



ADVERTISEMENT NO. 05/2025 DATED 03.12.2025

ADVERTISEMENT FOR ENGAGEMENT OF RETIRED GOVERNMENT EMPLOYEES AS CONSULTANT

CSIR-Institute of Minerals & Materials Technology, Bhubaneswar, a premier Institute under the Council of Scientific & Industrial Research (CSIR), will conduct walk-in interview at **11:00 A.M. on 11.12.2025** for eligible retired Government Servants for engagement as **Consultant** on short term contract basis in the Pay Level not below Level-08 (7th CPC) or equivalent in General Administration in CSIR-IMMT with the following job description, educational qualification and experience.

A. Vacancy Details and eligibility:

Post Code	Number of Post(s)	Age limit	Post held at the time of retirement/ Level in 7 th CPC	Section/ Division
C01	01	Should not be more than 64 years of age as on the date of walk-in Interview.	Essential Qualification: Retired as Section Officer or candidates on superannuation held analogous posts with the Pay Level not below Level-08 (as per 7 th CPC) from the Central Govt. Depts./Central Autonomous Bodies and having proficiency in the area of General Administration including Medical related works, Tender on GEM & CPP with 05 years of working experience in General Section in Pay level not below Level-08.	General Administration
Scope of Work: Administrative work related to General Administration/Section, Medical Section, Tender related works, processing of Bills, TDS, Income Tax, Works and any other job as may be assigned from time to time by the Competent Authority.				

B. Terms and Conditions for the engagement:

1.	Period of engagement	Initially for a period of six months. The engagement period may be extended for another six months at the discretion of the Competent Authority subject to satisfactory performance of the candidate and functional need. However, the maximum age up to which a retired employee can be engaged, will be 65 years.
2.	Age Limit	Candidate should not be more than 64 years of age on the date of Walk-in-interview.
3.	Remuneration	Retired employees will be paid fix remuneration @ (Last Basic Pay drawn - Basic Pension) as per Department of Expenditure OM dated 09/12/2020. Transport Allowance: Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. House Rent Allowances: No HRA shall be admissible. No Increment and Dearness Allowance shall be allowed during the term of the contract.
4.	Leave	As per Deptt. of Expenditure OM dated 09/12/2020 or any subsequent instructions issued on the subject from time to time.

5.	Working Hours	The retired employees if selected shall be required to observe the normal office timing between 09:00 AM to 05:30 PM and may also be required to work beyond office hours and on Saturday/Sunday or any other holiday, in case of exigencies of work. No extra remuneration shall be paid for extra Hours/ Holidays.
6.	Attendance	Selected candidate will report to Director/CoA/AO depending on the place of posting and mark his/her attendance in the Attendance Register mandatorily or on any applicable mode, failing which, it may result in deduction of remuneration.
7.	Selection Procedure	(a) CSIR-IMMT through a Screening-cum-Selection Committee will conduct Walk-in- Interview of the eligible candidates. (b) The decision of the competent authority on screening & selection of candidates will be final and no correspondence on this subject will be entertained. (c) Retired CSIR employees will be given preference.
8.	General Conditions	(a) The Selected Candidates 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 their notice during the period of their engagement in the Department. All Such documents will be the property of the Council. (b) They 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 the Department without the express written consent of the Department. (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. They 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. (d) They must act, all times in the interest of CSIR and render any advice/service with professional integrity. (e) They will maintain highest standards of integrity transparency, competitiveness, economy and efficiency while working as consultant in the Department. (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, nor will they indulge in any activity outside terms of the contractual assignment.
9.	Venue & Date	CSIR-IMMT Conference Room at 11:00 A.M. on 11.12.2025 . Candidates are advised to check CSIR-IMMT Website regularly for any update in respect of any change of the date and venue of interview. Any corrigendum/ addendum/ notification etc. or updates with regard to this advertisement shall be made available on our website: www.immt.res.in only.

