajbhasha Unit
<p>Scope of Work – राजभाषा नीतियों का कार्यान्वयन/अनुवाद कार्य (अंग्रेजी से हिंदी व हिंदी से अंग्रेजी) हिंदी भाषा प्रशिक्षण कार्य/ पत्रिका प्रकाशन कार्य ।</p> <p>प्रयोगशाला से संबंधित विभिन्न प्रकार के कार्यालयी रिपोर्ट, प्रतिवेदन, कार्यालय ज्ञापन/ परिपत्र/ आदेश आदि का अनुवाद कार्य करना। समीक्षा पत्रिका प्रकाशन संबंधित अनुवाद कार्य । हिंदी में प्रगामी प्रयोग से संबंधित तिमाही प्रगति रिपोर्ट विभिन्न अनुभागों से प्राप्त करना, उसकी समीक्षा कर सक्षम अधिकारी को प्रस्तुत करना, राजभाषा विभाग को ऑनलाइन प्रस्तुत करना, हिंदी दिवस / हिंदी पखवाड़े/ हिंदी माह/ कार्यशाला आयोजन से संबंधित समस्त कार्य । प्रयोगशाला की कार्यान्वयन समिति की बैठक से संबंधित कार्य, नगर राजभाषा कार्यान्वयन समिति से संबंधित कार्य, संसदीय राजभाषा निरीक्षण समिति से संबंधित कार्य, वार्षिक रिपोर्ट/वेबसाइट सामग्री का हिंदी अनुवाद व राजभाषा संबंधित रिकॉर्ड व फाइलों का समुचित प्रबंध करना। राजभाषा नीतियों के प्रभावी कार्यान्वयन में वरिष्ठ अधिकारियों को विशेष सहयोग। समय-समय पर वरिष्ठ अधिकारियों द्वारा सौंपे जाने वाले अन्य कार्य करना।</p>			

B. Terms and Conditions of the engagement:

1.	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 up to which a retired employee can be engaged, will be 65 years.
2.	Job location	CSIR-NPL, Dr. K.S. Krishnan Marg, New Delhi-110012
3.	Age Limit	(a) Candidate should not be more than 64 years of age on the last date of receipt of application.
4.	Remuneration	Retired employees will be paid fix remuneration @ (Last Basic Pay drawn - Basic Pension) as per Ministry of Finance, Deptt. of Expenditure Govt. of India -OM 3-25/2020-E.IIIA dated 09/12/2020
5.	Leave	As per Ministry of Finance, Deptt. of Expenditure Govt. of India -OM 3-25/2020-E.IIIA dated 09/12/2020 or any subsequent instructions issued on the subject.
6.	Working Hours	(a) The retired employees 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. 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.	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 fifteen days notice.
8.	Selection procedure	(a) CSIR-NPL through a Screening cum Selection Committee will arrange walk-in 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.	General Conditions	<p>(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.</p> <p>(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> <p>(c) 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.</p> <p>(d) They must act, at all times in the interest of CSIR-NPL and render any advice/ service with professional integrity.</p> <p>(e) They will maintain highest standard 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 interested of the Council, nor will they indulge in any activity outside terms of the contractual assignment.</p>
10.	Venue & Date	<p>CSIR-NPL Dr.K.S.Krishnan Marg,New Delhi-110012 on 15/09/2023. Candidates are advised to check CSIR-NPL Website regularly for any update on the venue and date.</p>

C. Instructions for the Candidates:

1. Eligible candidates may appear together with downloaded application form duly filled-up for “Walk-in-Interview” on **15/09/2023**, for the above post code between 10.00 AM to 11.00 AM.
2. 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.
3. Separate application form should be filled for each post code.
4. Candidates are advised to report between **10.00 AM to 11.00 AM** on **15/09/2023** at the venue mentioned in the advertisement.
5. The selection process will start from **10.00 AM on 15/09/2023** and can be extended to 16/09/2023, in case all the candidates appearing for selection process could not be assessed on 15/09/2023.
6. Candidates are advised to make their arrangements for stay and travel accordingly. No assistance will be provided by CSIR-NPL in this regard.
7. The venue, date and time of selection process may change due to administrative reasons. If so, the same will be notified on CSIR-NPL website. Candidates are advised to check CSIR-NPL Website regularly for updates regarding this.
8. Vigilance Clearance should be necessarily obtained from the Govt. Office/Lab/Instt., from where the employee has retired.

9. In case retired personnel had served in more than one Govt. Office/Lab/Instt., Vigilance Clearance should be obtained from all offices/Lab/Instt. where the retired personnel had served during a period of 5 years prior to his retirement.
10. In case of the retired CSIR employee Vigilance Clearance from CVO, CSIR may also be obtained based on the Lab/Instt. Level Vigilance Clearance. He shall only be considered for temporary contractual engagement on the receipt of Vigilance Clearance from CVO, CSIR.
11. The services can be terminated by giving fifteen days' notice in writing from either side. The termination will be without prejudice to either party's rights accrued before termination.
12. **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 which the office will issue TDS Certificate
13. **Leave of absence:** Paid leave of absence may be allowed at the rate of 1½ days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
14. **The term of appointment:** Shall ordinarily be for an initial period not exceeding six months. The consultant shall sign an agreement of confidentiality with CSIR-NPL containing a clause on Ethics and Integrity.
15. Candidates are required to bring original of all their testimonials, educational qualification certificates at the time of selection process.
16. Willing candidates can also inform about their participation in the selection process through e-mail on psrecruitment@nplindia.org
17. **NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.**

Sd/-
Sr. COA