

**CSIR-CENTRAL BUILDING RESEARCH INSTITUTE
ROORKEE -247 667 (UK)
(Council of Scientific Industrial Research)**

**Advt. No. : CSIR-CBRI-02/2023
Opening Date : 17.03.2023**

Closing Date : 31.03.2023 (5:30 PM)

Sub. : Engagement of Retired CSIR/CAB/Central Government employees as Consultant on Contract Basis.

CSIR-CBRI invites application from Government Servants from CSIR/CAB/Central Government employees who have retired from the rank of Principal Private Secretary/Private Secretary for engagement as Consultant in CSIR-CBRI as per details given below :

No.	Name of Position	No. of Post	Duration	Qualification and Eligibility Criteria	Emoluments per month	Age limit
1.	Consultant-PPS/PS on Contractual basis	01	06 Months, extendable by two years	<p>Graduate in any discipline. Should have retired from not below the rank of Principal Private Secretary/Private Secretary i.e. not below the post carrying pay matrix level – 8 on regular basis.</p> <p><u>Role and responsibility :</u></p> <ol style="list-style-type: none">1. Management and supervision of Director's Office.2. Facilitating meeting.3. E-tracing of files and important papers.4. Coordinating parliamentary work.5. Facilitation grievance handling.6. Taking dictation and typing.7. Handling phone calls.8. Maintaining engagements, preparing programmes and travel arrangements of the officer.9. E-monitoring management system of important references.10. Preparation of minutes of important meetings taken by officer.11. Handling coordinating work.12. Protocol duties.	A fixed monthly amount shall be admissible by deducting the basic pension from the pay drawn at the time of retirement.	62 Years on the closing of the Advertisement.

General Conditions :

1. Professionals with requisite qualifications and experience as prescribed would be eligible for the appointment of above post.
2. Selected candidates would be engaged for a fixed period for providing high quality service to the Institute for attending to specific and time-bound jobs.
3. The appointment would be on Full-time basis and they would not permitted to take up and other assignment during the period of Consultancy with the CBRI.
4. The appointment is purely on temporary basis and do not entitle the appointee to any claim implicit or explicit on any CBRI post. The appointment can be cancelled at any time by the Institute without assigning any reason.

5. The initial term of appointment and subsequent extension(s) if any, shall be decided on case to case basis depending upon the specific job and the time frame for its completion.
6. The selected candidates shall not be entitled to any allowance such as Dearness Allowance, HRA, Telephone, personal staff etc.
7. The Consultant would not be entitled to any kind of leave. However, they would be entitled to paid leave of absence at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
8. 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.
9. The Screening-cum-Selection Committee may fixed its own criteria for short listing the candidates. Short listed candidates will be invited for interview, if required by Screening-cum-Selection Committee. Final merit list will be prepared on the basis of marks obtained by candidates during the course of interview, if interviews are required to be held.
10. No TA/DA will be paid to the candidate for attending the interview. No TA/DA shall be admissible for joining the appointment on contractual basis. The selected candidate shall be allowed TA/DA for their travel inside the country in connection with the official work.
11. Bio-data Format for the post : (Copy enclosed).
12. Eligible candidates are required to take a printout of bio-data format. Fill it and send duly filled bio-data format along with passport size photograph and self attested photocopies of date of birth, qualification and experience etc. Self attested photocopy of Retirement notification/Last Pay drawn Certificate and/or PPO may also be attached with the bio-data form. Duly filled bio-data form alongwith all the attachment in a single PDF file should be send at e-mail ID : coa@cbri.res.in on or before the closing date of this advertisement.
13. Candidates should keep a copy of the duly filled application for their records.
14. No. of posts my increase or decrease depending on the circumstances.
15. Out station candidates are required to make their own boarding and lodging arrangement at Roorkee for the day of Interview.

Check list : Attested copies of following documents must be attached with the Bio-data from :

1. Self attested copy of High School/Secondary School Certificate showing Date of Birth.
2. Self attested copies of 10th/12th/ Degree Certificates.
3. Self attested copy of Experience Certificates.
4. Self attested copies of Retirement notification/Last Pay Drawn Certificate and or PPO.

Controller of Administration

15 Working experience :-

S. No.	Mentioning S. No.	Organisation/ Institute	Period (from to)	Nature of work	Remarks

16. Knowledge of software, if any :

17. Any other additional information :

18. List of enclosures : a)

b)

c)

d)

e)

f)

Date :

Signature of Candidate