



Ministry of Earth Sciences  
Prithvi Bhavan, 4<sup>th</sup> Avenue, Lodhi Road,  
New Delhi – 110003

ए-11019/18/2013-एनएमआरएफ  
राष्ट्रीय मध्यम अवधि मौसम पूर्वानुमान केंद्र  
पृथ्वी विज्ञान मंत्रालय, भारत सरकार  
ए-50, इंस्ट्रूशनल एरिया, सैक्टर-62, नोएडा-201309

### संविदा नियुक्ति

पृथ्वी विज्ञान मंत्रालय, भारत सरकार का अधीनस्थ कार्यालय, राष्ट्रीय मध्यम अवधि मौसम पूर्वानुमान केंद्र (रा.म.अ.मौ.पू.के.) में यूडीसी/असिसटेंट/अकाउंटेंट पदों से सेवा निवृत्त सरकारी कर्मचारी से संविदा नियुक्ति पांच सलाहकार 20,000/-रूपए प्रति माह पर रखने का प्रस्ताव है। यह नियुक्ति प्रारम्भ में एक (01) वर्ष की अवधि के लिए है तथा आवश्यकता के आधार पर इस अवधि को आगे बढ़ाया/घटाया भी जा सकता है।

पदों, योग्यता, अनुभव, आयु, सीमा, आदि का विवरण वैबसाइट [www.ncmrwf.gov.in/www.moes.gov.in](http://www.ncmrwf.gov.in/www.moes.gov.in) पर उपलब्ध है।

पात्रता की शर्तों को पूरा करने वाले उम्मीदवार 14 दिसम्बर, 2016 (सोमवार) को (प्रातः 11: 00 बजे से) वॉक इन इंटरव्यू (साक्षात्कार) में भाग लेने के लिए कृपया आवेदन निर्धारित फार्म में 09 दिसम्बर, 2016 तक राष्ट्रीय मध्यम अवधि मौसम पूर्वानुमान केंद्र, पृथ्वी विज्ञान मंत्रालय, भारत सरकार, ए-50, इंस्ट्रूशनल एरिया, सैक्टर-62, नोएडा-201309 में भेज दें।

( एन.के. भगत )  
निदेशक (प्रशासन)  
दूरभाष:-0120-2419480



**Ministry of Earth Sciences**  
**Prithvi Bhavan, 4<sup>th</sup> Avenue, Lodhi Road,**  
**New Delhi – 110003**

**F. No. A-11019/18/2013-NMRF**  
**Government of India**  
**Ministry of Earth Sciences**  
**National Center for Medium Range Weather Forecasting (NCMRWF)**  
**A-50, Institutional Area, Sector – 62, NOIDA**

**CONTRACTUAL APPOINTMENT**

The National Centre for Medium Range Weather Forecasting (NCMRWF), a subordinate office under the Ministry of Earth Sciences, Government of India is looking for retired officials from Government Services (**05 posts**) who have worked as UDC/Assistant/Accountant for engagement as Consultant on contract basis at a consolidated emoluments of Rs.20,000/- per month for one year initially which may be extended for further period or curtailed as per requirement in the Department.

Details regarding the posts, qualifications, experience, emoluments, age limit, etc are available on the website [www.ncmrwf.gov.in/www.moes.gov.in](http://www.ncmrwf.gov.in/www.moes.gov.in).

Interested candidates fulfilling the eligibility conditions may apply in the prescribed proforma which is available on the above websites latest by 09.12.2016 to attend the Walk-in-Interview at A-50, Institutional Area, Sector – 62, NOIDA (U.P) on (Monday) 14.12.2016 from 11.00 AM onwards.

**(N.K. Bhagat)**  
**Director (Administration)**  
**Tel: 0120-2419480**

**Ministry of Earth Sciences**  
**National Centre for Medium Range Weather Forecasting, Noida**

**TERMS OF REFERENCE FOR ENGAGEMENT OF CONSULTANTS AGAINST THE POSTS OF UDCs  
ON CONTRACT BASIS**

**Posts: 5 UDCs**

**1. Duty** : 1. Processing administration, Establishment and account cases of NCMRWF.

2. Any other work assigned by the competent authority.

**2. Eligibility Criteria:**

i. Retired government servants from Central Ministries/Departments, State Departments, Autonomous bodies from the post of Assistant/UDC/Accountant, equivalent grade and well versed with government rules and regulations.

ii. Persons having experience in the administration/Establishment/Accounts work will be given preference.

iii. Computer literacy (MS Office/Excel/Power Point, etc) is essential.

**3. Age Limit:** Candidates should not be more than 64 years of age as on 01.01.2016. Candidates should possess good health.

