CSIR-NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
UPPAL ROAD, HYDERABAD – 500 007

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Advertisement No. NGRI-2/2024/Consultant/Rectt. Dated 14.02.2024

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

Post Code	Name of the Position	No. of Position (s)	Eligibility Criteria	Work Experience / Job requirement	Remuneration per month (Consolidated)
A	Consultant (Finance & Accounts)	1	Should have retired from Central Govt. / State Govt. / Autonomous Bodies not below the grade of Section Officer (Pay Level-8) from the respective department / organization	i. Should have experience and knowledge in preparation of Budgetary Statements to CSIR ii. Should have the knowledge of CSIR Accounts, Reconciliation of Accounts with Cash Books & Closing of Accounts etc. iii. Preparation of replies to Audit Paras, O.B, BRS and its reconciliation, P-30 works, GDA includes JRF, SRF, DST Inspire Fellowships iv. Knowledge of Pension cases & cases of deputation and absorption.	A fixed monthly remuneration shall be admissible arrived at by deducting the basic pension from the last Basic Pay at the time of retirement

Terms & Conditions

1. **Period of engagement:**
Initially for 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 up to which a retired employee can be engaged, will be 65 years.

2. **Age Limit:**
Candidate should not be more than 64 years 6 months of age on the last date of receipt of applications.

3. **House Rent Allowance:**
No HRA shall be admissible.

4. **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 a calendar year may not be allowed. **Term of Appointment:** The term of appointment shall ordinarily be for an initial period not exceeding six months. The consultant shall sign an agreement of confidentiality with CSIR-NGRI Containing a clause on Ethics and Integrity.

5. **Working Hours:**
The appointee shall have to work as per the working hours of CSIR-NGRI i.e. from 9:00 AM to 05:30 PM on working days. 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. No compensatory leave will be given either.

6. **Tax Deduction at Source:**
The Income Tax or any other tax liable to be deducted, as per the prevailing rule will be deducted at source before effecting the payment for which the office will issue TDS Certificate.

7. **Mode of Recruitment:**
The Screening-cum-Selection Committee will hold Walk-In Interview of the eligible candidates.

8. **Date & Time of Walk-In Interview:**

Post Code A: 23.02.2023 (Friday) at 11:00 AM (Reporting Time: 10:00 AM).
No candidate will be allowed to enter into the venue after 11:00 AM

9. **Venue of Interview:** CSIR – National Geophysical Research Institute, Uppal Road, Hyderabad, Telangana – 500007.

10. The candidates who fulfils the criteria as on date of Walk-in interview towards age, eligibility criteria etc. as mentioned against the postcodes may appear before the Selection Committee for Interview on 23.02.2023 at 10:00 AM at CSIR-NGRI along with originals and one set of photocopies of Certificates of educational qualifications, age, caste (in case of SC/ST/OBC/EWS candidates), Date of joining of Govt. Service OM, PPO Copy, Experience, one recent passport size photograph etc.

11. The candidates are advised to plan their itinerary and arrange own accommodation in such a way that they should be able to be present for interview during the very next day of the scheduled dates of interview also, in case need arises for so.

12. **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.

13. **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.

14. **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 has to give 15 days' notice which can be condoned/ curtailed/ extended depending upon the discretion of the Competent Authority.

15. **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.

16. NO INTERIM ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED.

Sd/-
Administrative Officer