



वै0औ0अ0प0-केन्द्रीय औषधीय एवं सगंध पौधा संस्थान
(वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद)
पोस्ट ऑफिस - सीमैप, लखनऊ-226015, भारत
CSIR-CENTRAL INSTITUTE OF MEDICINAL & AROMATIC PLANTS
(Council of Scientific & Industrial Research)
P.O. CIMAP, Lucknow-226015, (U.P.) INDIA



Advertisement for engagement of consultant in CSIR-CIMAP

Advertisement No. 01/2024/Consultant

Dated: 01/03/2024

Application in the prescribed format (As per Annexure - I) are invited from eligible retired employees of CSIR/Central Autonomous bodies/ Central or State Government /PSUs for engagement in CSIR-CIMAP, Picnic Spot Road, Lucknow 226015 on short-term contract as per details given below:-

A. Vacancy Details and eligibility:

Post Code	Number of Post(s)	Post held at the time of retirement	Section/Division
0101	01	Assistant Section Officer/Section Officer Level 7/8	DDO/Bill/Cash Section

Scope of Work: Preparation of salary bills of staff of Institute and its Research Centres, preparation and payment of arrear bills, calculation of income tax and filing of its return, remittance of LICs, relief fund, group insurance of employees, professional tax, computer/conveyance advance interest, bill preparation of retirement gratuity, commutation of pension, final payment of GPF, leave encashment, preparation of Form 16 etc.

B. Terms and Conditions for 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 upto which a retired employee can be engaged, will be 65 years.
2.	Job location	CSIR-Central Institute of Medicinal and Aromatic Plants, Lucknow.
3.	Age Limit	Candidate should not be more than 64 years and 6 months of age on the date of walk-in-interview.
4.	Remuneration	Retired employees will be paid fix remuneration @ (Last Basic Pay drawn - Basic Pension) as per Department of Expenditure OM dated 09/12 /2020
5.	Leave	As per Deptt. of Expenditure OM 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

		<p>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.</p> <p>(b) They shall mark their attendance in Attendance Register mandatorily or on any applicable mode, failing which, it may result in deduction of remuneration.</p>
7.	Terms of engagement	<p>(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.</p> <p>(b) The engagement of the contractual position can be terminated at any time i.e. even before the period of 6 months.</p>
8.	Selection Procedure	<p>(a) CSIR-CIMAP through a Screening cum Selection Committee will arrange Walk-In interview of the eligible candidates.</p> <p>(b) The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.</p>
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. 01/0/2017 dated 23.1.2017 and circular No. 08.06.20 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 and render any advice/service with professional integrity.</p> <p>(e) They will maintain highest standards 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 the interest of the Council, nor will they indulge in any activity outside the terms of the contractual assignment.</p>
10.	Venue & Date	<p>CSIR-Central Institute of Medicinal and Aromatic Plants, Picnic Spot Road, Lucknow 226015 on 21st March, 2024. Candidates are advised to check CIMAP Website (www.cimap.res.in) regularly for any update on the venue and date.</p>

C. Instructions for the Candidates:

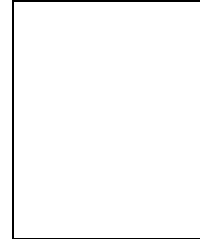
1. Candidates should be medically and physically fit to take up the assignment.

2. In case of candidates retired from any Government organizations / Agency / PSU / Autonomous body, he / she should be free from all vigilance angles as on the date of test/interview.
3. There must not be any adverse report/remarks related to character & antecedents of the appointee, by any authority.
4. Such engagements does not entitle the candidates for any claim, implicit or explicit on any CSIR / CIMAP post.
5. 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.
6. **Candidates are advised to report for selection process at 09:30 AM up to 11.30 AM on 21/03/2024 at CSIR-CIMAP, Kukrail, Picnic Spot Road- 226015 with duly filled application form, originals and one set of photocopies of Certificates of educational qualifications, age, caste (in case of SC/ST/OBC/EWS candidates), Date of joining of Govt. Service OM, PPO Copy, Experience, one recent passport size photograph etc..**
7. The venue, date and time of selection process may change due to administrative reasons. If so, the same will be notified on CSIR website. Candidates are advised to check CSIR Website regularly for updates regarding this.
8. The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 15 days. In case, a Consultant desires to leave the assignment, he/she has to give 15 days' notice which can be condoned/ curtailed/ extended depending upon the discretion of the Competent Authority
9. No request for Online Interview or change in the date of Interview will be entertained.
10. NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED

**Sd/-
Administrative Officer**

Encl: As above

**Engagement of Retired Employees as Consultant in
CSIR-CIMAP, Lucknow- 15**



Advertisement No.01/2024/Consultant

1. Post Code: _____
2. Full Name: _____
3. Father's Name: _____
4. Date of Birth: _____ (DD/MM/YY) Age (as on date of Walk-in-Interview): _____ DAY
_____ Months _____ Years
5. Gender: Male/Female _____
6. Full Address (PINcode): _____

7. Mobile No. _____
8. E-mail Address: _____
9. Basic Pension: _____ (enclose copy of PPO)
10. Last Pay Drawn and Pay Level: _____ (enclose last pay slip)
11. Details of the Education Qualification held by the Application.

S. No.	Education Qualification	Passing Year	Marks	Percentage

12. Employment History in chronological order, (Attach separate sheet in following format, if necessary)

Name and Address of employer/ organization	Period of Service	Designation of the Post held	Remuneration	Detained description of work	Reason of leaving each post

13. Professional Trainings/Certifications.

Organization	Details of Training/Certificate	Period	
		From	To

Declaration: I hereby solemnly declare that all the above- mentioned statements are true and correct to the best of my knowledge and belief. Nothing is false or has been concealed/ distorted. If at any time I am found to have concealed/ distorted any material/ information, my appointment shall be liable to termination without notice.

Place: _____

Signature of Applicant _____

Date: _____

Name of the Applicant _____