



प्लाज़्मा अनुसंधान संस्थान

Institute for Plasma Research

भाट, इन्दिरा पुल के निकट, गांधीनगर – 382 428 (भारत)

Bhat, Near Indira Bridge, Gandhinagar – 382 428 (India)

Web: www.ipr.res.in



(Advertisement No. 06/2023)

Total No. of Positions: 07

**Re-Engagement of Retired Employees from Department / Units / Aided /
Autonomous Institutions of Central Government on Contract Basis**

Invitation of applications for Consultant in Institute for Plasma Research (IPR), Gandhinagar

(Only employees retired on superannuation from Department/ Units/Aided/Autonomous Institutions of Central Government are eligible to apply.)

1. Applications are invited for performing various administrative work as Consultant in IPR, Gandhinagar (Required Experience and Scope of Work is attached as **Annexure-I**).
2. Retired employees who are willing to work in IPR, Gandhinagar can submit their applications in the prescribed format (**Annexure-II**) along with the passport size photograph duly affixed and a copy of the Pension Payment Order (PPO).
3. The applications received will be scrutinized by the Competent Authority and if required, an interview may be conducted to select the suitable candidates. The selected candidates will be communicated the date of commencement of work and the period of tenure.
4. The period of engagement shall be initially for **One year and further extendable for one more year or up to the date of attaining the age of 64 years**, whichever is earlier.
5. Preference will be given to those who are having experience with Units/Aided/Autonomous Institution of Department of Atomic Energy (DAE) and familiar with administrative procedures.
6. The re-engagement shall be purely temporary and on contract basis. Re-engagement can be terminated at any time by IPR and without assigning any reason.

7. **Eligibility:**

- 7.1 Applicant should have retired from the Department/Units/Aided/Autonomous Institutions of Central Government on superannuation.
- 7.2 Applicant should have knowledge & experience relevant to scope of work mentioned in Annexure-I.
- 7.3 Applicants should fulfil the requirements mentioned below:

Consultant			Essential Requirements	
Position Code	Work Area	No. of Positions	Post Held at the time of superannuation	Level as per Pay Matrix (As per 7 th CPC) at the time of superannuation
01	Administration	03	Office Clerk/ Office Assistant or equivalent post	Up to Level-8
02	Accounts	01	Accounts Officer or equivalent post	Level-9 to Level-11
03	Purchase	01	Purchase Officer or equivalent post	Level-9 to Level-11
04	Purchase	01	Assistant Purchase Officer or equivalent post	Level-7 to Level-8
05	Stores	01	Assistant Stores Officer or equivalent post	Level-7 to Level-8

7.4 Applicant should be medically fit for the work and is required to submit Medical Fitness Certificate at the time of the engagement.

7.5 **The applicant should not be more than 63 years as on closing date of application 20/06/2023.**

7.6 No retired Government Servant shall be eligible for appointment as consultant unless there is a gap of one month between his / her retirement and re-engagement as Consultant.

7.7 Applicant against whom departmental proceedings or criminal cases are contemplated/pending or who have been penalized for misconduct during the period of preceding 10 years will not be eligible for consideration.

8. Entitlements:

8.1 The official on re-engagement is entitled to draw remuneration equal to 50% of the last pay drawn.

8.2 The amount so fixed shall remain unchanged for the term of contract. There will be no annual increment / percentage increase during the contract period.

8.3 12 days of leave in a calendar year on pro rata basis is admissible for re-engaged officials. No other leave of any kind shall be admissible to him/her and absence beyond admissible leave will be treated as “No Work No Pay”. Encashment of unutilized leaves is not admissible.

8.4 If required to travel outside Ahmedabad/Gandhinagar in connection with the work, Traveling allowance and Daily allowance admissible to regular employees working in the same grade from which the official has retired, will be admissible.

- 8.5 Re-engaged officer shall not be entitled for any other allowances (HRA, CCA, DA, transport allowance etc.).
 - 8.6 Re-engaged officials will not be entitled to contribute towards GPF, Gratuity etc. for the period of re-engagement.
 - 8.7 No transport facility will be provided for commuting to office.
 - 8.8 No medical facility will be provided by the Institute.
9. The place of work will be IPR, Gandhinagar.
 10. The Consultants need to perform the duties for 08 hrs. 30 minutes per day on all working days during normal working hours.
 11. Under special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no other benefits/ leave will be granted.
 12. IPR has right to reject any application without assigning any reason.
 13. IPR shall have the right to examine / review / terminate the consultancy services provided by him / her at any time.
 14. The consultant shall perform his / her obligations with due diligence, efficiency and economy.
 15. No other facility whatsoever except remuneration shall be provided to him/ her by IPR in his/ her capacity as Consultant.
 16. IPR shall not be responsible for any loss, accident, damages / injury suffered by him / her whatsoever arising in or out of the execution of his / her work, including travel.
 17. Consultant shall abide with Contract Agreement, Non-Disclosure Agreement, General Conduct Rules, Information Security Act and other restrictions as applicable to Institute employees.
 18. During the terms of consultancy, he / she shall not be engaged in any private business or professional activity which could conflict with the interest of the Institute.
 19. **Last date for receipt of application is 20.06.2023**
 20. **The applications can be sent by Post/ by Hand in sealed envelope superscribing the Advertisement Number and Name of the Position and Position code so as to reach on or before 20/06/2023 to:**

**Chief Administrative Officer
Institute for Plasma Research
Near Indira Bridge
Gandhinagar
Gujarat 382428
E-mail : cao.ipr@ipr.res.in**

Annexure-I: Required Experience and Scope of Work

Annexure-II: Application Format

Required Experience and Scope of Work for Consultants

1. Consultant (Position Code – 01): No. of Positions – 03

The consultants should have experience in Administration.

The consultant is required to work in following areas:

- a) Contributory Health Services Scheme (CHSS)
- b) Vigilance
- c) Recruitment
- d) Legal matters
- e) Establishment
- f) General Administration

2. Consultant (Position Code – 02): No. of Position – 01

Consultant is expected to have knowledge and experience in Accounts.

The consultant is required to support the activities for Pre-Audit work of purchase/works files, Pre-Audit for payment of High value procurement / all types of service contracts, Formation of SOP /Accounting Manual and support other activities related to Accounts.

3. Consultant (Position Code – 03): No. of Position – 01

Consultant is expected to have supervised Purchase related activities and have knowledge of Government Procurement procedures/ policies.

The consultant is required to support in activities related to procurement process which includes tendering, contract management, monitoring of milestone activities, completion of contracts as per delivery schedules, attending audit queries, preparations of suitable replies, implementation of prevailing Government policies and any other work related to Purchase.

4. Consultant (Position Code – 04): No. of Position – 01

Consultant is expected to have knowledge and experience in Government Procurement procedures/policies in processing of purchase related files.

The consultant is required to work for various purchase activities; that involves floating of e-tenders and bids through GeM, providing pre-tendering clarifications, evaluation of offers and preparation of comparative statements, evaluation of recommendations, obtaining commercial and technical clarifications, processing of Purchase Orders/Contracts, post Purchase Order correspondence, processing of milestone payments and any other work related to purchase.

5. Consultant (Position Code – 05): No. of Position – 01

Consultant is expected to have knowledge and experience in Government Procurement procedures/ policies related to Stores activities.

The consultant is required to work for various stores activities; that involves checking the documents related to material receipt activities, attending matters related to discrepancy in the materials, disposal of scrap and auction activities, evaluating the documents related to Annual Maintenance Contracts/Comprehensive Annual Maintenance Contracts and repairs, assisting in preparation of documentation for re-export activities, verifying and providing inputs for store inventory; and any other work related to stores.



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Annexure-II

Application for the position of Consultant in IPR, Gandhinagar

Advertisement No.: 06/2023

Applied Position Code: _____

Affix passport size
photograph

1.	Full Name (in Block Letters)	
2.	Father's/ Husband's Name	
3.	Date of Birth	
4.	Contact details	Tel No.
		Mobile No.
		Email ID
5.	Address for communication	
		Pin
6.	Name of last Organization/ Department/ Units/ Aided/ Autonomous Institutions of Central Government from which Retired	
7.	Date of Joining in Department/ Units/ Aided/ Autonomous Institutions of Central Government	
8.	Date of retirement and the post held with pay Level at the time of retirement	Date of Retirement:
		Post Held:
		Pay Level (7 th CPC):
9.	Age as on Closing date of application	
10.	Category (General/SC/ST/OBC/PwBD)	
11.	Last Pay drawn (Basic Pay)	
12.	PPO No. (Enclose copy)	
13.	Educational/ Technical qualification (10 th standard/SSC onward) [Separate sheet may be attached]	

14.	Computer knowledge (Use of Word, Excel etc.)	
15.	Brief particulars of experience of the last 10 years, highlighting experience relevant to Position Applied. [Separate sheet may be attached]	
16.	Whether any Departmental / Criminal proceedings are pending, if so, details thereof [Separate sheet may be attached]	
17.	Whether any penalty is imposed for misconduct during preceding 10 years, if so, details thereof [Separate sheet may be attached]	

I hereby declare that the particulars furnished above are true 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 incorrect/ incomplete or ineligibility being detected at any time before or after selection, my candidature/contractual appointment is liable to be rejected/discontinued, and I shall be bound by the decision of the Institute for Plasma Research. I have read this advertisement and ready to accept all the terms and conditions for engagement as consultant.

Place:

Signature:

Date:

Full Name of Applicant: