

No. 04/18/2025-Rct.

Date: 13.05.2025

Advertisement No. 06/2025

Advertisement for engagement of Retired Government Employee as Consultant in CSIR-CMERI,
Durgapur on contract basis

CSIR-Central Mechanical Engineering Research Institute, Durgapur under the aegis of Council of Scientific and Industrial Research (CSIR), Ministry of Science and Technology, Govt. of India invites applications in the prescribed format (as per Annexure-1) from eligible retired employees of CSIR/Central Autonomous bodies/Central Government on short term contractual basis as per details given below: -

A. Vacancy Details and eligibility:

Number of Post(s)	Post held at the time of retirement/ Pay Level in 7 th CPC	Section/Division
01	Pay Level 08/09/10 (as per 7 th CPC) with technical background.	Engineering Service Division
Scope of Work: E-tendering at CPP and GeM Portal, Knowledge of the process of Works related file movement, Preparation of bill in AMS portal, Auditing of Works related estimation as per DSR, CPWD norm etc.		

B. Terms and Conditions for the engagement:

1.	Period of engagement	The tenure of engagement shall be initially for six months. The engagement period may be extended at the discretion of the Competent Authority subject to satisfactory performance of the candidate and as per functional need. However, The maximum age up to which a retired employee can be engaged, will be 65 years / Govt. of India / CSIR norms.
2.	Job location	CSIR-Central Mechanical Engineering Research Institute, Durgapur -713209
3.	Age Limit	Candidate should not be more than 64 years of age on the last date of receipt of applications.
4.	Remuneration	Retired employee will be paid fixed monthly remuneration @ (Last Basic Pay drawn – Basic Pension) as per Deptt. of Expenditure OM No. 3-25/2020-E.IIIA dated 09/12/2020. Retired employee who have superannuated under NPS will be paid the fixed monthly remuneration @ (Last Basic Pay drawn – 30% of the Last Basic Pay drawn) as per Deptt. of Expenditure OM No. 3-25/2020-E.III(A)/Pt dated 18.10.2023. No other payment will be admissible to them.
5.	Leave	As per the Deptt. of Expenditure OM dated 09/12/2020 or any subsequent instructions issued on the subject.

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6.	Working Hours	(a) The retired employee shall be required to observe the normal office timing between 9:30 am to 06:00 pm and may also be required to work beyond office hour and on Saturday/Sunday or any other holiday, in case of exigencies of work. No extra remuneration shall be paid for extra Hours/ holidays.
7.	Attendance	Selected candidates will report to Head, ESD, CSIR-CMERI and mark his attendance in the Attendance Register mandatorily or on any applicable mode, failing which, it may result in deduction of remuneration.
8.	Tenure of engagement	<p>(a) Selected candidates will be engaged purely on contractual basis initially for a period of six months and will not confer any right for regular appointment in CSIR-CMERI including any allowance such as DA, residential accommodation, residential telephone facilities, etc.</p> <p>(b) The engagement of the contractual position can be terminated at any time by giving one month's notice by either side.</p>
9.	Tax Deduction at Source	(a) The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to him.
10.	General Conditions	<p>(a) The Selected Candidate will be governed by the Official Secrets Act, 1923, as amended from time-to-time and will not disclose to any unauthorized person(s) any information/data that may come to his notice during the period of his engagement in CSIR-CMERI. All Such documents will be the property of the Council. He will sign an agreement of confidentiality with the Council containing a clause on Ethics and Integrity.</p> <p>(b) He will not utilize or publish or part with, to a third party, any part of the data or statistics or proceedings on information collected for the purpose of their assignment or during the course of, assignment for this Institute without the express written consent of the C/A, CSIR-CMERI.</p> <p>(c) Attention is drawn to Central Vigilance Commission's circular No. 01/01/17 dated 23.01.2017 and circular No. 08/06/11 dated 24.06.2011 regarding engagement of Consultants. He will be completely accountable for any advice or any service rendered by them during their engagement in this department in view of norms of ethical business and professionalism.</p> <p>(d) He must act, all times in the interest of CSIR and render any advice/service with professional integrity.</p> <p>(e) He will maintain highest standards of integrity transparency, competitiveness, economy and efficiency while working as consultant in the Department.</p> <p>(f) The retired employees so engaged shall in no case represent or give opinion or advice to others in any matter which is adverse to interest of the Council / Institute, nor will he indulge in any activity outside terms of the contractual assignment.</p>



- C. Eligibility criteria for engagement of Consultant:** Candidates who have retired from CSIR / Central Government / CAB from the Pay Level 08/09/10 (as per 7th CPC) with technical background and possess the required skills for smooth execution of the assignment as mentioned in the above "scope of work" column.
- D. Selection Procedure:** A duly constituted Screening-cum-Selection Committee shall shortlist the applications based on the eligibility criteria and hold a personal interview to assess his suitability for the engagement. The decision of the competent authority on selection of candidate will be final and no correspondence on this subject will be entertained.
- E. Venue & Date of Interview:** Candidates are advised to check CSIR-CMERI Website regularly for any update on the venue and date of Interview. Any corrigendum/addendum/notification etc. or updates with regard to this advertisement shall be made available on the Institute website: www.cmeri.res.in only.

F. Instructions for the Candidates:

1. Before filling up the application form, candidates are advised to check their eligibility as per the advertisement and suitability for the scope of work as mentioned above.
2. **Candidates must send self-attested copy of his Pension Payment Order (PPO) and last salary slip and Aadhar Card alongwith the filled in application form.**
3. Duly filled-in application form along with all the relevant documents should be sent to the following address. **The last date of the receipt of application is 07.07.2025.**

**Controller of Administration
CSIR-Central Mechanical Engineering Research Institute
Council of Scientific and Industrial Research
MG Avenue -713209, Durgapur(W.B.)**

4. All Applicants should have a valid Email ID. All communication such as Call Letter/Result of Personal Discussion, offer of engagement, all kind of notices will be communicated through email only. Communication forwarded through email will be treated as served. Therefore, Candidates are required to check their email regularly.
5. Non receipt of application within the stipulated time or application received without relevant documents will be rejected.
6. The number of retired employees to be engaged as consultants as indicated above is provisional and may vary at the time of selection.
7. The decision of the Director, CSIR-CMERI in all matters relating to eligibility, acceptance or rejection of application, mode of selection, not to fill up post will be final and binding on the candidates and no interim inquiry or correspondence will be entertained in this connection from any individual.
8. Please write APPLICATION FOR ENGAGEMENT OF RETIRED EMPLOYEES AT CSIR-CMERI, DURGAPUR on the envelope containing the filled-in application.
9. Candidates are advised to check their e-mail/CSIR-CMERI Website for further update on the selection process.
10. For any queries please contact at Ph. No. 9434921395 or can send an e-mail to recruit@cmeri.res.in.

Encl: As above.


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