

Advt. No. NCPOR/18/2023

**National Centre for Polar & Ocean Research**

(An Autonomous Society under the **MINISTRY OF EARTH SCIENCES**, Govt. Of India)

Headland Sada, Vasco-da-Gama, Goa-403804.

([www.ncpor.res.in](http://www.ncpor.res.in))

**WALK-IN-INTERVIEW**

National Centre for Polar & Ocean Research (NCPOR), an autonomous society under the Earth Science Organization, Ministry of Earth Sciences, Government of India, Director, NCPOR invites applications from retired Govt. Employees of Central/State Govt./Autonomous bodies, who have retired from the grade of Section Officer/ Administrative Officer or equivalent or above (and also who are retiring in December 2023) through Walk-in-interview, for engagement as “Consultant” in the office of NCPOR as under: The position is purely temporary basis, initially for a period of one year.

<b>Name of the Post</b>	:	Consultant
<b>No. of Post</b>	:	01
<b>Eligibility criteria &amp; Experience</b>	:	i. Should have retired from the rank of Section Officer/ Administrative officer or equivalent or above (i.e. not below the Pay Level 8) on regular basis. ii. Well-versed with the following: All GoI rules and regulations, Administrative & Establishment/Stores Management, recruitment, Secretariat Matters, RTI, court cases, Grievance redressal, contract executions etc.
<b>Age limit</b>	:	Not more than 64 years as on the closing date of application.
<b>Scope of Duties</b>	:	During the period of engagement, the consultants would support NCPOR in works related to administration & establishment and any other matter as required by NCPOR.
<b>Remuneration (Per Month)</b>	:	Fixed monthly remuneration, arrived at by deducting the basic pension from the pay drawn at the time of retirement (as per Department of Expenditure's O.M. No. 3-25/2020-E.IIIA dated 09.12.2020.) <b>OR</b> As per Department of Expenditure OM No. 03-25/2020-E.III(A)/Pt. dated 18.10.2023

**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:** Apart from consolidated remuneration, no perquisites such as HRA, DA, residential accommodation will be provided.
- 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 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.
- 5. Scope of Duties:** During the period of such engagement, the Consultant would be required to perform work as assigned to him by the Competent Authority in the Institute.

6. **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.
7. **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.
8. **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. The Consultant will not be allowed to take any other assignment during the period of contractual engagement. He/she may be called on Saturday/Sunday/Other Gazetted holidays, if required. The consultant will be required to mark his/her attendance in biometric system.
9. **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.
10. **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.
11. **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. He/she would not be permitted to take up any other assignment during the period of engagement.
12. **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 days' 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 misconduct, his/her services can be terminated immediately without any notice.
13. **General Conditions:**

(Registration will start from 09:00 a.m to 11:00 a.m. Interview will start from 1000 hrs onwards)

  - a. **25<sup>th</sup> January, 2024 (Thursday)** is the cut-off date for all the purposes.
  - b. The person engaged will not be treated on par with regular employees of NCPOR and shall have no right to claim implicit or explicit for their absorption or regularization in NCPOR.
  - c. All candidates are required to bring the original documents related to educational qualifications(from std X to Post Graduation), date of birth, work experience, caste etc. Duly attested copies of all the documents must be submitted with the Application Form. One self attested recent passport size photograph should be pasted in the appropriate place in the Application Form.
  - d. Copy of retirement notification and /or PPO, NPS if retired.
  - e. Copy of ID card-in case will be retiring by last date of receiving application

**Format of the Application Form**  
**APPLICATION FOR ENGAGEMENT OF CONSULTANT IN THE OFFICE OF NCPOR**

Advertisement No		Affix the Photograph			
Name in full (in Block letters)					
Father's/Husband's Name:					
Date of Birth (DD/MM/YYYY)					
(b) Age as on closing date	Years			Months	Days
Nationality					
Religion					
Category (SC/ST/OBC/PH/GEN)					
Date of superannuation from Govt. Service					
PPO No. (Enclose Xerox Copy) **					
Complete residential address (In block letters) with phone number/mobile no./Email ID**					
Office address at the time of retirement (In block letters)					
<b>Educational Qualifications in chronological order beginning from SSC(10th Onwards)</b>					
University/Institution/Board	Year of Passing	Subject Taken	Result with Division/Class		
<b>Employment records (in chronological order starting with the first job)</b>					
Name and address of employer/institution	Period	Designation of post held and scale of pay PB/GP	Area of Experience		
	From To				

Additional relevant information, if any, in support of your suitability for the said engagement*							

\* Attach separate sheet, if required.

\*\* Mandatory fields

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.....