

**NATIONAL CENTRE FOR COASTAL RESEARCH**  
**(Ministry of Earth Sciences, Government of India)**  
**NIOT Campus, Pallikaranai, Chennai- 600 100**  
**ADVERTISEMENT No. MOES/NCCR/Hindi/59/2018**

National Centre for Coastal Research (NCCR) is an attached office of the Ministry of Earth Sciences, Government of India. According to the Official Language Policy of the Union, all official communication as well as the NCCR website needs to be both in Hindi as well as English. The purposes for which both Hindi and English language is to be used, have been specified in the Official Languages Act, 1963, the Official Language Rules, 1976 and the directions issued under them from time to time by the Department of Official Language, M/o Home Affairs.

In order to communicate officially and update the NCCR website, the Institute is looking for Consultant on a purely temporary contract basis as per the following terms and conditions:

Age limit	Eligibility	Mode of Engagement	Remunerations Per Month
Should not have attained the age of 64 years as on closing date	<p><b>Consultant (Languages)</b>  Any Degree in Hindi language or equivalent from a recognized university/institution.</p> <ul style="list-style-type: none"> <li>• Similarly, command of English language is an essential requisite (medium of instruction should be English for any educational qualification obtained by the candidate) for dealing with mostly English as the source communication that needs translation to Hindi.</li> <li>• Minimum 10 years of experience in teaching or translation, or related areas.</li> <li>• Preferably should have dealt with technical work since most translation would be of scientific communication.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Should be a native speaker of Hindi</li> </ul>	Full time	<p><b>For full-time basis</b>  To be calculated by deducting the Basic Pay drawn at the time of retirement for those covered under Govt. Pension scheme.</p> <p style="text-align: center;">OR</p> <p>A consolidated sum of Rs.50,000/- p.m. for those who are not covered under Govt. Pension Scheme.</p> <p>The Consultant shall also be entitled for Transport Allowance.</p>

Interested candidates, who fulfill the eligibility criteria, may submit their application in the prescribed proforma in sealed cover super-scribed "Application for engagement as Consultant on contract basis in NCCR" which should reach this office latest by 20/10/2023 at the following address: -

**The Director,**  
**National Centre for Coastal Research,**  
**NIOT Campus,**  
**Velachery –Tambaram Main Road, Pallikaranai,**  
**Chennai -600 100**

**Proforma Application for engagement of Consultant at NCCR**

1	Name in full (Block Letter)						
2	Educational qualification						
3	Date of birth						
4	Date of superannuation from Govt. Service						
5	AADHAR No and PAN (Enclose Xerox Copy of each)						
6	PPO No. (Enclose photocopy)						
7	Complete residential address with contact number						
8	Last Office's address (at the time of retirement)						
9	E. mail I. D						
10	Brief Particulars of experience at various level in the Govt./Abs /PSU. Attach a separate sheet, if necessary.	Post hold	From	To	PB/GP/Level in the pay Matrix	Area of Experience	Last pay Drawn and Basic Pension
11	Additional relevant information, if any in support of your suitability for the said engagement. (Attach a separate sheet, if necessary.)						

I hereby declare that the particulars furnished above are true and correct the best of my knowledge and belief. I further declare that; I was clear from a vigilance angle at the time of my retirement. I have read this document and my ready to accept all the terms & conditions for the engagement as a consultant.

(Signature of Candidate)

Place:

Date:

## **Terms & Conditions:**

### **1. Period of engagement**

The engagement shall be initially up to 31<sup>st</sup> March 2024, 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 a contract basis. Applications received in response to this advertisement will be shortlisted on the basis of the experience and qualification of applicants. Consultants will be selected from shortlisted candidates. **NCCR reserves the right to reject any application without assigning any reason.**

### **3. Remuneration**

A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract and there will be no annual increment /percentage increase during the contract period. NO DA/HRA, residential accommodation shall be admissible.

### **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 Rs.7,200/-. The same will not be revised during the contract.

No TA/DA is admissible for joining the assignment or on its completion. However, the Consultants would be entitled to draw TA/DA as per normal rules as applicable to any serving Officer of an equivalent rank in NCCR whenever they are required to travel outside Head Quarters in connection with the work of the NCCR.

### **5. Scope of Duties**

During the period of their engagement, the Consultants would be required to perform the duties of consultant or any work as assigned by Director, NCCR or Secretary, MoES in which they would be posted to work as consultant.

### **6. Leave**

The Consultants will be entitled for paid leave at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond the calendar year may not be allowed.

### **7. Office time and working hours**

Engagement of Consultants would be on a full-time basis. The Consultants will not be allowed to take on any other assignment during the period of their contractual engagement.

**8. Tax deduction at Source**

The income tax or any other taxes liable to be deducted, as per the prevailing rules will be deducted at the source before effecting the payment for which the office will issue the TDS certificate.

**9. Confidentiality of data and documents**

The Intellectual property Rights (IPR) of the work performed 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 translations 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.

**10. 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. No Consultant would be permitted to take up any other assignment during the period of Consultancy.

**11. 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 curtailed/extended depending upon the workload.

**In the event any Consultant is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her service can be terminated immediately without any notice.**

12. NCCR shall not be responsible for any loss, accident, damage, or injury suffered by the Consultant whatsoever arising in or out of the execution of his /her work including travel.

**13. Guidelines for the submission of the application.**

The duly completed application in the prescribed proforma should be submitted so as to reach the office of NCCR latest by 20.10.2023. Any application received after the above date will not be entertained. The application should be submitted with the following documents: -

- a) Bio-data/ CV
- b) Copy of retirement notification
- c) Copy of PPO
- d) Copy of Last pay Certificate
- e) Copy of PAN card and AADHAR Card – mandatory
- f) Relevant documents such as copies of Educational Qualification, Experience Certificate etc. in support of the work Experience.