

No.21/01/2022-CS.I(Coord.)
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
(CS.I Division)

Loknaya Bhawan, New Delhi
Dated the 29th November, 2022

OFFICE MEMORANDUM

Sub: Inviting applications for engagement of Consultant (Accounts Clerk) amongst retired Government Servants- reg.

Reference is invited to Indian Council of Philosophical Research's Circular No.14-11/2019/A&F/ICPR dated 09.11.2022, for Inviting applications for engagement of Consultant (Accounts Clerk) amongst retired Government Servants. The last date of submission of the application is by 5.00 PM of 15th December, 2022.

2. In case of any further clarification, the applicants are requested to contact concerned Ministry/Department/Office.

Sunil Kumar
29/11/2022
(Sunil Kumar)

Under Secretary to the Govt. of India
Tel. No. 011-24629412

To
All Ministries/ Departments (through DoPT's website).

F.No.14-11/2019/A&F/ICPR
Indian Council of Philosophical Research
(Under Department of Higher Education, Ministry of Education, Govt. of India)

DarshanBhawan
36, Tughlakabad Institutional Area,
Mehrauli Badarpur Road ,
New Delhi – 110062
Dated: 9th November, 2022

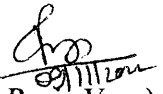
OFFICE MEMORANDUM

Sub: Inviting applications for engagement of Consultant (Accounts Clerk) amongst retired Government Servants - reg.

Indian Council of Philosophical Research, an autonomous body under Department of Higher Education, Ministry of Education, proposes to engage 01 (one) retired Government Servant as Consultant (Accounts Clerk) in Indian Council of Philosophical Research purely on contractual basis as per the Circular attached herewith.

2. DoPT (CS Division) is requested to publish this Circular on its website for wider circulation.

Encl: As above


(Dr. Pooja Vyas)
Director (A&F) i/c
Tel. No. 011- 29901506

✓
To,
Under Secretary (Coord.)
Department of Personnel and Training,
LokNayakBhawan, Khan Market,
New Delhi.

Sum
21/11

SO (C)

Dr. Pooja Vyas
21/11

M. Anand

F.No.14-11/2019/A&F/ICPR
Indian Council of Philosophical Research
Government of India, Ministry of Education
DarshanBhawan, 36 Tughlakabad Institutional Area
(Near Batra Hospital) Mehrauli Badarpur Road
New Delhi – 110062

9th November, 2022

WALK-IN INTERVIEW

Sub: Inviting applications from retired Government servants for rendering their services as Consultant (Accounts Clerk) in Indian Council of Philosophical Research.

Indian Council of Philosophical Research invites applications from retired Government employees to render their services as Consultant (Accounts Clerk) initially for a period of three months from the date of engagement which may be extended/curtailed as per the requirement of the Council. The details are given below:

1.	Name of the post	Consultant (Accounts Clerk)
2.	Total number of posts	01
3.	Period of engagement	The period of engagement will be initially for a period of three months from the date of engagement which may be extended/curtailed as per requirement/performance of the individual.
4.	Job Location	Indian Council of Philosophical Research, DarshanBhawan, 36, Tughlakabad Institutional Area, (Near Batra Hospital), Mehrauli Badarpur Road, New Delhi – 110 062
5.	Eligibility Criteria	Must be retired Government Servant from Central /State Governments/Autonomous Bodies/Statutory Bodies/PSU/Research Organizations/ Universities Services at the level of Assistant/UDC.
6.	Age Eligibility	Candidates should not be more than 64 years on the date of Walk-in-Interview.
7.	Experience	Must have experience in dealing with General Accounts matters.
8.	Remuneration	As per existing rules of the Government of India for retired govt. employees.
9.	Leave	One and half day in each month to be availed during the validity of the contract.
10.	Working hours	Normal office timing from 9:30 am to 06:00 pm. May also have to devote more time than usual to meet the exigencies of work.
11.	Term of engagement	The engagement is dependent on work performance.
12.	How to apply	The application in the prescribed format along with requisite documents (copy of Last Pay Certificate, Aadhar Card) to: Member- Secretary Indian Council of Philosophical Research, DarshanBhawan, 36, Tughlakabad Institutional Area, (Near Batra Hospital), Mehrauli Badarpur Road New Delhi – 110 062, Email id: membersecretary@icpr.in
13.	Last date for receipt of applications	15.12.2022 at 05:00 PM
14.	Date of walk-in interaction	Will be uploaded on ICPR website (www.icpr.in)

