



सी एस आई आर - उत्तर-पूर्व विज्ञान एवं प्रौद्योगिकी संस्थान, जोरहाट: असम
CSIR- NORTH EAST INSTITUTE OF SCIENCE AND TECHNOLOGY, JORHAT:
ASSAM
(वैज्ञानिक और औद्योगिक अनुसंधान परिषद Council of Scientific and Industrial
Research)



Advertisement No. 1/2024-REC

The Director, CSIR- North East Institute of Science and Technology, Jorhat invites applications from Indian Nationals for engagement of eligible retired employees of CSIR/Central Autonomous Bodies/ Central Government as Security Consultant in CSIR-NEIST, Jorhat purely on contract basis. The details of the job are as follows:-

No. of Post	Post Code	Post held at the time of retirement/Level in the 7 th CPC	Area/Section
01	N-01	Security Assistant or equivalent/ Level-6 (Ex-Serviceman JCO or equivalent rank in other para military forces)	Security

- **Scope of Work/Experience Required:** Will be responsible for day-to-day security of the office premises and campus, Guest House, Scientist Apartments/ Staff Quarters, establishment, etc. of CSIR-NEIST, Jorhat and handling other related tasks like intelligence, vigilance, fire-fighting and safety standards of estate & building, round the clock vigil, regulation of movement of persons and goods to and from the Institute Campus, etc., liaison with local Police & other authorities, audit, security contract, supervising and controlling the security personnel who will be deployed for security duty, maintenance of records, besides any other work as and when assigned by the Competent Authority.
- **Terms & Conditions for the engagement:**
- Period of engagement:** Initially for six months or until the regular incumbent joins the posts, whichever is earlier. The engagement period may be extended / curtailed at the discretion of the Competent Authority i.e. the Director, CSIR-NEIST, subject to the functional need. However, the maximum age upto which a retired employee can be engaged will be 65 years.
 - Job Location:** CSIR-NEIST, Jorhat
 - Age Limit:** Candidate should not be more than 64 years of age on the last date of receipt of application.
 - Remuneration:** Retired employees will be paid fixed remuneration @ (Last Basic Pay drawn – Basic Pension) as per Department of Expenditure OM dated 09.12.2020. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/percentage increase during the contract.
 - Working Hours:** The selected candidate have to live within the CSIR NEIST, Jorhat campus.

- (vi) **Leaves:** As per department of Expenditure OM dated 09.12.2020 or any subsequent instruction issued on the subject.
- (vii) **Terms of engagement:** (a) Selected candidates will be engaged purely on contractual basis initially for a period of 06 months and will not confer any right for regular appointment in the department including any allowance such as DA, Transport facility, HRA, residential telephone facilities (except for Security consultant) (b) The engagement of the contractual position can be terminated at anytime by giving one month's notice.
- (viii) **Selection Procedure:** (a) Interview will be conducted in CSIR-NEIST, Jorhat through a screening-cum-Selection committee (b) The decision of the Competent Authority regarding selection of candidate will be final and no correspondence on his subject will be entertained.
- (ix) **General Conditions:**
- a) The selected candidates will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorised person(s) any information/data that may come to their notice during the period of their engagement in the department. All such documents will be the property of the CSIR-NEIST.
 - b) They will not utilise or publish or part with, to a third party, any part of the data or statistics or proceedings on information collected for the purpose of their assignment or during the course of assignment for the department without the express written consent of the Department.
 - c) Attention is drawn to the Central Vigilance Commissions' Circular No. 01/01/17 dated 23.01.2017 and circular no 08/06/11 dated 24.06.2011 regarding engagement of consultants. They will be completely accountable for any advice or any service rendered by them during their engagement in this department in view of norms of ethical business and professionalism.
 - d) They must act, at all times in the interest of CSIR-NEIST and render any advice/service with professional integrity.
 - e) They will maintain highest standards of integrity transparency, competitiveness, economy and efficiency while working as consultant in the Department.
 - f) The retired employees so engaged shall in no case represent or give opinion or advice to others in any matter, which is adverse to interest of the Institute, nor will they indulge in any activity outside terms of the contractual assignment.
 - g) Venue and Date: CSIR-North Institute of Science & Technology, Jorhat, P.O-RRL, P.S- Pulibor, District- Jorhat, State-Assam-785006. The date for interview will be notified on CSIR-NEIST official website. Candidates are advised to visit CSIR-NEIST website for any updates.

➤ **Procedure for Engagement:**

- a) Application in prescribed format duly filled in all respects along with all relevant mark sheets and certificates etc. should be sent by speed post or e-mailed to CSIR-NEIST e-mail (coaneist@neist.res.in) so as to reach on or before the last

date for submission of application i.e. **31/12/2024 upto 05:00 p.m.** Applications received after the last date for any reason will not be entertained by CSIR-NEIST. The applicant must ensure that the scanned application and documents sent through email are clearly visible and readable and they must send the hard copy of their application and documents (i.e. self-attested copies of mark sheet /certificates of Educational Qualifications and Experiences) by speed post so as to reach NEIST at the earliest. All the applicants while sending the hard copy by speed post need to super scribe on the envelope “**Application for Post Code N-01**” and send in the following address:

Controller of Administration
CSIR-NEIST (RRL),
P.O – RRL Jorhat, P.S- Pulibor,
Dist- Jorhat, Assam-785006

- b) The date for determining age/qualification and experience shall be the last date of submission of application form.
- c) Incomplete application (i.e. without photographs, relevant mark sheet and certificates and unsigned etc.) will not be entertained and will be summarily rejected.
- d) All the application received will be screened by a committee. The Committee can fix their own criteria for short-listing the candidates to be called for interview. The short listed candidates will be interviewed by a duly constituted Selection Committee and the selection will be made based on the performance in the Interview.
- e) In case of any false information received through application, the competent authority will cancel the candidature of the applicant and the candidate will be debarred from attending the interview in future eligible candidates, if required, may have to attend the online interview as per date & time slot allocated to them.
- f) Selected candidates must bring all original and self-attested copies of mark sheet /certificates of Educational Qualifications and Experiences etc. along with a recent passport size photographs at the time of joining. In case of failure to bring the original mark sheets /certificates, selected candidates will not be allowed to join as Security Consultant.

Interested eligible candidates may apply on prescribed proforma enclosing their bio-data along with self-attested photocopies of certificates and affixing recent passport size coloured photograph on it. List of shortlisted candidates, date of interview and any other information will be notified on CSIR-NEIST website i.e. **www.neist.res.in**. The candidates are, therefore, advised to keep on visiting NEIST website regularly for updates.

Sd/-
Controller of Administration