

**ADVERTISEMENT No.A-13034/1/2025-Admin**  
**Government of India**  
**Ministry of Earth Sciences (MoES)**  
**National Centre for Coastal Research (NCCR)**  
**NIOT Campus, Pallikaranai, Chennai- 600 100**

**WALK IN INTERVIEW**

**Sub: Hiring of services of 01 consultant – reg.**

The National Centre for Coastal Research (NCCR), Chennai, an attached office of the Ministry of Earth Sciences, Government of India, invites applications from retired Government Officers for engagement as Consultants. This position is purely on a Contract basis for a period of one year from the date of engagement, which may be extended or curtailed as per the functional requirement.

The details, including age limit, eligibility criteria, terms & conditions, are as follows:

<b>Name of Position</b>	<b>Age limit</b>	<b>Eligibility</b>	<b>Remuneration</b>	<b>Job Description</b>
Consultant (01)	Not more than of 64 years of age on the last date of application	The candidate should have retired from Central Government from the posts equivalent to the rank of Under Secretary (Pay Level-11 as per 7 <sup>th</sup> CPC) or above with at least three years of experience in administrative & establishment matters.  Applicant must be proficient in Computer (MS Word, Excel, and PPT).	Remuneration will be regulated as per the provisions of the Ministry of Finance, DoE OM No. 3/5/2020-E-III A dated 09.12.2020. 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 is fixed shall remain unchanged for the contract term. There will be no annual increment/percentage increase during the contract period.	<ul style="list-style-type: none"> <li>• Establishment, personnel vigilance, and financial matters.</li> <li>• Handling all matters relating to pension, gratuity, and Leave allowances.</li> <li>• Matters related to the creation of posts.</li> <li>• Matters related to promotion and DPC.</li> <li>• Matters related to procurement of services.</li> <li>• Handling all matters relating to contractual services.</li> <li>• Handling Bills for outsourcing staff and maintenance of the Expenditure Register with regard to outsourcing.</li> <li>• Effective administrative support in managing Scientific / Research activities of the Institute.</li> <li>• Handling of legal cases and RTI matters pertaining to NCCR.</li> <li>• Preparation and Maintenance of Roster register.</li> <li>• Drafting of agreements/ contracts / tender documents, including manpower contracts, etc.,</li> </ul>

				<ul style="list-style-type: none"> <li>• Deal with matters related to statutory/internal/ministry/ CAG audit and coordination of NPS-related matters, etc.</li> <li>• Coordination&amp; liaison with offices of Central Govt. / State Govt. / Statutory bodies, etc., whenever required.</li> <li>• Any other Administrative &amp; Financial matter jobs assigned by the designated officers.</li> </ul>
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Interested candidates fulfilling the eligibility conditions are invited to attend the Walk-in-Interview, which is scheduled to be held at the National Centre for Coastal Research (NCCR), NIOT Campus, 2nd Floor, NIOT Campus, Pallikaranai, Chennai 600 100 on 24<sup>th</sup> April 2025 from 10.30 am onwards.

Candidates have to register for the interview between 10.00 AM to 10.30 AM on 24<sup>th</sup> April 2025 for verification of original documents. Candidates who don't register their names before 10.30 AM on 24<sup>th</sup> April 2025 will not be allowed to attend the interview. Candidates should bring all original certificates and a passport-size photograph, relevant documents such as copies of Educational Qualifications, Experience Certificates, etc., in support of the work Experience., failing which he/she will not be allowed to attend the interview. No TA/DA will be provided for attending the interview.

**The Director,  
National Centre for Coastal Research,  
NIOT Campus,Pallikaranai,  
Chennai -600 100**

## **Terms & Conditions:**

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

The engagement shall be initially for a period of 1 year. It may be extended or curtailed. The total period of engagement of Consultant shall not exceed 3 years or 65 Years of age whichever is earlier.

### **2. 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 contract term and there will be no annual increment/percentage increase during the contract period. NO DA/HRA residential accommodation shall be admissible.

