

Advt. No. NCPOR/44/18
National Centre for Polar & Ocean Research
(An Autonomous Society under the MINISTRY OF EARTH SCIENCES, Govt. of India)
Headland Sada, Vasco-da-Gama, Goa - 403 804.
www.ncaor.gov.in

National Centre for Polar & Ocean Research (NCPOR), an autonomous society under the Earth System Science Organization, Ministry of Earth Sciences, Government of India, invites applications from retired Govt. employees of Central/State Govt./Autonomous bodies, who have retired from the grade of Section Officer/Account Officer/Audit Officer or equivalent or above, for engagement as “Consultant” in the office of NCPOR as under: The position is purely temporary basis, initially for a period of one year.

Sl. No	Name of the Post	No. of Post	Eligibility criteria & Experience	Age limit	Scope of Duties	Remuneration (Per Month)
1	Consultant	01	(i) Should have retired from the rank of Section Officer /Account Officer /Audit Officer or equivalent or above i.e. not below the post carrying GP of Rs. 4800/- in PB-2/ Level 8 or above on regular basis. (ii) Well-versed with the Budget, Accounts, Internal Audit and related financial rules and regulations of Govt. of India like GFR 2017, DDO manual, Cash & Receipts, etc.	Not more than 65 years as on the closing date of application	During the period of such engagement, the consultants would look after the work related to Finance & Accounts Section.	Rs. 55000/- or DoP&T OM No. 16012/12/2005-Estt (allowance regarding fixation of fee of retired government employee engaged as consultant whichever is less.

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.

2. Selection Procedure

The engagement will be purely on short term contract basis. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of the applicants. Consultant will be selected from shortlisted candidates. The Competent Authority reserves the right to reject an application without mentioning any reason.

3. **Remuneration**

A part from consolidated remuneration, no perquisites such as HRA, TA/DA, residential accommodation will be provided.

4. **Scope of Duties**

During the period of such engagement, the consultant would be required to perform any work as assigned to him by the Competent Authority in the Institute.

5. **Leave**

The consultant would not be entitled to any kind of regular leave. However, they would be entitled to leave of 30 days in a calendar year, to be calculated on pro-rata monthly basis which shall lapse at the end of the annual contract. 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. However, for attending office on Saturday's/Sundays/Other Gazetted holidays they may not be given compensatory off or any monetary benefits.

6. **TA/DA**

No TA/DA will be paid to the candidates if called for attending the interview or for joining the assignment or on its completion. Should they be required to travel outside Goa in connection with the work of the institute during the period of his appointment he will be entitled to draw TA/DA as per normal rules as applicable to any serving Officer of an equivalent rank in NCPOR.

7. **Office time and working hours**

Working hours shall be from 9.00AM to 5.30 PM during working days including half an hour lunch break in between. He will not be allowed to take any other assignment during the period of contractual engagement. The Consultant may be called on Saturday/Sunday/Other Gazetted holidays, if required. The consultant will be required to mark his/her attendance in Bio-metric System.

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 deliverable 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. Consultant would not 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 reason by giving a notice of 07 days. In case, a Consultant desires to leave the assignment, he/she is to give 07 day's notice which can be curtailed/extended depending upon the workload.

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

12. Guidelines for the submission of the application

The duly completed application in prescribed proforma should be submitted so as to reach this office by **20.11.2018 (Tuesday)**. Any application received after the last date will not be entertained. The application should be submitted with the following documents:-

- a) Copies of certificates in support of educational qualifications (from std X to Post Graduation),
- b) Copy of retirement notification and or PPO
- c) Copy of ID card-in case will be retiring by last date of receiving application.

**Sd/-
(S. Anoop)
Administrative Officer**

Format of the Application Form

APPLICATION FOR ENGAGEMENT OF CONSULTANT IN THE OFFICE OF NCPOR

				Affix self-attested recent passport size photograph here.		
1.	Advertisement No.					
2.	Position Applied for					
3.	Name in full (in Block letters):					
4.	Father's/Husband's Name:					
5.	(a) Date of Birth			Date	Month	Year
	(b) Age as on closing date					
6.	Nationality					
7.	Religion					
8.	Category (SC/ST/OBC/PH/GEN)					
9.	Date of superannuation from Govt. Service					
10.	PPO No. (Enclose Xerox Copy)**					
11.	Complete residential address with phone number/mobile no./E-mail ID**					
12.	Office address at the time of retirement (In block letter)					
13.	Educational Qualifications in chronological order beginning from SSC(10 th Onwards)					
	University/Institution/Board	Year of Passing	Subject taken	Result with Division/Class		
14.	Employment records (in chronological order starting with the first job)					
	Name and address of employer/institution	Period	Designation of post held and scale of pay PB/GP	Area of Experience		
		From	To			
15.	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.					

** Mandatory document

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 and conditions for engagement of Consultant.

Place.....

Signature of the Candidate.....

Date.....

Name.....