



राष्ट्रीय सिद्धा संस्थान / NATIONAL INSTITUTE OF SIDDHA

आयुष मंत्रालय / Ministry of Ayush

भारत सरकार / Government of India

ताम्बरम सनटोरियम / Tambaram Sanatorium

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मिसल.संNIS/1-38/Recruitment(Consultants)/2023

दिनांक /Date: 07.07. 2023

EMPLOYMENT NOTIFICATION NO: 04/2023

A **Walk-in-Interview** for filling up the post of **Consultant – 1 Post (on contract basis)** in the National Institute of Siddha, Tambaram, Chennai, will be conducted in this Institute **at 11.00 a.m. onwards on 12.07.2023.**

Only retired Officers from the post of Section Officer / Under Secretary/ Deputy Secretary / Director or equivalent in the Government of India, State Governments, Attached & Subordinate Offices, PSU's, Autonomous Bodies of the Government of India are eligible for the position of Consultant in their respective spheres of specialization.

The applicants shall **report to this Institute for the Walk-in-Interview between 10:00 a.m. on 12.07.2023** with the duly filled up application for the post along with all the necessary certificates/documents to prove his/her qualification, age, scale of pay and experience. The format of application is available in the Institute website link <https://nischennai.org/main/category/blog-notifications/>

The period of contract will be for One (1) year from the date of engagement. The selected candidate will be engaged against the temporary vacancy of Private Secretary in this Institute.

The Qualifications and Experience for the post of **Consultant** is as follows:

Name of post: Consultant

Essential Qualification:

- i) Graduates from a recognised University.
- ii) Candidates must have 5-10 years in handling Estt./ Administration / Vigilance / Court Cases / Budget & Accounts related matters (preferably with Government, Central Autonomous Bodies) and should be well versed with Pay Rules /FRSR/GFR/CCS(CCA) Rules and dealt the same earlier (should be produced duration of employment and the nature of duties performed at the time of interview).
- iii) Knowledge of computer applications such as MS Office, etc.,
- iv) Candidates should be well conversant with office functions like drafting, noting, budget, accounts, office procedure, etc.,
- v) **Should not be more than 64 years of age on the last date for receipt of application.**

Note: Officers retired from State Governments, PSUs controlled by State Governments, Registered Society functioning with own source of funds and Banks / Financial Intuition etc., will not be considered.

TERMS AND CONDITIONS OF ENGAGEMENT FOR THE ABOVE POST

I. Maximum Age:

Age should not be more than 64 years as on the last date for receipt of application.

II. Remuneration:

1. A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract. There will be no annual increment/percentage increase during the contract period.
2. No increment and dearness allowance shall be allowed during the term of contract
3. A fixed amount as transport allowance shall be paid to the consultants who are retired government employees. The entitlement of transport allowance will be as per DOEs O.M. No. 21/5/2017 – E.II (B) dated 07.07.2017. However, no Dearness Allowance shall be allowed. The amount of transport allowance for the appointee shall be as follows:
 - (i) Appointee drawing pay in Level – 8 at the time of retirement will draw a Transport Allowance of Rs. 3600/-
 - (ii) Appointee drawing pay in Level – 9 and above at the time of retirement will draw a Transport Allowance of Rs. 7200/-
4. The appointee shall not be entitled to any allowance such as HRA, residential accommodation, CGHS, Medical reimbursement etc.
5. The appointee shall not be entitled to any benefit like PF, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc or any other benefits as admissible to the regular Government servants. Non Practicing Allowance is also not admissible to him/her.

III. Engagement

1. The term of engagement shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided which shall be extended beyond after 5 years superannuation. The term of all the consultants will be from 1st April till 31st March any given financial year. For consultants engaged mid way through any way financial year, their initial period of engagement will be till 31st march of that financial year.
2. The engagement of consultant will be purely on contract basis and will not confer any /right regular appointment in the Ministry/ organization.
3. The retired Government engaged as consultant shall continue to draw pension and dearness relief on pension during the period of his engagement as consultant.
4. The engagement as consultant shall not be considered as case of re-employment.

5. In respect of retired Officers from Govt. Service Vigilance Clearance from the employer organisation/s, from which that Officer had retired/served within the last 10 years, will be obtained before offering employment to them on contractual/consultancy basis.
6. The retired Govt. Officer will be considered for post retirement engagement only on receipt of Vigilance Clearance as per rules in this regard.