### **3. 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 headquarters in connection with the work of the NCCR.

### **4. Scope of Duties**

During their engagement, the Consultants would be required to perform the duties of a consultant or any work as assigned by the Director.

### **5. Working Hours**

The working hours of consultants shall normally be from 9.00 am to 5.30 pm during working days, including a half-hour lunch break. However, in exigencies of work, they may be required to sit late and /or be called on Saturday/Sunday and other Gazetted Holidays. Any unauthorized absence beyond seven days shall be viewed seriously, and the necessary process for termination of the contract shall be affected with the approval of the competent authority.

### **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. The Consultant could be called for services on holidays or beyond regular working hours for which no extra remuneration will be paid.

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

Consultants would be engaged on a full-time basis. The Consultants will not be allowed to take on any other assignment during 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 at the time of expiry of the contract, and before the office releases the final payment.

#### **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 Consultancy period.

#### **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 on 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.**

#### **Other Terms and conditions:**

- a. The engagement of the Consultant will be purely on contract basis.
- b. The person must be acquainted with the functioning of Central Govt. Ministries/Department. Pensions retired from the Central Government having experience in the relevant fields shall be given preference.
- c. The person must be able to work in MS Word, MS Excel, and PowerPoint and should be proficient in examining the cases, noting, and drafting.
- d. The consultant shall not exercise any statutory, legal, or financial powers.
- e. The Department may terminate the consultant's engagement in case he is unable to achieve the assigned works within the time frame, the work assigned to him is not satisfactory to the Department, and/or he is found lacking in honesty and integrity.
- f. The Department shall also reserve the right to terminate the consultant's service at any time, giving one week's notice without assigning any reason, in case of exigencies.
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. NCCR retains the right to increase/decrease the vacancy as per the requirement or cancel the vacancy circular without any notice.
14. The candidates are advised to bring the following documents for verification.
  - a) Copy of retirement notification
  - b) Copy of PPO
  - c) Copy of Last Pay Certificate
  - d) Copy of PAN card and AADHAR Card-mandatory
  - e) Relevant documents such as copies of Educational Qualifications, Experience Certificate, etc., in support of the Work Experience.
15. The Director, NCCR, reserves the right to amend/ modify/add/delete any of the terms and conditions in the interest of good in a just and equitable manner.

**Head of Office**

## PROFORMA

### Application for engagement of Consultant at NCCR

Photo

1	Name in full (Block Letter)	
2	Father's Name	
3	Educational Qualification	
4	Nationality	
5	Date of birth	
6	Permanent Address	
7	Correspondence address	
8	Age as on the closing date of receipt of application (in YYYY MM DD format)	
9	Date of superannuation from Govt. Service	
10	AADHAR No. and PAN (Enclose Xerox Copy of each)	
11	PPO No. (Enclose photocopy )	
12	Contact Number	
13	The last Office's address (at the time of retirement)	
14	Email ID	

15	Post held at the time of retirement						
16	Last Pay Drawn (Pay Level & Pay)						
17	Language of typing skill (Hindi/English/Both)						
18	Transport Allowance (basis) at the time of retirement						
19	Organization superannuated from						
20	Computer Proficiency-working Knowledge of MS Office, e-office, and Internet browsing.						
21	Brief Particulars of experience at various levels in the Govt./Abs /PSU of last 10 years*.Attach a separate sheetif necessary.						
22	<b>Post Held</b>	<b>Organization</b>	<b>From</b>	<b>To</b>	<b>Experience/ Nature of work</b>	<b>PB/GP/Level in the Pay Matrix</b>	<b>Last Pay Drawn and Basic Pension</b>
23	Additional relevant information, if any in support of your suitability for the said engagement. (Attach a separate sheet, if necessary.)						
24	Whether any minor/major penalty was imposed during the last 15 years of Govt. Services.						

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 a vigilance angle at the time of my retirement. I have read this document and am ready to accept all the terms & conditions for the engagement as a consultant.

Place:  
Date:

(Signature of applicant)