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Sardar Swaran Singh National Institute of Bio-Energy
(An Autonomous Institute of Ministry of New and Renewable Energy, Govt. of India)
12 Km. Stone, Jalandhar-Kapurthala Road, Wadala Kalan, Kapurthala
(Punjab) 144 603

Dated 23/09/2022

CIRCULAR

Subject: Inviting applications for engagement of 2 Consultants in Sardar Swaran Singh National Institute of Bio-Energy-reg.

Sardar Swaran Singh National Institute of Bio-Energy invites applications for engagement of 2 Officers (one for Administration and one for Accounts) retired from Central Government Ministries/ Departments/ Attached Subordinate Offices/Autonomous bodies/ Indian Armed Forces /CAPFs/State Government at the pay Level 7 to Level 9 (As per 7th CPC) having experience of working in Administration/ Establishment/ Procurement/ Secretariat matters, as Consultant in this Institute.

2. PERIOD OF ENGAGEMENT:

The initial engagement as consultant would be for a period of one year, which may be extended up to 3 years. However, the engagement shall not be extended beyond 3 years after the age of superannuation or at attaining the age of 65 years whichever is earlier.

The engagement of consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with SSS-NIBE.

The engagement of consultants would be of a temporary nature against the tasks assigned. The engagement can be cancelled at any time by the Institute without assigning any reason.

3. ELIGIBILITY CRITERIA:

(a) Consultant for Administration:

The candidate should have retired from Central Government Ministries/ Departments/ Attached Subordinate Offices/ Autonomous bodies/ Indian Armed Forces/ CAPFs/ State Government at the pay Level 7 to Level 9 (As per 7th CPC) having experience of working in Administration/ Establishment/ Procurement/Secretariat matters and have not attained the age of 64 years as on closing date for receipt of application.

(b) Consultant for Accounts:

The candidate should have retired Group B employee from Central Government Ministries/ Departments/Attached Subordinate Offices/ Autonomous bodies/ Indian Armed Forces/ CAPFs/ State Government at the pay Level 7 to Level 9 (As per 7th CPC) having experience of working Accounts and have not attained the age of 64 years as on closing date for receipt of application.

CA/CA (Intern) with minimum 20 years of experience may also apply.

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The officers retiring as on or before the last date of receipt of application i.e. 17/10/2022 shall be eligible.

4. REMUNERATION:

Remuneration for retired government employees will be as per guidelines issued by the Department of Expenditure vide their O.M. No. 3-25/2020-E.IIIA dated 09.12.2020 and also as per guidelines, if any, issued by The Department of Personnel and Training (DoPT) from time to time.

5. ALLOWANCES:

No increment and Dearness Allowance shall be allowed during the term of the contract. The consultants shall not be entitled to any other allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, HRA, Personal Staff CGHS. and Medical Reimbursement etc.

No TA/DA shall be admissible for joining the assignment or on its completion. However, the Consultants would be entitled to draw TA/DA for work-related travel as per his/ her last entitlement at the time of retirement as per the Government norms and extent rules, in case he/she is deputed for official work outside Kapurthala/Jalandhar.

6. TRANSPORT ALLOWANCE:

The Transport Allowance will be provided to the Consultants at the rate which they were getting at the time of retirement for the purpose of commuting between the residence and the place of work. The amount so fixed shall remain unchanged during the term of appointment. No Dearness Allowance shall be admissible on the Transportation Allowance.

7. LEAVE:

Consultants shall be eligible for paid leave of absence and may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

8. WORKING FACILITY:

Only the basic working facilities/infrastructure will be provided to the Consultants.

No Transport or Telephone/Internet facility at residence etc. shall be provided.

9. WORKING HOURS:

The Consultants shall have to work as per the working hours of the institute. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra remuneration or fee would be payable if work requires late sitting or coming on holidays.

10. TERMINATION OF ENGAGEMENT:

The engagement of consultant can be terminated at any time without assigning any reason.

11. The Institute reserves the right to cancel and not to proceed in the matter for

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engagement of Consultants at any stage without giving any reason, whatsoever.

12. The Consultants shall not utilize or publish or disclose or part to third party any data or statistics or proceedings or information gathered during the course of this assignment.

13. PROCEDURE FOR SELECTION:

Candidates meeting the conditions as given above shall be shortlisted based upon criteria formulated by the institute followed by personal interaction with the duly constituted selection committee. The Communication shall be sent on the postal address given in the application and/or through e-mail ID given by the Candidates.

14. Interested candidates may send their CV in the prescribed format in Annexure-1 (Copy enclosed) along with proof of date of birth, Last Pay Certificate and a copy of Pension Payment Order by e-mail/post up to 17/10/2022 at "*Director General, Sardar Swaran Singh National Institute of Bio-Energy, 12 Km. Stone, Jalandhar-Kapurthala Road, Wadala Kalan, Kapurthala (Punjab) 144603* or on e-mail sss.nibe@nibe.res.in.

(Rawel Singh)
Scientist-D (Admin-I)
E-mail: rawel@nibe.res.in

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ANNEXURE-I

**Application for engagement of Consultant in the
Sardar Swaran Singh National Institute of Bio-Energy**

Tick [✓] Post applied for: 1. Consultant for Administration []
2. Consultant for Accounts []

1. Name :
2. Father's Name :
3. Date of Birth :
4. Nationality :
5. Mailing Address :
6. Contact I Mob. No. :
7. Email Address :
8. Date of Retirement from Govt. Service :
9. Ministry/ Department Organization from where retired :
10. Post held at the time of retirement :
11. Permanent Address :
12. Highest Educational Qualification :
13. Work Experience starting from last post held :

Sr. No.	Ministry/ Department	Period		Details of work	Remarks
		From	To		

14. Pension Payment Order No. (Attach a copy of PPO)

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief. I have read this circular and ready to accept the terms and conditions for engagement of consultants.

Date:

Place:

Signature: