



INDIAN STATISTICAL INSTITUTE
203, Barrackpore Trunk Road, Kolkata-700108



No. CAF/11-1/394

9th November, 2018

The Indian Statistical Institute, an autonomous Institute of National Importance, under Ministry of Statistics & Programme Implementation, Government of India intends to engage recently retired Officers of Centrally Funded Technical Institutes/ Autonomous Bodies/Central/ State Government offices as a **Consultant (Administration)** in its Headquarter at Kolkata on contract basis for a period of one year on functional requirement and suitability.

Indian citizens meeting the following requirements are requested to appear for a **walk-in interview on 19th November, 2018 (Monday) in the Directors office conference room** at Indian Statistical Institute, 203, B.T. Road, Kolkata-700108, **along with all testimonials in original and last pay slip/certificate. Candidates are requested to report at 11:00 A.M. sharp.**

2. ESSENTIAL QUALIFICATIONS:

- (a) Post Graduate degree
- (b) Minimum 15 (fifteen) years' experience in the field of general administration in Centrally Funded Technical Institutes/ Autonomous Bodies/Central/State government offices/PSU's, out of which at least 10(ten) years in the Pay Scale – Rs. 15600-39100 + GP 7600/- (pay level 12) and above.
- (c) Experience in handling RTI matters as per RTI Act, 2005.
- (d) Experience in preparation of Reservation Roster as per GoI rules.
- (e) The Officers should be proficient in using computers for official work.

3. DESIRABLE QUALIFICATIONS:

- (a) Experience in coordination with Central Ministry.
- (b) Experience of legal work.

4. TERMS AND CONDITIONS OF APPONTMENT:

- a) Job Requirement: Retired Officers of Centrally Funded Technical Institutes/ Autonomous Bodies/Central/State government offices/PSU's with experience of work in General Administration.
- b) Period of engagement (duration): The maximum period of engagement for consultant shall not exceed **one year**. Any subsequent extension will be subject to approval of the Director, ISI depending upon functional requirement and suitability.
- c) Age Limit: The maximum age limit for consultant shall be 62 years as on 01.11.2018.
- d) Remuneration: The maximum consolidated fee payable shall be Rupees 60,000/- to Rs. 70,000/- per month, depending upon the educational qualification and length of experience. The amount of fee in case of retired government officials shall not exceed the ceiling of (Last Pay + DA drawn minus Basic Pension)

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- e) Drawal of pension: A retired Government official engaged as consultant shall continue to draw pension and dearness relief on pension during the period of his engagement as consultant. His/her engagement as consultant shall not be treated as a case of re-employment.
- f) Allowances: The consultant will not be entitled to any allowances such as Dearness Allowance, Transport Allowance, HRA, Medical reimbursement etc.
- g) TA/DA: No TA/DA shall be admissible for joining the assignment or on its completion. However, the consultant shall be allowed TA/DA for their travel inside the country in connection with official work as appended below:
TA: - Reimbursement of second AC train fare/Air fare (economy class).
DA:- Reimbursement for Hotel accommodation of up to Rs. 1000/- per day; reimbursement of travel charges of up to Rs.150/- per diem for travel within the city and reimbursement of food bills not exceeding Rs. 200/- per day.
- h) Leave: Consultants shall be eligible for 8 days leave in a calendar year on pro-rata basis. Therefore, a consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on pro-rata basis).
- i) Temporary Engagement: The engagement will be purely on temporary basis and it will confer no right on consultant for regularization/permanent appointment.
- j) Termination Notice: The contract can be terminated by either side with one-month notice or in lieu of it by paying one-month remuneration or by surrendering one month's remuneration by the consultant. The institute would be free to terminate the services in case of continuous absence from duty by more than 15 days beyond the entitled leave in a calendar year, for which no notice will be served.
- k) Conflict of Interest: The consultant is expected to follow all the rules and regulations of the Institute and Central Government, which are in force. He/She will be expected for outmost honesty and sincerity while discharging his/her duties.
- l) Non-disclosure of Official Secrets: During the period of assignment with ISI, Kolkata, it is likely that the Consultant may come across certain information of important or secret nature. Consultant would, therefore, be subjected to the provisions of the Indian Official Secrets Act, 1923, not only during the period of assignment, but also thereafter.
- m) The consultant shall not, except with previous sanction of the Institute or in the bonafide discharge of his duties, publish a book or participate in a radio broadcast or contribute an article or write a letter to any newspaper or periodical, if such book, article, broadcast or letter relates to subject matter assigned to him by the Institute.
- n) Work Station: The work station of the consultant will be ISI, Kolkata.
- o) Supervision: The consultant will work for ISI, Kolkata under guidance and supervision of Chief Executive (A&F), ISI, Kolkata.
- p) Issues if any, not covered above shall be as per Government of India rules on the subject from time to time.

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