

**National Institute of Hydrology
Roorkee**

No.Advt.18/2022/Admn.(NIH)

Dated 23.12.2022

WALK-IN INTERVIEW

Subject: ENGAGEMENT OF RETIRED PERSONS ON CONTRACT BASIS.

National Institute of Hydrology, Roorkee invites applications of Retired persons from Central Govt./State Govt/Autonomous bodies/ Public Sector undertakings/Universities for Personal Assistant (PA) on contract basis initially for a period of six months.

Sl. No.	Designation	Remuneration	No of Staff to be hired
1.	Personal Assistant (PA)	Rs. 29,000/- p.m Deduction for unauthorized absence @ Rs. 960/- per day	01

Conditions:-

1. Qualification for retired employee must be Graduate from recognized University having work experience of minimum 25 years in Administration (Pay level-6.).
2. Person would be engaged for a fixed period and providing high quality services to the NIH and for attending to specific and time-bound jobs. Professionals with requisite qualifications and retired Govt employee with relevant experience as prescribed would be hired.
3. Duties of PA will be for collection of information, compilation of data, opening of files, maintenance of current files, sending of routine reminders and acknowledgements.
 - Typing of essential or confidential/secret documents including other typing work as considered necessary in administrative interest.
 - Screening of telephone calls and the visitors in a tactful manner.
 - Fixing up of appointments and if necessary cancelling them.
 - Keeping an accurate list of engagements, meeting etc. and reminding the officer sufficiently in advance of keeping them up.
4. The contractual appointment of persons would be initially for a period of six months which can be extended by the competent authority, subject to satisfactory performance based on regular monitoring. The contractual appointment would be on full time basis.
5. The maximum age limit up to which a person can be employed on contract basis shall be 65 years.
6. Drawal of pension: A retired Govt. Official appointed shall continue to draw pension and the dearness allowance on pension during the period of his appointment in NIH. The appointment will not be considered as a case of re-employment.
7. Person shall be eligible of 8 days leave in a calendar year on pro-rata basis to be sanctioned by the Head of office.
8. No TA/DA shall be admissible for joining the appointment on contractual basis. The person shall be allowed TA/DA for their travel inside the country in connection with the official work, and regulated according to the pay level at the time of retirement.
9. The Walk-in-interview shall be held on **06.01.2023 at 03:00 P.M.** NIH, Roorkee.
10. The selected persons will be attached to NIH HQ's located in Roorkee.
11. The above contractual appointment is a temporary nature and the appointment can be terminated at any time by the Competent Authority in NIH without assigning any reasons.
12. Bio- data format: Advt. No. Post applied for, Name of Candidate, Father's Name, Date of birth, Age, Nationality, Marital status, category (SC/ST/OBC/PH/Gen), Address for communication, Telephone No. , Details of qualification, Details of experience with place of postings etc.

(Rajneesh Kumar Goel)
Senior Admn. Officer