



सी.एस.आई.आर.–हिमालय जैवसंपदा प्रौद्योगिकी संस्थान
CSIR-INSTITUTE OF HIMALAYAN BIORESOURCE TECHNOLOGY
पालमपुर (हि.प्र.)–176 061 / PALAMPUR (H.P.)-176 061



Advertisement No. 03/2023

Applications in the prescribed format (as per Annexure-I) are invited from eligible retired employees of CSIR/ Central Autonomous Bodies/ Central Government/ PSUs for engagement as Consultant in CSIR- Institute of Himalayan Bioresource Technology, Palampur on short-term contract basis as per details given below:-

A. Vacancy Details and eligibility:

Post Code	No. of Post	Post held at the time of retirement/ Level in 7 CPC	Scope of work / Experience required:	Date, Time and Venue of the Interview
3001	01	Laboratory Assistant or equivalent/ Level 5	To assist the scientist to upkeep, cleaning, rinsing, drying and autoclaving etc.	Date: 30.05.2023 Time: 10.00 AM Venue: CSIR-IHBT, Palampur (H.P.)
3002	01	Assistant Section Officer or equivalent/ Level 7	<ol style="list-style-type: none">1. To process and examine various types of bills like as salary, medical, TA/DA, LTC etc. for Staff, Scholars and Project Staff etc. which is daily routine work and to maintain the record relates to F&A Section.2. Reconciliation of the records of F&A Section with balance sheet and to prepare a reply of old CAG and Internal Audit Paras.3. Any other assigned work and to provide guidance to junior functionaries for better and effective disposal of day to day work.4. To locate vouchers & documents for settlement of old pending advances. To assist in accounting of adjustment vouchers of pending advances. To help in reconciliation of various heads in balance sheet as per CSIR accounting rules & norms.5. Knowledge of Computer desirable.	Date: 30.05.2023 Time: 10.00 AM Venue: CSIR-IHBT, Palampur (H.P.)
3003	01	Assistant Section Officer or equivalent/ Level 7 or Section Officer or equivalent/ Level 8	<ol style="list-style-type: none">1. To process and examine various types of bills like as salary, medical, TA/DA, LTC etc. for Staff, Scholars and Project Staff etc. which is daily routine work and to maintain the record relates to F&A Section.2. Reconciliation of the records of F&A Section with balance sheet and to	Date: 30.05.2023 Time: 10.00 AM Venue: CSIR-IHBT, Palampur (H.P.)

			<p>prepare a reply of old CAG and Internal Audit Paras.</p> <p>3. Any other assigned work and to provide guidance to junior functionaries for better and effective disposal of day to day work.</p> <p>4. To locate vouchers & documents for settlement of old pending advances. To assist in accounting of adjustment vouchers of pending advances. To help in reconciliation of various heads in balance sheet as per CSIR accounting rules & norms.</p> <p>5. Knowledge of Computer desirable.</p>	
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A. General Conditions:

1. The retired Government servants with requisite qualifications and experience as prescribed would be eligible for the appointment of above posts.
2. Selected candidates would be engaged initially for a period of six months or until the regular incumbent joins the post. The engagement period may be extended at the discretion of the Competent Authority subject to functional need. However, the maximum age upto which a retired employee can be engaged, will be 65 years.
3. The age at the last date of receipt of application should be between 60 Years to 64½ years.
4. The appointment would be on full-time basis and they would not permitted to take up any other assignment during the period of Consultancy with the IHBT.
5. The appointment is purely on temporary basis and do not entitle the appointee to any claim implicit or explicit on any IHBT post. The appointment can be cancelled at any time by the Institute without assigning any reason.
6. The retired employees shall be required to observe the normal office timing between 09.00 am to 05.30 pm and may also be called upon to attend beyond working hours and also on Saturday/ Sunday or any other holiday, in case of exigencies of work. No extra remuneration shall be paid for extra hours/ holidays.
7. They shall mark their attendance in Attendance Register mandatorily or on any applicable mode, failing which, it may result in deduction of remuneration.
8. Retired employees will be paid fix remuneration @ (Last Basic Pay Drawn-Basic Pension) as per Deptt. of Expenditure OM dated 09.12.2020
9. The candidate will be required to sign an agreement of confidentiality with the Government of India containing a clause of Ethics and Integrity.
10. The selected candidates shall not be entitled to any allowance such as Dearness Allowance, HRA, Telephone, personal staff etc.

11. 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.
12. 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. However, retired employees engaged as consultants may be allowed TA/ DA on official tour, if any, as per their entitlement at the time of retirement.
13. The Screening-cum-Selection Committee may adopt the selection criterion for short listing the candidates at its own. The decision of the competent authority on selection of candidates will be final and no correspondence on this subject will be entertained.
14. 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.
15. No. of posts may increase or decrease depending on the circumstances.
16. Eligible candidates may appear for interview on the date, time and place mentioned above along with an application on prescribed format (with latest colored passport size photo affixed on it) which is available on the CSIR-IHBT website i.e. www.ihbt.res.in along with self-attested photocopies of their testimonials of age, educational qualifications, experience etc. at the time of interview.

B. Instructions for the Candidates:

1. 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 against each post code.
2. Candidates are advised to report for selection process at **10.00 A.M. on 30.05.2023** at the venue mentioned in the advertisement. The selection process will start **from 11.00 A.M.**
3. Candidates are advised to make their arrangements for stay and travel accordingly. No assistance will be provided by CSIR- IHBT in this regard.
4. Candidates are required to bring original of all their testimonials, educational qualification certificates at the time of selection process.
5. For any queries please write on e-mail recruitment@ihbt.res.in

C. How to reach at CSIR-IHBT, Palampur, Distt. Kangra (H.P.):

Candidates can reach by following mode of journey at the venue of interview:

1. **By Train:** (i) Upto Una, Amb (H.P.) and (ii) Upto Chakki Bank, Pathankot Railway Station (H.P.).
2. **By Bus:** ISBT Palampur via Chandigarh, Una, Dehra, Kangra (H.P.)
3. **By Air:** From New Delhi upto Dharamshala, Gaggal Airport (H.P.)

Sd/-
Administrative Officer

Encl: As above

Annexure –I Application Form
Engagement of Retired Employees as Consultant in CSIR- IHBT, Palampur

Affix cross
signed recent
colour
passport size
photograph

Advertisement No. _____ Dated _____

1. Post Code: _____

2. Full Name: _____

3. Father's Name: _____

4. Date of Birth: _____ (DD/MM/ YYYY) Age as on 30-05-2023 _____

5. Gender: Male / Female

6. Full Address (PIN Code): _____

7. Mobile No. _____

8. Email Address _____

9. Basic Pension: _____ (enclose copy of PPO)

10. Last Pay drawn and Pay Level: _____ (enclose last pay slip)

11. **Details of Education Qualification held by the Applicant.**

Sr. No.	Education Qualification	Passing Year	Marks	Percentage

12. **Employment History in chronological order.**
 (Attach separate sheet in following format, if necessary)

Name and Address of employer/ organization	Period of service	Designation of the Post held	Remuneration	Detailed description of work	Reason of leaving each post

13. **Professional Trainings/ Certifications**

Organization	Details of Training/ Certificate	Period	
		From	To

Declaration: I hereby solemnly declare that all the above- mentioned statements are true and correct to the best of my knowledge and belief. Nothing is false or has been concealed/ distorted. If at any time I am found to have concealed/ distorted any material/ information, my appointment shall be liable to termination without notice.

Place: _____

Signature of Applicant _____

Date: _____

Name of the Applicant _____