

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

**Advt. No. : CSIR-CBRI-05/2023**

**Opening Date : 04.05.2023**  
**Closing Date : 18.05.2023 (5:30 PM)**

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

CSIR-CBRI invites application from Government Servants from CSIR/CAB/Central Government employees who have retired from the rank of Section Officer or above for engagement as Consultant- Gen. Administration in CSIR-CBRI as per details given below :

Sl. No.	Name of Position	No. of Post	Duration	Qualification and Eligibility Criteria	Emoluments per month	Age limit
1.	Consultant-Gen. Administration on Contractual Basis.	01	06 Months, extendable by two years	<p>Graduate in any discipline. Should have retired from not below the rank of Section Officer i.e. not below the post carrying pay matrix level – 8 on regular basis.</p> <p><b><u>Scope of Work and Experience :-</u></b></p> <ol style="list-style-type: none"> <li>1. Knowledge of rules and regulations and 08 years' experience as Section Officer in the field of General Administration such as annually maintenance of reservation rosters and work related to preparation of advertisement etc. for recruitment of S&amp;T and non-tech. posts.</li> <li>2. Assessment promotion of scientific &amp; technical employees as per Merit and Normal Assessment Scheme (MANAS) and Recruitment and Assessment Board (RAB).</li> <li>3. Promotion cases of administrative staff as per Administrative Services Recruitment and Promotion Rules (ASRAP).</li> <li>4. To examine the legal issues, which involve higher level of intricacies and facilitate the authorities to arrive at a viable solution and workable course of action. To make case study with a view to find the nature and causes of litigation in CBRI and suggest the ways and means for effective disposal of the cases and to find the possibilities to reduce litigation/legal cases. To provide guidance to the junior functionaries for better and effective disposal of day-to-day work. To co-ordinate between labs and CSIR Hqrs officers concerned and the advocate(s) wherever may be so required.</li> <li>5. Any assigned additional work.</li> <li>6. Knowledge of computer is desirable.</li> </ol>	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 date of the Advertisement.

**General Conditions :**

1. The retired Government servants 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](mailto: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 10<sup>th</sup>/12<sup>th</sup>/ 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 working on computer, if any :

17. Any other additional information :

18. List of enclosures : a)  
b)  
c)  
d)  
e)  
f)

Date :

Signature of Candidate