IV. Leave

Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed.

V. Tax deduction at source

Income tax or any other taxes payable from time-to-time as per the rules of the Central Government will be deducted at source from the consolidated salary of the appointee. Necessary TDS Certificate will be issued to him/her in this regard.

VI. Confidentiality of Data and Documents

1. The Consultant will maintain absolute confidentiality and secrecy of the information handled by him/her. The secrecy and confidentiality are to be maintained even after the termination of the engagement.
2. The Intellectual Property Rights (IPR) of the Data collected as well deliverables by the consultant produced for the Department/Organization shall remain with the Department/Organization.
3. The Consultant shall not utilize or publish or disclose or part with to a third party, any part of the Data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment for the Department/Organization, without the express written consent Department/Organization.
4. The Consultant shall be bound to hand over the entire set of records of assignment to the Department/Organization before the expiry of the contract and before the final payment to him/her is released by the Department/Organization.
5. The Consultant would be required to sign a non-disclosure undertaking as per the prescribed format.

VII. Conflict of Interest

1. The consultant appointed by the Department/Organization, shall in no case represent or give opinion or advise to others in any matter which is adverse to the interest of the Department/Organization not will he/she indulged any activity outside the terms of employment/contractual assignment.
2. The Consultant shall not claim any benefit/ compensation/ Absorption/ regularization of service with this Organization/Ministry under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970.

VIII. Termination of Agreement

This Institute retains the right to terminate the contract/engagement of the appointee as Consultant at any time without giving any notice and also without assigning any reasons thereof. Some of the situations under which the engagement may be terminated will be:

- (i) The Consultant is unable to address the assigned work.
- (ii) Quality of the assigned work is not to the satisfaction of the Institute/ Competent Authority.
- (iii) The Consultant is found lacking in honesty and integrity.

IMPORTANT INSTRUCTIONS

- 1) The application form can be downloaded from the Institute website <https://nischennai.org/main/category/blog-notifications/>
- 2) The candidates' age should not exceed the maximum age prescribed for the post as on the last date of receipt of application.
- 3) **The registration of candidates will be closed at 11:00 a.m. Those who report late will not be permitted to register their names.**
- 4) All the Original Certificates should be produced at the time of Walk-in-interview.
- 5) The appointment is on whole time basis and the appointee shall not accept any other appointment, paid or otherwise and shall not engage in private practice of any kind during the period of contract.
- 6) The appointee shall give at-least one month's notice for discontinuation/termination of contract failing which he/she is liable to refund one month's salary to the Institute.
- 7) The appointee shall have entitlement for Travelling Allowance (TA) only when he/she is on pre-approved official tour.
- 8) The appointee shall be required to observe the normal office timings (9.30 AM to 6.00 PM). He / She shall also be called upon to attend the office on Saturday or Sunday or any holiday as per the discretion of the Competent Authority.
- 9) The National Institute of Siddha reserves the right not to fill any or all the posts without assigning any reason thereto. The number of vacancies shown is only tentative.
- 10) The Institute reserves the right to cancel or modify this notification without assigning any reasons thereof.
- 11) No TA/DA is admissible for attending the Walk-in-interview.
- 12) If any declaration/information furnished by the appointee has been proven to be false on verification later on or if he/she is found to have wilfully suppressed any material information he /she would be liable to be removed from service and also to any other actions as deemed fit by the Competent Authority as per the existing rules in this regard.

- 13) The cost of application is Rs.500/- for the post. Application formats are to be downloaded from our website link: <https://nischennai.org/main/category/blog-notifications/> and the filled in application along with the application fee of Rs.500/- by way of demand draft drawn in favour of “Director, National Institute of Siddha” Payable at Chennai has to be submitted to the Office of National Institute of Siddha, Tambaram Sanatorium, Chennai: 600 047 **on the date of the Walk-in-Interview**
- 14) Candidate should submit the Demand Draft for the above post.
- 15) SC/ ST and Divyang candidates are exempted from application fee and they should produce an attested copy of the relevant certificate from the competent authority along with the application form to claim for application fee exemption.
- 16) Applicants submitting incomplete applications and applications that are not supported by self-attested photocopies of certificates and testimonials will not be permitted to attend the Walk-in-Interview.
- 17) Canvassing in any manner will disqualify the candidate.

DIRECTOR
NATIONAL INSTITUTE OF SIDDHA