

N0 S-036012/1/2017/OSN/ Manpower/NCS
Government of India
Ministry of Earth Sciences
(National Centre for Seismology)

IMD Complex, SATMET Building
Lodi Road, New Delhi 110003
Dated the5/2/....., 2019

CIRCULAR

**Subject : Engagement of One Retired Government Officer of CSS cadre as consultant in
National Center for Seismology at IMD Complex Lodi Road New Delhi.**

It is proposed to prepare a panel of retired/retiring Government employees to work as full time Consultant at Section Officer Level in National Centre for Seismology, Ministry of Earth Sciences at SATMET Building, IMD Complex, Lodi Road, New Delhi 110003.

2. Willing and eligible retired/retiring officers of the Government of India may send their bio-data as per Annexure attached to the Administrative Officer, National Centre for Seismology, Ministry of Earth Sciences, IMD Complex, Lodi Road, New Delhi on or before 20.2.2019. The eligibility, terms and conditions and remuneration are as follows:-

I. Eligibility

- a) Must have retired at least from Central Government Service as Under Secretary/Section Officer at CSS level.
- b) Must be well acquainted with the functioning of Government /Ministries.
- c) Should be well aware of various rules/regulations of Government of India, capable to handle administrative matters like framing of Recruitment Rules, Vigilance Matters and Court Cases etc.
- d) Must have working knowledge of computer.
- e) Age limit upto 65 years (preferable 60 years).

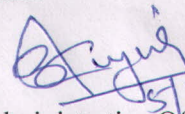
II. Terms and conditions

- a) Engagement shall initially be for a period of one year or till regular incumbent become available whichever is earlier.
- b) Extension of engagement, if any, shall be at the sole discretion of competent authority.
- c) Working hours shall be from 9.30 AM to 06.00 PM during working days including half an hour lunch break between 1.30 to 2.00 PM. However, in exigencies of work the Consultant may be required to sit late and may be called on Saturday/Sunday and other Gazetted Holidays.
- d) Engagement may be terminated at any time by the Competent Authority without assigning any reason and without any notice.
- e) Requirement is only for the National Centre for Seismology, Ministry of Earth Sciences, IMD Complex, and New Delhi 110003.
- f) No typing assistance shall be provided.
- g) Recruitment is purely temporary and decision of competent authority is final.
- h) Consultant would be entitled only 8 days casual leave for the calendar year.

III) Remuneration

The consolidated consultancy fee to be paid would be Rs.35,000/-(Rupees Thirty five thousand only) per month.

3. Ministries/Departments may also give this circular a wide publicity among their staff.


5/2/2019

Administrative Officer
National Centre for Seismology

To

1. All Ministries/Departments of the Government of India
2. Notice Board/All Sections of NCS

✓ Copy to IT Cell for uploading it on the website of NCS.

**APPLICATION FOR ENGAGEMENT AS CONSULTANT IN
NATIONAL CENTRE FOR SEISMOLOGY**

1. Name in full (in Capital Letters):
2. Father's/Husband's Name :
3. Nationality :
4. Sex :
5. Date of Birth :
6. Age as on date (15.02.2019) :
7. Contact Details (Mobile/email ID) :
8. Address for Communication :
9. Date of joining in Government Service:
10. Date of Retirement :
11. Name of the Ministry from which retired:
12. Last Pay Drawn :
13. Educational/Technical Qualification :

| Exams Passed | Name of the Board/University | Year of Passing |
|--------------|------------------------------|-----------------|
| | | |

14. Details of Experience of all previous employment:

| Name of Ministry/ Department | Name of the Post | Period | Nature of Duties |
|---------------------------------|------------------|--------|------------------|
| | | | |

15. Any other relevant information :

DECLARATION

I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR ineligibility being detected at any time my candidature is liable to be rejected and I shall be bound by the decision of the Competent Authority.

Signature

Place :

Date :