C. Instructions for the Candidates:

- (1) Candidates are required to fill up the application form in Annexure-I and submit it during the Walk-in-Interview. Before filling up the application form in the prescribed application form (**Annexure-1**), candidates are advised to check their eligibility as per the advertisement and also suitability for the scope of work mentioned against each post code.
- (2) Candidates are advised to report for walk-in-interview process at **10.30 AM on 11.12.2025** at the venue mentioned in the advertisement. Candidates reporting after 11:00 AM will not be entertained.
- (3) Candidates are advised to make their arrangements for stay and travel accordingly. No assistance will be provided by CSIR in this regard.
- (4) The venue, date and time of selection process may change due to administrative reasons. If so, the same will be notified on CSIR-IMMT Website. Candidates are advised to check CSIR Website regularly for latest updates.
- (5) Candidates are required to bring original of all their testimonials, educational qualification certificates at the time of selection process.

- (6) Willing candidates can also inform about their participation in the selection process through e-mail on recruitment.immt@csir.res.in latest by 08.12.2025 (03:00 PM).
- (7) All candidates are advised to bring their Service cum Experience Certificate as per **Annexure-2**.
- (8) The number of retired employees to be engaged as consultants as indicated above is provisional and may vary at the time of selection.
- (9) The decision of the Director, CSIR-IMMT in all matters relating to eligibility, acceptance or rejection of application, mode of selection, not to engage the Consultant will be final and binding on the candidates and no interim inquiry or correspondence will be entertained in this connection from any individual or his/her agency.
- (10) For any queries please contact at Ph. No. 0674-2379225 or can send an e-mail to recruitment.immt@csir.res.in .

Sd/-
Controller of Administration

Encl: As above

**Annexure 1 - Application Form****Engagement of Retired Employees as Consultant in CSIR- IMMT, Bhubaneswar**

Affix your
recent colour
passport size
photo

Advertisement No. _____ Dated _____

1. Post Code: _____
2. Full Name: _____
3. Father's Name: _____
4. Date of Birth: _____ (DD/MM/YYYY) Age (as on date): _____
5. Gender: Male/ Female
6. Category (UR/SC/ST/OBC/EWS/PWD/Ex-Serviceman):
7. Present Address (PIN code):

8. Permanent Address (PIN code):

9. Mobile No. _____
10. E-mail Address: _____
11. Basic Pension: _____ (enclose self-certified copy of PPO)
12. Last Pay Drawn and Pay Level: _____ (enclose self-certified last pay slip)
13. Whether any disciplinary proceedings initiated against him/her: Yes/No.
14. Details Address of Employer:

S. No	Name of Office/ Dept./ Organisation	Office Address	Office Phone No.	Office Email ID

15. Details of the Education Qualification held by the Applicant.

S. No	Education Qualification	Passing Year	Marks	Percentage

16. Employment History in chronological order.

(Attach separate sheet in following format, if necessary)

Name and Address of Employer/ Organization	Period of Service	Designation of the post Held	Remuneration Grade Pay/Pay Level	Detailed Description of work	Reason of Leaving Each post

17. Professional Trainings/ Certifications

Organization	Details of Training/Certificate	Period	
		From	To

18. Name of two referees: (Not below the rank of Under Secretary/Deputy Secretary)

S. No	Name	Designation	Name of Office/Dept./Organisation	Known for (No. of Years)	Mobile No.	Email ID
1.						
2.						

Declaration: I hereby solemnly declare that all the above-mentioned statements are true and correct to the best of my knowledge and belief. Nothing is false or has been concealed/ distorted. If at any time I am found to have concealed/ distorted any material/ information, my engagement shall be liable to termination without notice.

Place: _____

Signature of Applicant_____

Date: _____

Name of the Applicant_____



Annexure 2

Service cum Experience Certificate

Certified that Mr/Mrs..... was employed in the office of the.....in the position of/ post heldin the pay level..... (7th CPC) for the period from to which is a CSIR/ Central/ CAB/ Central PSUs/ State Govt/ State PSUs/ State Autonomous. His/her nature of duties includes Recruitment & Assessment of Scientists, Technical & Administrative staff, Establishment matter, personal file, handling of service records, study leave, foreign deputation, pay fixation, pay bill arrear, Audits, weeding out of records, General Section, Tender on GeM and CPP portal, Medical Bill, Salary Bill, Income Tax, GST calculation with working Knowledge in Word/Excel/Power Point, Finance and Accounts.
(Delete or strike out which is not applicable)

Signature of the officer (with seal)

Name:

Designation:

Address:

Place:

Date: