



भाकृअनुप-भारतीय तिलहन अनुसंधान संस्थान ICAR-Indian Institute of Oilseeds Research

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F.No.2-67/2024-Misc.

Date: 27.03.2024

NOTIFICATION

Sub:- Engagement of Retired Central Government/ICAR employees as Consultant – purely on contract basis – Reg.

The ICAR- Indian Institute of Oilseeds Research, Rajendranagar, Hyderabad invites applications for engagement of consultant (expertise on administrative works) from the retired employees of Central Government/ICAR (of the level of Asst. Admn. Officer or equivalent cadre) purely on contract basis, initially for a period of One year which may likely to be extended. The details regarding eligibility criteria, terms of reference etc. are as under:

Name of position	No. of positions	Qualifications	Essential Experience required
Consultant	One (01)	<p>Essential:</p> <ol style="list-style-type: none">1) Should have retired from Central Government or ICAR service of the level of Asst. Admn. Officer or equivalent cadre (Level-7)2) Graduation or above from a recognized University in any discipline3) Age should be between 60 to 62 years as on the date of application <p>Desirable:</p> <p>Working knowledge on computers, more particularly on FMS, Pay Roll Management, etc.</p>	<ol style="list-style-type: none">1) Rich experience and working knowledge in Establishment Procedures and General Administration of Central Government/ICAR.2) Very Good knowledge and experience of rules and regulations of ICAR in implementation of CAS Rules applicable to Scientific category and their pay fixations as per the HRD relevant to the respective Pay Commissions (5th, 6th and 7th)3) Practical knowledge and experience in processing the incentives of Ph.D increments to scientific staff of ICAR.4) Should have very good working experience on implementation of Technical Service Rules (Old/New) applicable to the Technical Services of ICAR pertaining to different functional groups, their pay fixation.5) Knowledge and practical experience in preparing the self-content notes, processing the cases, conducting CAS/DPCs/MACPs/timely clearance of probation and preparing the proceedings for promotions of staff belonging to scientific, technical, administration and SSS categories of ICAR.6) Working knowledge and experience in maintaining the cadre strength and related correspondence and timely submission of proposals for vacant positions.7) Ability for independent noting, drafting and submission of relevant files and liaisoning and dealing with Court Cases; RTI matters; Audit Paras, etc.8) Knowledge on preparation of Pay bills through ERP and computation of Income Tax statements as per the financial acts, submission of returns and knowledge on preparation of Roster & updating of service registers.

The terms and conditions of engaging the consultant is as per the OM.No.3-25/2020-E-III A, dated 09.12.2020 endorsed by ICAR vide Letter No.22(1)/2016-CDN(A&A), dated 18.01.2021.

Retired Central Government/ICAR Officers (Group B) who are eligible as indicated above and willing to accept the terms and conditions as mentioned at **Annexure-I** may send their application **ONLY BY E-MAIL** to the Director, ICAR-IIOR, Rajendranagar, Hyderabad (director.iior@icar.gov.in) with dully filled in signed and scanned Bio-data as per **Annexure-II** along with a copy of the PPO/Pensioner Card on or before **18.04.2024**.

The applicants who fulfill the essential and desirable criteria having the essential experience as mentioned above will be shortlisted and called for walk-in-interview on **22.04.2024 at 10.30 AM**. No TA/DA will be paid for attending the interview.


ADMN.OFFICER

1. The consultant shall perform the services as assigned to him/her by his/her Controlling Authorities.
2. The Normal working hours would be from 9.00 AM to 5.30 PM with lunch break of 30 minutes from 1.00 PM to 1.30PM from Monday to Friday. In case of emergencies or exigency services may require on closed holidays or beyond the normal working hours for which no additional remuneration will be paid.
3. The engagement of the Consultant will be purely on Contract basis. The engagement shall not be considered as a case of re-employment.
4. Consultant shall not be entitled to any kind of accommodation or allowance facility such as Dearness Allowance, Transport facility, residential accommodation etc.
5. The persons engaged on contract basis shall not be entitled to any other benefits viz. Provident Fund, Pension, Insurance, Gratuity etc.
6. The engagement period of consultant would be initially for a period one year which can be extended. The period which may be extended or curtailed subject to review, on the basis of performance and at the sole discretion of the Competent Authority. The Consultant shall not exceed the age of 65 years.
7. The consultant shall be paid a fixed remuneration as per the formula of last pay drawn minus basic pension at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. No Increment and Dearness Allowance/ HRA shall be allowed during the term of the contract, in accordance to the OM.No.3-25/2020-E-III A, dated 09.12.2020 and endorsed by the Council letter No.22(1)/2016-CDN(A&A), dated 18.01.2021.
8. 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, in accordance to the OM.No.3-25/2020-E-III A, dated 09.12.2020 and endorsed by the Council letter No.22(1)/2016-CDN(A&A), dated 18.01.2021.
9. The consultant will be allowed 1.5 days leave for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed. Also, no payment in lieu of un-utilized leaves will be made by the Institute.
10. The continuance of Consultants during the period of one year depends on the satisfactory performance. It can be terminated at any time by issue of one month notice by ICAR-IIOR, Hyderabad. It can also be terminated at any time without giving one month's notice if he/she is found guilty of gross negligence or involved in acts of grave misconduct. The services of the Consultant shall stand terminated automatically on expiry of the contract period unless it is extended in writing.
11. His/Her engagement will be on full time basis and during the period his/her Consultancy in this Institute, he/she shall not take up any other assignment in any public or private organizations, whatsoever.
12. He/She will not act in a manner that will be detrimental to the activities or reputation either of this Institute or of the Government of India.
13. He/She will not reveal or share with any third party, any secret or confidential about or become aware in the course of engagement.
14. He/She will not get himself/herself involved in activities or exhibit behavior during the course of his engagement that result in conflict of interests or unbecoming the prudent man.

15. If any declaration given or information furnished by the candidates proves to be false or if the candidate is found to have willfully suppressed any material information, he/she will be liable for removal from engagement service and such other action as Government may deem necessary.
16. No TA/DA shall be admissible to the Consultants for attending the interview or for taking up the appointment. Consultant will not be allowed any foreign travel at Government expenses.
17. This Institute shall have the right to examine/review the services provided by him/her at any time.
18. This Institute shall not be responsible for any loss accident damages/injury suffered by him/her whatsoever arising in or out of the execution of his/her work including travel.
19. Self-attested copies of all educational qualifications alongwith Last pay certificate and Pension Payment Order are required to be submitted invariably.
20. The Consultants are required to adhere to the administrative, financial and disciplinary regulations of ICAR-IIOR where the incumbent is working. They may be required to mark their attendance in Biometric system.
21. The Consultants will be under the administrative control of the Admn. Officer of ICAR-IIOR. They will be subject to the Administrative, financial and disciplinary regulations of the ICAR-IIOR, Hyderabad. Consultant shall have to work on all working days except for the General holidays and adhere to punctuality in attendance.
22. Incometax will be deducted from the emoluments of consultants at source as applicable.
23. Consultants will not be entitled to any Medical benefit & allowances.
24. The Consultants shall have no claim, whatsoever, for regularization/absorption or otherwise against any regular post on termination of the tenure/project as it is purely on contractual/temporary & is time bound in nature which runs co-terminus with the length of the contract period.
25. No correspondence will be entertained with the non-selected candidates.
26. In case of any dispute which may arise out of or in connection with this advertisement/notification, Hyderabad City Courts have jurisdiction to decided or adjudicate.

Application for hiring Consultant (Administration works) of ICAR-IIOR with reference to the Circular/Notice No. _____ dated _____.

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Name	
Father's /Husband's name	
Date of Birth	
Address for Correspondence	
Date of Joining In Government Service	
Date of Retirement	
Post from which retired	
Name of the Department/Institute from which retired	
Last Pay drawn	
PPO No. (with copy)	
Contact No/Mobile No/PAN Number/Aadhar Number	
Email ID	
Educational/Technical Qualification(s)	
Details of experience to be attached in proforma appended as Annexure-III	Duly filled Proforma Appendix is attached
Any other relevant information (Use a separate sheet, if necessary)	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

I understand and agree that in the event of information being found false or incorrect/complete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be reject and I shall be bound buy the decision of the ICAR-IIOR, Hyderabad.

Date:

SIGNATURE OF THE APPLICANT

Details of Experience

Period	Name of the Office/Organization	Post, Remuneration or Pay Band with Grade Pay/Level Matrix, if applicable	Description of duties performed

Name/Signature: _____