**4. Type of Appointment:** The appointment will be purely on contract basis.

**5. Contract Period:** Initial contract would be for a period of 01 year extendable for further period as per requirement by NCMRWF or till the posts are filled up on regular basis. The contractual appointment may continue up to 65 year of age. Further it may continue up to 68 years subject to producing medical fitness certificate from a Physician. The selected candidate will have no claim for regularization/absorption in NCMRWF. The contract may be terminated by giving one month written notice by either NCMRWF or the consultant.

**6. Remuneration/Terms of Payment:** The payment would be made on monthly basis as per monthly remuneration agreed to at the time of appointment. The remuneration will be fixed as per the DoP & T instructions in their OM No. 16012/12/2005 – Estt (Allowances) dt. 10.03.2006 i.e. last pay drawn + DA minus Pension + DA thereon. The maximum monthly emoluments would be of Rs.20000/-.

**7. Accommodation:** The consultant needs to have their own accommodation facility. NCMRWF will not provide accommodation.

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**8. Tax deduction at source:** The Income Tax or any other Tax liable to be deducted as per the prevailing rules before effecting the payment for which the NCMRTWF will issue TDS Certificate as applicable.

**9. No Extra Charge:** The consultant will not be eligible for any extra payment other than monthly emoluments. No separate charge will be payable by the NCMRWF for travel, lodging and boarding and also all incidental expenses to the contractual staff

**10. Confidentiality of data and documents:** The consultants will be governed by The Intellectual Property Rights.

**11, Conflict of Interest:** The consultants shall in no case represent of giving opinion of advice to others in any matter which is adverse to the interest of NCMRWF.

**12. NCMRWF reserves the rights as follows:**

To cancel the advertisement, not to fill the posts and not to proceed in the matter at any stage, accept or reject any or all applications without assigning any reason and explanation, whatsoever.

**13. Termination of Contract:** NCMRWF may terminate the contract on the following conditions.

- i. The consultant is unable to address the assigned works.
- ii. Quality of assigned works is not to the entire satisfaction of the Department.

- iii. The consultant fails in timely achievement of the milestones as finally decided by the Department.
- iv. The consultant is found lacking in honesty and integrity.
- v. NCMRWF reserves the right to terminate the contract by giving one month written notice to the consultant. Likewise the consultant may also resign by giving one month written notice or he/she may leave the job by giving one month remuneration to NCMRWF without giving one month notice.

**14. Governing Law:** The contract shall be governed and construed in accordance with the laws of the Republic of India.

**15. Process of Recruitment and basis of evaluation:**

- i. Through Walk-in-Interview
- ii. The selection of candidates will be done by the approved Committee on the basis of prescribed eligibility criteria and qualifications, experience, etc

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**16. Other Terms and Conditions:**

- i. The consultant shall not be entitled to any allowance such as DA, CCA, HRA, CGHS/Medical Reimbursement or any other relief.
- ii. Though the headquarter of the contractual staff will be at Noida, he/she may be liable to serve anywhere in India.
- iii. The consultant will not be entitled to telephone facilities and personal support staff.
- iv. The consultant will not be entitled to use the staff car for private purposes and also for journey between residences to work place vice versa.
- v. The consultant will not be entitled to transport facilities.

- vi. The consultant shall be eligible for 8 days leave on pro-rata basis and 2 RH in a calendar year. They shall not draw any remuneration in case of absence beyond the available leaves. Also un-availed leave in a year cannot be carried forward to next calendar year.
- vii. The consultant will be required to discharge the duties as assigned to him/her by the Department.

**APPLICATION FORMAT FOR THE POST OF CONSULTANT IN NCMRWF, NOIDA**

**PHOTO**

1. Name :
2. Father's name :
3. Present Residential Address :
4. E-mail address with Tel/Mob No. :
5. Date of birth (DD/MM/YY) :
6. Date of entry in to Govt. Service :
7. Date of retirement :
8. Name of post with pay scale + GP retired from:
9. Name of Ministry/Department/Office retired from:
10. Educational qualifications :
11. Brief particulars of service with nature of duties performed (starting from last post)

S. No.	Name of Ministry/Dept./Office	Period (From – To)	Post held with scale of pay + GP	Nature of work attended

12. Knowledge of computer such as MS word/MS office/Excel/Power point (Preference will be given to those who have attained training in computer or done any course.)

13. Additional information, if any, in support of your suitability to the post.

This is to certify that the above information is correct to the best of my knowledge and belief. It is further certified that no disciplinary proceedings were pending against me in the Department on the date of application/retirement. Copy of PPO is enclosed and other supporting documents would be made available on demand. If any information is found incorrect my candidature may be cancelled.

Date:

Signature

Place

Full Name

PPO No.