



**NATIONAL INSTITUTE OF OCEAN TECHNOLOGY**  
**(Ministry of Earth Sciences, Government of India)**  
NIOT Campus, Velachery-Tambaram Main Road, Pallikaranai,  
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**विज्ञापन संख्या NIOT/E&P/06/2024 (परामर्शदाता)**  
**ADVERTISEMENT No. NIOT/E&P/06/2024 (Consultant)**

National Institute of Ocean Technology (NIOT), Chennai, a technical arm of the Ministry of Earth Sciences, Govt. of India, is functioning with the broad objective of promoting technology development in activities related to Ocean Engineering and Ocean Resource utilization.

2. The Institute has taken up various research projects in the area of *Ocean Energy and Fresh Water, Off-shore Structural Components, Deep Sea Technologies and Ocean Mining, Coastal and Environmental Engineering, Ocean Acoustics, Ocean Observation Systems, Submersibles and Gas Hydrates, Marine Sensors and Systems, Ocean Electronics and Marine Biotechnology for Islands*. In order to carry out the research and development activities of the projects, the Institute is looking for **Consultant** in various administrative fields on a purely temporary contract basis from the Officers **who have retired or will retire by 31.10.2024** from Government / Autonomous Bodies / PSU for preparation of panel for engagement as consultant on Contract basis in the Office of NIOT as per the following terms and conditions:

आयु सीमा Age limit	पात्रता Eligibility	प्रति माह पारिश्रमिक Remuneration Per Month
Not more than 64 years of age as on date of receipt of applications i.e. on <b>11.11.2024</b>	The candidates should have retired from the post of Under Secretary or equivalent i.e. from the post in Level-11 of the Pay Matrix as per 7th CPC or equivalent from Government / Autonomous Bodies / PSU.  <b>OR</b> from the post of Deputy Secretary or equivalent i.e. from the post in Level-12 of the Pay Matrix as per 7th CPC or equivalent from	A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the last pay drawn at the time of retirement in terms of applicable DoE guidelines on the matter.  <b>OR</b> A consolidated sum of Rs.60,000/- p.m. for those who are not covered under Govt. Pension Scheme.

आयु सीमा Age limit	पात्रता Eligibility	प्रति माह पारिश्रमिक Remuneration Per Month
	<p>Government / Autonomous Bodies / PSU.</p> <p>a) Should have at least five years' experience of handling Administration/ Accounts/ Stores &amp; Purchase/ Audit/ Management of Scientific Projects not below the Pay Level-10 of Pay Matrix under Seventh CPC/PB-3 with GP 5400.</p> <p>b) Should have working knowledge of computer application in the day to day functioning of office.</p>	<p>The Consultant shall also be entitled for Transport Allowance.</p>

**परामर्शदाता की अपेक्षित भूमिकाएँ / Expected Roles of the Consultant:**

The Consultant 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:

**Scope of work:**

- 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 / Audit and co-ordination in 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.

The consultant is required to ensure high level of efficiency and effectiveness.

Interested candidates, who fulfill the eligibility criteria, may submit their application in the prescribed proforma in a sealed cover super-scribed “**Application for engagement as Consultant on contract basis in NIOT**” which should reach this office latest by **11<sup>th</sup> November 2024** at the following address:

निदेशक,  
राष्ट्रीय समुद्र प्रौद्योगिकी संस्थान,  
रासप्रौसं परिसर, वेलाचेरी-तांबरम मेन रोड,  
पल्लीकरणै, चेन्नई-600 100

**The Director,  
National Institute of Ocean Technology,  
NIOT Campus, Velachery–Tambaram Main Road,  
Pallikaranai, Chennai-600 100**

## सामान्य नियम और शर्तें: / General 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.

During the period of his/her engagement, the Consultant would be required to perform the duties of Consultant or any work as assigned to him by the concerned Group / Section Heads in NIOT in which he would be posted to work as Consultant.

### **2. Selection Procedure**

The engagement will be purely on contract basis. NIOT through a Screening cum Selection Committee will arrange for **Interview** of the eligible candidates. The decision of the Competent Authority on selection of candidates will be final and no correspondence on this subject will be entertained. **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. A consolidated sum of Rs.60,000/- p.m. for those who are not covered under Govt. Pension Scheme.

### **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 NIOT work.

## **5. Leave**

The Consultant 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.

## **6. 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 Consultant 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.

## **7. 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.

## **8. 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.

## **9. 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.

## **10. 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.**

**11.** 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.

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

The duly completed application in prescribed proforma should be submitted so as to reach the office of NIOT latest by **11<sup>th</sup> November 2024**. 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 PPO
  - c) Copy of Last Pay Certificate
  - d) Copy of PAN card and AADHAR Card-mandatory
  - e) Relevant documents such as copies of Educational Qualification, APAR, Experience Certificate etc. in support of the Work Experience as prescribed in the proforma.
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- a) 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 above.
  - c) Candidates are required to bring originals of all their testimonials, educational qualification certificates at the time of selection process.
  - d) Candidates are advised to make their own arrangements for stay and travel accordingly. No assistance will be provided by NIOT in this regard.
  - e) The date and time of interview will be intimated to the screened-in candidates by email.
  - f) For any queries please write to us on e-mail [recruitment@niot.res.in](mailto:recruitment@niot.res.in)

**वरिष्ठ प्रशासनिक अधिकारी / Senior Administrative Officer**