CSIR-NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
UPPAL ROAD, HYDERABAD – 500 007
Website: www.ngri.org.in Email: career@ngri.res.in Phone No. 040 2701 2374

Advertisement No. NGRI-2/2020/Consultant/Rectt. Dated 03.02.2020
Last date: 24/02/2020 (Monday)

The CSIR-NGRI, Hyderabad invites applications (From Indian Citizens only) to fill up the following position (on purely short-term contract basis):

Post Code	Name of the position	No. of Position (s)	Essential Qualifications		Job requirement / Area of work	Remuneration (in Rs.) per month (Consolidated)
			Educational Qualifications	Experience		
1	Consultant (Hindi)	1	1. Master's degree from a recognized University or equivalent in Hindi with English as a compulsory subject at graduation level OR Master's degree from a recognized University or equivalent in English with Hindi as a compulsory subject at graduation level. & 2. Recognized Diploma or Certificate course in translation from Hindi to English& vice versa. & 3. Diploma in Hindi Typing and Shorthand.	i. 5 years of experience in the Ministerial work. ii. 5 years of experience in giving Hindi Shorthand training. iii. 3 years of experience in Translation work (Hindi to English & vice versa).	To assist; i. in implementation of official language act in the institute. ii. in training of staff members in Hindi typewriting and Hindi Shorthand. iii. in official Hindi writing skill development of staff members. iv. in any other work assigned by the Competent Authority.	Rs.20,000/-

Terms & Conditions

1. **Period of engagement**
   The engagement shall be initially for a period of six months which may be extended or curtailed based on the conduct and the performance of the consultant as well as requirement of the institute.

2. **Selection Procedure**
The application(s) received so will be considered by a designated Committee for screening and recommendations on engagement. If deemed fit, shorthand test, Translation test in (Hindi to English & vice versa) or any other test as per requirement, may conducted to draw merit list for selection. The candidate(s) may have to appear for interview also before the committee.

3. The date, time and venue of the test/interview will be notified in due course.

4. **Age**
Should not have crossed 60 years as on the last date of receipt of application.

5. **Consolidated Remuneration**
Rs. 20,000/- per month. No other emoluments/ allowances of any kind will be paid. No medical facility will be available.

6. **Leave**
The Consultant would not be entitled to any kind of regular leave. However, they would be eligible for one-day Leave for each completed month.

7. **TA / DA**
No TA/ DA is admissible for attending test/interview, joining the position. Should he/she be required to travel outside Hyderabad in connection with the work of the CSIR-NGRI during the period of his/her engagement, he/she will be entitled to draw TA/ DA as per normal rules as applicable to any serving officer of an equivalent rank in CSIR.

8. **Office time and working hours**
The Consultant is required to perform the assigned duties during working hours i.e. from 9:30 AM to 6:00 PM on working days. The Consultant will not be allowed to take up any other assignment during the period of engagement. He /She may be required to work on Saturday/Sunday/other Gazetted holidays and beyond working hours also if need be.

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 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 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 engaged by this office, shall not represent or give opinion or adverse to others in any matter which is advice to the interest of this office.

12. Termination of service

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

13. Others

I. Candidates should be medically and physically fit to take up the assignment.
II. In case of candidates retired from any Government organizations / Agency / PSU / Autonomous body, he / she should be free from all vigilance angles as on the date of test/interview.
III. There must not be any adverse report/remarks related to character & antecedents of the appointee, by any authority.
IV. The number and the level of positions may increase or decrease at the time of actual selection or may be cancelled also.
V. Such engagements does not entitle the candidates for any claim, implicit or explicit on any CSIR / NGRI past.

14. The interested and eligible candidates may download the application form through the link: www.ngri.org.in

15. The duly filled in application form along with photocopies of documents in support of educational qualification and experience, may be sent in a cover superscribing "Consultant (Hindi)", so as to reach the following address on or before 24/02/2020:

The Senior Controller of Administration,
CSIR-National Geophysical Research Institute,
Uppal Road, Hyderabad-500 007
Telangana.

Sd/-
(M. Ananda Kumar)
Administrative Officer

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