



ADVT. NO. 02/2025 DATED 17.06.2025

ADVERTISEMENT FOR ENGAGEMENT OF RETIRED GOVERNMENT EMPLOYEES AS CONSULTANT

CSIR-Institute of Minerals & Materials Technology, Bhubaneswar, an Institute under Council of Scientific & Industrial Research (CSIR), will conduct walk-in interview at **11:00 A.M. on 24.06.2025** for eligible retired Government Servants for engagement as **consultant** on short term contract basis in the Pay Level not lower than Level-12 or equivalent in General Administration in CSIR-IMMT with the following job description, educational qualification and experience.

A. Vacancy Details and eligibility:

Post Code	Number of Post(s)	Age limit	Post held at the time of retirement/ Level in 7 th CPC	Section/ Division
C01	01	Should not be more than 64 years of age as on the date of walk-in Interview.	Essential Qualification: Retired as Controller of Administration or candidates on superannuation held analogous posts with the Pay Level not lower than Level-12 (as per 7 th CPC) from the Central Govt. Depts./Central Autonomous Bodies and having proficiency in the area of Recruitment & Assessment of Scientists, Technical & Administrative staff with 04 years of working experience in Recruitment & Assessment in Pay level not lower than Level-11.	General Administration
Scope of Work: Administrative work related to Recruitment and Assessment of Scientist, Technical & Administrative Staff DPC which require knowledge of Rules and regulations and any other job as may be assigned from time to time by the Competent Authority.				

B. Terms and Conditions for the engagement:

1.	Period of engagement	Initially for six months. The engagement period may be extended for another six months at the discretion of the Competent Authority subject to satisfactory performance of the candidate and functional need. However, the maximum age up to which a retired employee can be engaged, will be 65 years.
2.	Age Limit	Candidate should not be more than 64 years of age on the date of Walk-in-interview.
3.	Remuneration	Retired employees will be paid fix remuneration @ (Last Basic Pay drawn - Basic Pension) as per Department of Expenditure OM dated 09/12/2020. Transport Allowance: 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. House Rent Allowances: No HRA shall be admissible. No Increment and Dearness Allowance shall be allowed during the term of the contract.
4.	Leave	As per Deptt. of Expenditure OM dated 09/12/2020 or any subsequent instructions issued on the subject from time to time.

5.	Working Hours	The retired employees shall be required to observe the normal office timing between 09:00 AM to 05:30 PM and may also be required to work beyond office hour and on Saturday/Sunday or any other holiday, in case of exigencies of work. No extra remuneration shall be paid for extra Hours/ Holidays.
6.	Attendance	Selected candidate will report to Director/CoA depending on place of posting and mark his/her attendance in the Attendance Register mandatorily or on any applicable mode, failing which, it may result in deduction of remuneration.
7.	Selection Procedure	(a) CSIR-IMMT through a Screening-cum-Selection Committee will conduct Walk-In- Interview of the eligible candidates. (b) The decision of the competent authority on screening & selection of candidates will be final and no correspondence on this subject will be entertained. (c) Retired CSIR employees will be given preference.
8.	General Conditions	(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. (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. (c) Attention is drawn to Central Vigilance Commission's circular No. 01/01/17 dated 23.01.2017 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. (d) They must act, all times in the interest of CSIR and render any advice/service with professional integrity. (e) They will maintain highest standards of integrity transparency, competitiveness, economy and efficiency while working as consultant in the Department. (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 interest of the Council, nor will they indulge in any activity outside terms of the contractual assignment.
9.	Venue & Date	CSIR-IMMT Conference Room at 11:00 A.M. on 24.06.2025 . Candidates are advised to check CSIR-IMMT Website regularly for any update on the venue and date. Any corrigendum/ addendum/ notification etc. or updates with regard to this advertisement shall be made available on our website: www.immt.res.in only.

C. Instructions for the Candidates:

- (1) Candidates are required to fill up the application form in Annexure-I and submit it during the Walk-in-Interview. Before filling up the application form in the prescribed application form (Annexure 1), candidates are advised to check their eligibility as per the advertisement and also suitability for the scope of work mentioned against each post code.
- (2) Candidates are advised to report for walk-in-interview process at **10.00 AM on 24.06.2025** at the venue mentioned in the advertisement. Candidates reporting after 10:00 AM will not be entertained.
- (3) Candidates are advised to make their arrangements for stay and travel accordingly. No assistance will be provided by CSIR in this regard.
- (4) The venue, date and time of selection process may change due to administrative reasons. If so, the same will be notified on CSIR-IMMT Website. Candidates are advised to check CSIR Website regularly for latest updates.
- (5) Candidates are required to bring original of all their testimonials, educational qualification certificates at the time of selection process.

- (6) Willing candidates can also inform about their participation in the selection process through e-mail on recruitment@immt.res.in latest by 23.06.2025 (03:00 PM).
- (7) All candidates are advised to bring their Service cum Experience Certificate as per Annexure 2.
- (8) The number of retired employees to be engaged as consultants as indicated above is provisional and may vary at the time of selection.
- (9) The decision of the Director, CSIR-IMMT in all matters relating to eligibility, acceptance or rejection of application, mode of selection, not to fill up the post will be final and binding on the candidates and no interim inquiry or correspondence will be entertained in this connection from any individual or his/her agency.
- (10) For any queries please contact at Ph. No. 0674-2379225 or can send an e-mail to recruitment@immt.res.in

Sd/-
Controller of Administration

Encl: As above