

**Proforma**

**Application for engagement of Consultant at NIOT**

|    |   |           |      |    |                                |                    |                                  |
|----|---|-----------|------|----|--------------------------------|--------------------|----------------------------------|
| 1  | Name in full (Block Letter)   |           |      |    |                                |                    |                                  |
| 2  | Educational qualification   |           |      |    |                                |                    |                                  |
| 3  | Date of birth   |           |      |    |                                |                    |                                  |
| 4  | Date of superannuation from Govt. Service   |           |      |    |                                |                    |                                  |
| 5  | AADHAR No. and PAN (Enclose Xerox Copy of each)   |           |      |    |                                |                    |                                  |
| 6  | PPO No. (Enclose photo-copy)  |           |      |    |                                |                    |                                  |
| 7  | Complete residential address with phone number/Mobile No.   |           |      |    |                                |                    |                                  |
| 8  | Last Office's address (at the time of retirement)   |           |      |    |                                |                    |                                  |
| 9  | E-mail I.D  |           |      |    |                                |                    |                                  |
| 10 | Brief Particulars of experience at various levels in the Govt. / ABs/ PSU. Attach a separate sheet, if necessary.                         | Post held | From | To | PB/GP/ Level in the pay Matrix | Area of Experience | Last Pay Drawn and Basic Pension |
|    |   |           |      |    |                                |                    |                                  |
| 11 | Additional relevant information, if any, in support of your suitability for the said engagement. (attach 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 further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all the terms & conditions for engagement of Consultants.

(Signature of Candidate)

Place:

Date:

## **Terms & Conditions:**

### **1. Period of engagement**

The engagement shall be initially for a period of one year which may be extended/ curtailed depending upon the performance of the Consultant or functional requirement of the Office with the approval of the Competent Authority.

### **2. Selection Procedure**

The engagement will be purely on contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. Consultants will be selected from shortlisted candidates. **NIOT reserves the right to reject any application without assigning any reason.**

### **3. Remuneration**

A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract and there will be no annual increment /percentage increase during the contract period. No DA/HRA, residential accommodation shall be admissible.

### **4. 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 Rs.7,200/- The same will not be revised during the contract.

No TA/DA is admissible for joining the assignment or on its completion. However, the Consultants would be entitled to draw TA/DA as per normal rules as applicable to any serving Officer of an equivalent rank in NIOT whenever they are required to travel outside Head Quarters in connection with the work of the NIOT.

### **5. Scope of Duties**

During the period of their engagement, the Consultants would be required to perform the duties of Consultant or any work as assigned to them by the concerned Group / Section Heads in the NIOT in which they would be posted to work as Consultant.

### **6. Leave**

The Consultants will be entitled for the paid leave at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond calendar year may not be allowed. In special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid.

## **7. Office time and working hours**

Engagement of Consultants would be on full time basis. Working hours shall be from 9.00 A.M. to 5.30 P.M. during working days including half an hour lunch break in between. The Consultants will not be allowed to take any other assignment during the period of their contractual engagement. The consultant may be required to mark his/her attendance in Bio-metric System or in any other system as prescribed from time to time.

## **8. Tax deduction at Source**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

## **9. Confidentiality of data and documents**

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

## **10. Conflict of Interest**

The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. No Consultant would be permitted to take up any other assignment during the period of Consultancy.

## **11. Termination of Service**

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 curtailed/extended depending upon the workload.

**In the event any Consultant is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.**

**12.** NIOT shall not be responsible for any loss, accident, damage, injury suffered by the Consultant whatsoever arising in or out of the execution of his / her work including travel.

### **13. Guidelines for the submission of the application**

The duly completed application in prescribed proforma should be submitted so as to reach the office of NIOT latest by 12th October, 2021. Any application received after the above date will not be entertained. The application should be submitted with the following documents:-

- a) Bio-data/CV
- b) Copy of retirement notification
- c) Copy of PPO
- d) Copy of Last Pay Certificate
- e) Copy of PAN card and AADHAR Card-mandatory
- f) Relevant documents such as copies of Educational Qualification, APAR, Experience Certificate etc. in support of the Work Experience as prescribed in the Annexure.

### **Expected Roles of the Consultants:**

The Consultants must be fully conversant with the Rules, Regulations and the procedures of Govt. of India and he / she will be required to assist in the below mentioned areas:

### **Establishment and Personnel**

- Effective administrative support in management of Scientific / Research activities of the Institute
- Handling of legal cases and RTI matters pertaining to NIOT
- Preparation and Maintenance of Roster register
- Drafting of agreements / contracts / tender documents, including manpower contract, etc.,
- Deal with matters related to Statutory / Internal / Ministry / CAG audit and co-ordination NPS related matters, etc.
- Co-ordination & liaison with offices of Central Govt. / State Govt. / Statutory bodies, etc., whenever required

Any other administrative job as required from time to time.

### **Stores & Purchase**

- Advise and guide in carrying out Stores & Purchase related matters of the Institute
- Handling procurement and stores functions, contractual support management with foreign vendors / suppliers
- E-tender process
- Handle Contract Management, including import and export & arbitration cases
- Handle letter of credits, Foreign Exchange Transactions Management, FEMA obligations, etc.
- Deal with matters related to Statutory / Internal / Ministry / CAG auditing and co-ordination with Auditors

Any other matter relating to procurement of goods and services.

### **Finance & Accounts**

- Advise and guide in the functioning of Accounts related matters of the Institute
- Planning, budgeting and expenditure control in execution of projects
- Adherence to ICAI Accounting Standards in book keeping; formulation & disclosure of accounting policies; revenue and capital accounting; control over computerized web based accounting of daily transactions and reconciliation, etc.
- Handle statutory obligations; especially Income Tax, GST, Customs Duty and periodical returns
- Handling Audit matters

Any other matter relating to Finance and Accounts.

### **Project Management**

- Preparation of EFC/SFC memos, minutes, RFD documents, note on various schemes handled by NIOT/MoES
- Management of project finances.
- Co-ordination of project schedules, proposal and report preparation.
- Procurement of high value equipment.
- Liaison with the MoES and other Ministries.
- Liaisoning with international agencies like International Sea Bed Authority etc..
- Obtaining clearances and approval from the Ministries like MoHA, MoD for the operations involving foreign nationals etc are to be managed for the timely and efficient execution of the projects.

The consultants are required to ensure high level of efficiency and effectiveness.