Sd/-
Director (A&F) i/c

Terms and Condition for Engagement of Consultants

1. The candidate should have retired from Central Government Ministries/ Departments having experience of functioning in Govt. bodies.
2. The candidates who have retired from the post of Assistant/UDC are eligible for engagement to the position of Consultant.
3. The candidate should have basic knowledge of computer applications.
4. The candidate should have flair in noting/drafting, knowledge of finance related rules/regulations of Govt. of India.
5. The engagement of Consultants will be purely on short term contract basis. The initial engagement as Consultant would be for a period of one year to be extended 3 months basis depending upon performance .
6. The engagement of Consultants would be on full-time basis and they would not be permitted to take up any other assignment during the period of consultancy.
7. The engagement of Consultants would be of a temporary nature against the tasks assigned. The engagement can be cancelled at any time without assigning any reason.
8. Not more than 64 years of age on the last date of application.
9. A fixed monthly amount shall be paid as per the Government norms, arriving at by deducting the basic pension (gross) from the last basic pay drawn at the time of retirement plus TPT drawn at the time of retirement.
10. Candidate meeting the conditions shall be shortlisted on the basis of criteria like experience, qualification etc. The Consultants will be selected by a duly Constituted Committee.
11. The consultants shall have to work as per the working hours of the Council. However, depending on the exigency of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra remuneration or fee would be payable if work require late sitting or coming on holidays.
12. Income Tax or any other tax liable to be deducted, as per the prevailing rules, will be deducted at source before effecting the payment of remuneration.
13. The Consultants shall not utilize or publish or disclose or part with, to a third party, and data or statistics or proceedings or information gathered during the course of the assignment for the office, without written consent of this Council. The Consultants shall be bound to hand over the entire set of records of assignments to the office before the expiry of the contract and before the final payment is released by the office. The Consultants shall sign an agreement of confidentiality with the Council to this effect which shall contain a clause on Ethics and Integrity.
14. The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. No Consultant would be permitted to take up any other assignment during the period of Consultancy.
15. Council may terminate the service of the Consultants, if:

- (i) The Consultants is unable to accomplish the assigned works.
- (ii) Quality of the accomplished work is not to the satisfaction of Competent Authority.
- (iii) The Consultants fails in timely achievement of the milestone as decided by Competent Authority.
- (iv) The Consultant is found lacking in honesty and integrity.
- (v) Posting of a government official who could do the Consultant's job.
- (vi) The requirement of Consultant for the work assigned ceased to exist.
- (vii) The Undertaking given by the candidate is found false.
- (viii) The Consultant completes 5 years of retirement.

Annexure- II

Application for engagement of Consultant (Accounts Clerk) on contract basis in the Indian Council of Philosophical Research, New Delhi

Recent Passport
Size Photograph

1.	Full Name (in Block Letters)		
2.	Father's/ Husband's Name		
3.	Date of Birth		
4.	Contact details	Mobile/Tel.	
		e-mail	
5.	Address for communication		
6.	Date of Joining of Govt. Service		
7.	Age as on date		
8.	Whether SC/ST/OBC		
9.	Whether Physically handicapped		
10.	Date of Retirement and the post from which retired (enclosed copy of retirement order)		
11.	Name of the Ministry / Department from which retired		
12.	Last Pay Drawn (Please enclose copy)		
13.	Education/Technical Qualification (Please enclose copy of certificate/mark sheet)		
14.	P.P.O. No. (Please enclose copy)		
15.	Details of Computer Knowledge		
16.	Brief particulars of experience (A separate sheet may be annexed		

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 interview, my candidature is liable to be rejected and I shall be bound by the decision of the Council. I have read this circular and ready to accept all the terms and conditions for engagement of Consultant (Accounts Clerk).

Signature:.....

Place:

Date: