



CSIR-INDIAN INSTITUTE OF PETROLEUM
(Council of Scientific & Industrial Research)
P.O. IIP, Mohkampur, Haridwar Road
Dehradun - 248005 (Uttarakhand), INDIA



Advertisement No. 03/2023

Engagement of Retired Government Servants of Central/State Govt/Autonomous bodies on short term contract basis in CSIR-IIP, Dehradun-reg.

CSIR-Indian Institute of Petroleum, Dehradun invites applications from retired Govt. servants at the level of Section Officer & Assistant Section Officer from Central / State Govt. /Autonomous bodies for the following requirements:

Department of posting	No. of positions	Eligibility Criteria	Job requirement	Remuneration per month
1.	2.	3.	4.	5.
Finance & Accounts	01	Should have retired from Central Govt./State Govt./Autonomous Bodies not below the grade of Section Officer (Pay Level 8/10) and Assistant Section Officer (Pay Level-7) from the respective department/organisation.	To locate vouchers & documents for settlement of old pending advances & bank reconciliation 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. Any other job, as assigned from time to time	A fixed monthly amount shall be admissible arrived at by deducting the basic pension from the last Basic pay at the time of retirement.
Store & Purchase	01		To locate documents for settlement of old pending advances & bank reconciliation, To prepare bills for settlement of old advances, To get records from bank, and old files, for settlement of outstanding bank reconciliation items. Any other job, as assigned from time to time	

TERMS AND CONDITIONS:

1. Period of engagement

The engagement shall be purely on temporary basis and initially for a period of six months or till further orders whichever is earlier. The tenure of short term contract can be extended depending upon the performance or functional requirement of the Institute with the approval of the Competent Authority.

2. Selection procedure

Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. The shortlisted applicants will be invited for interview at CSIR-IIP, Dehradun.

3. House Rent Allowance

No HRA shall be admissible

4. Transport Allowance

No TA/DA is admissible for joining the assignment or on its completion. They may be required to travel outside in connection with the official work during the period of their engagement they will be entitled to draw TA/DA, if required for office work, as per normal rules as applicable to any serving Officer of an equivalent rank in CSIR-IIP, Dehradun

5. Leave of absence

Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond calendar year will not be allowed.

6. Office time and working hours

Engagement of retired employees would be on full time basis. Working hours shall be from 9.00AM to 5.30PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. They may be called on Saturday/Sunday/Other Gazetted holidays, if required.

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 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 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. They 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

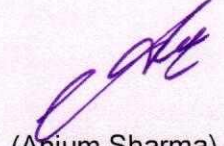
The retired employees engaged by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office.

10. Termination of service

The engagement may be terminated at any time by the office without assigning any reason by giving a notice of 15 days. In case, he/she desires to leave the assignment, he/she is to give 15 days' notice which can be curtailed / extended depending upon the workload.

HOW TO APPLY:

1. Interested Retired Government Servants who fulfill the eligibility criteria may send their application in the prescribed proforma available with this Advertisement along with all the following documents through Speed/Regd. Post to **Sr. Controller of Administration, CSIR-Indian Institute of Petroleum, Haridwar Road, Mohkampur, Dehradun – 248005** OR through email on recruitment@iip.res.in (in Single PDF file) with the subject mentioning "**APPLICATION FOR ENGAGEMENT ON CONTRACT BASIS**" Latest by 20.02.2023
 - (a) Copy of retirement notification
 - (b) Copy of PPO
 - (c) Certificate in support of education qualification.
(The applicant shall self-certify the documents submitted with his application.)
2. Any application received after the above date will not be entertained.
3. In the event of any change like extension of the last date, cancellation of advertisement or date of interview or for any latest developments for receipt of application shall be notified on the Institute website: www.iip.res.in. Therefore, interested applicants are advised to regularly visit Institute website for latest updates.



(Anjum Sharma)
Sr. Controller of Administration

Proforma

Annexure-A

Application for engagement of Retired Employees in CSIR-IIP against Advt. No. 03/2023

1.	Name in full (Block Letter)					Attested photograph be posted to
2.	Father's/ Mother's Name					
3.	Date of birth					
4.	Date of appointment (DD-MM-YY)					
5.	Date of superannuation from Govt. service					
6.	Educational qualification					
7.	Date of superannuation from Govt. service					
8.	Mode of Retirement/Superannuation/VR/any other					
9.	Last pay drawn					
10.	Pay Band +GP/Pay Level(at retirement)					
11.	PPO No. (Enclose Xerox Copy) self certified					
12.	Complete residential Address with phone number/Mobile No.					
13.	Office address at the time retirement					
14.	E-mail id					
15.	Phone/Mobile No.					
16.	Aadhar No.					
17.	Brief particulars of experience of Govt. service during last five years, just before retirement	Post	From	To	PB/GP (6 th CPC) Pay Level/Cell(7 th CPC)	Area of Experience
18.	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary					
19.	Name of two references preferably from the organization in which worked along with Address ad contact number					
20.	Present Residential Address for correspondence with e-mail/Mobile No.					

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further state that I was clear from vigilance angle at the time of my retirement and I am medically fit to perform office work. I have read this document and ready to accept all the terms & conditions for engagement or retired employees.

Place:

(Signature of the Candidate)

Date: